



City of Manitowoc

900 Quay Street
Manitowoc, WI 54220
www.manitowoc.org

Meeting Minutes

Library Board

Monday, April 24, 2017

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

The meeting was called to order by Vice President Lee Thennes at 5:00 p.m.

Others present: Stoeger, Davis, Kunde, Juza, Staveness, Petersen, Alan Boeldt (Foundation President), Bialek, Schreiner and Menk

Present: 8 - Hunter, Thennes, Holschbach, Doneff, Doneff, Myers, Myers and Zimmerman

Absent: 4 - Brey, Kornely, Hazlewood and Vollendorf

2. Approval of Minutes (action requested)

[17-0418](#) a. Regular Board Meeting - March 27, 2017

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 3-27-17](#)

Moved by Holschbach, seconded by Zimmerman, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

[17-0419](#) b. Special Board Meeting - April 5, 2017

Attachments: [Legistar Minutes - April 5, 2017 Special Board Meeting 5pm](#)

Moved by Holschbach, seconded by Zimmerman, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

3. Approval of Budget Status Reports (action requested)

[17-0420](#) a. March 2017 - Fund 2810

Attachments: [BUDGET STATUS - March 2017 \(Fund 2810\)](#)

Moved by Hunter, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

[17-0421](#) b. March 2017 - Fund 2813

Attachments: [BUDGET STATUS - March 2017 \(Fund 2813\)](#)

Moved by Holschbach, seconded by Reinertson, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

4. Approval of Bills/Check Register (action requested)

- [17-0422](#) a. MPL Operating/Budget with the City of Manitowoc for the month of April, 2017 (*action requested*)

Attachments: [Monthly Check Register - April 2017](#)

Moved by Reinertson, seconded by Hunter, that this Action Item be approved.
The motion carried. Ayes, 7. Nays, none

5. Correspondence

- [17-0423](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (March 2017)

Attachments: [HTR Articles - March 2017](#)

6. Administrative Reports

- [17-0424](#) a. Update from Foundation Board President

Foundation Board President Alan Boeldt gave a brief history of his background and his current role as Foundation President.

- [17-0425](#) b. Director's Report (March, 2017)

Attachments: [Dir Report - March 2017](#)

Stoeger reported on the following:

Interviews for the Children's Services Manager were held mid March. The position was offered to Julia Lee, who accepted and will start May 1, 2017. Julia is coming to us from Waseca Public Library in Waseca, Minnesota where she was the Children's Curriculum Coordinator.

"MPL on the Go!" video was submitted into the "A Community Thrives" grant competition in March.

SILLI Grant: Supporting Innovative Library Leadership Initiatives. This is an inner-library grant initiative at Manitowoc Public Library that would encourage our staff to team together in order to create innovations that would have a positive impact on MPL moving forward.

- [17-0426](#) c. MPL 2016 Highlights

Attachments: [MPL 2016 Highlights](#)

A handout of MPL's 2016 Highlights and 2017 Goals was included in the Board packet. It was suggested by Trustees to have copies available for the public.

- [17-0427](#) d. Public Library System Redesign Project (update)

Attachments: [Public Library System Redesign Project](#)

The redesign project is in its third and final stage. In July, The Steering Committee will have a two-day meeting to articulate a beginning vision for structure and governance for collaborative library services.

In October, the WLA Annual Conference will include opportunities for the community to learn more about this process.

[17-0428](#) e. Manager Highlights (March 2017)

Attachments: [Manager Highlights - March 2017](#)

We have hired a WAICU summer intern for 40 hrs/wk for 10 weeks. She will be working in the Children's Department.

Justin Schnell, Teen Associate has submitted his resignation.

[17-0439](#) f. Monthly Statistics (March 2017)

Attachments: [Monthly Statistics - March 2017](#)

[17-0440](#) g. Staff update - One to One Adult Literacy Partners

7. Committee Reports

a. Personnel Committee

Nothing to report.

b. Finance Committee

Nothing to report.

c. Buildings Committee

Nothing to report.

d. Long-Range Planning Committee

Nothing to report.

e. Nominating Committee

Nothing to report.

8. Trustee Education

a. Granicus Training

9. New Business

[17-0441](#) a. Revision to Technician Job Descriptions (*action requested*)

Attachments: [Marketing Technician 4 2017](#)
[IT Technician 4 2017](#)
[Materials Management Technician 4 2017](#)

Motion to accept the revised Technician Job Descriptions

Moved by Hunter, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

[17-0442](#) b. 2017-2018 Foundation Disbursement Appropriation (*action requested*)

Attachments: [2017-2018 Foundation Disbursement Appropriation](#)

Motion to approve the 2017-2018 Foundation Disbursement Appropriation and have it be a rolling budget from 5/1/2017 to 4/2018

Moved by Zimmerman, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

10. Adjournment

A motion was made by Holschbach, seconded by Hunter, to adjourn at 5:47 p.m.

Submitted by Mary Davis, Recording Secretary