



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, May 22, 2017

5:00 PM

Manitowoc Public Library Board Room

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#### 1. Call to Order

The meeting was called to order by President Fred Hazlewood at 5:07 p.m.

**Others present:** Stoeger, Davis, Kunde, Schreiner, Juza, Eisenschink, Staveness, and Lee

**Present:** 6 - Brey, Hunter, Thennes, Holschbach, Hazlewood and Vollendorf

**Absent:** 6 - Kornely, Doneff, Doneff, Myers, Myers and Zimmerman

#### 2. Approval of Minutes (action requested)

[17-0518](#) a. Regular Board Meeting - April 24, 2017

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 4-24-17](#)

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

#### 3. Approval of Budget Status Reports (action requested)

[17-0519](#) a. April 2017 - Fund 2810

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

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

[17-0520](#) b. April 2017 - Fund 2813

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

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

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

[17-0521](#) a. MPL Operating/Budget with the City of Manitowoc for the month of May, 2017  
(action requested)

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

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

## 5. Correspondence

[17-0522](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (April 2017)

**Attachments:** [HTR Articles - April 2017](#)

[17-0545](#) b. SRLAAW Report - April 2017

**Attachments:** [SRLAAW-Report April 2017](#)

## 6. Administrative Reports

[17-0523](#) a. Director's Report (April 2017)

**Attachments:** [Dir Report - April 2017](#)

Stoeger reported on the following:

Library All Staff Development Day was held on Thursday, April 6. Each employee was required to read *Black Belt Librarian* prior to this event, along with answering a set of specific questions related to the book. The initial training for the day was led by Sgt. Bruce Jacobs of the Manitowoc Police Department, focusing on security and active shooter training. The next All Staff meeting is scheduled for August 17, continuing with discussion of *Black Belt Librarian* and training.

A Security Evaluation of the library was done in April by Sgt. Jacobs, with the results report to be available at the June meeting.

Stoeger and Angel Johanek from Chamber of Manitowoc County, did "Business Minute" a live streaming video, talking about National Library Week and the many great services and programs offered this week.

LEAPFROG Committee has scheduled tours of libraries in our area for May. In addition, the committee has split into three different groups; one developing a 3D model of our current space to be manipulated, second group will be contacting outside vendors and contractors in assistance with layout and design plans, third group is focusing on a Needs Assessment related to two ideas; focus groups and photo project. The photo project is an opportunity for the public to engage with our current space, take photos and post things they like and dislike.

As part of the first floor redesign project, we have been in contact with the muralists who completed Red Arrow Park mural, to do a mural for us in the library on the first floor east wall, above the entrance doors. Stoeger will be presenting the full idea for approval at the June Board meeting.

An art reception was held at the library on Wednesday, April 26 to kick off our month long display of artwork from MPSD. There was interest expressed by MPSD to have an ongoing display of artwork throughout the year. A meeting has been scheduled to discuss this possibility.

We welcomed the new Youth Services Manager, Julia Lee. We are excited to have her join our team!

[17-0524](#) b. Manager Highlights (April 2017)

**Attachments:** [Manager Highlights - April 2017](#)

[17-0525](#) c. Monthly Statistics - (April 2017)

**Attachments:** [Monthly Statistics - April 2017](#)

Prior monthly statistics (Jan - April) were inaccurately being reported due to a new software being used at the beginning of 2017. The problem has now been corrected and new reports for the first four months of the year will be available at the June Board meeting, along with May's report.

d. STAFF UPDATE - Interlibrary Loan

e. STAFF UPDATE - New Youth Services Manager

## 7. Committee Reports

a. Personnel Committee

Nothing to report

b. Finance Committee

Trustee Holschbach reported for this Committee who met at 4:30 p.m. on May 22, 2017. Discussion to consider potentially having open hours on Thursdays. This discussion will continue in Closed Session with the full board at the May 22, 2017 meeting. (No action was taken)

c. Buildings Committee

Nothing to report

d. Long-Range Planning Committee

Nothing to report

e. Nominating Committee

Nothing to report

## 8. Old Business

[17-0526](#)

a. 2017-2018 Foundation Disbursement Appropriation (*action requested*)

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

A motion was made by Brey, seconded by Vollendorf, to approve the unallocated amount of \$339 be added to budget line 2813-57130-534812 Programming and Promotion for Public Services. The motion carried. Ayes, 7. Nays, none

## 9. New Business

[17-0527](#)

a. Internal Innovation Grant (*action requested*)

**Attachments:** [S I L L I Description and Guidelines revised](#)

[S I L L I Application](#)

[SILLI GRANT EVALUATION FORM](#)

A motion was made by Hunter, seconded by Holschbach, to approve the Internal Innovation Grant. The motion carried. Ayes, 7. Nays, none

[17-0528](#)

b. Public Comment at Board Meetings Public Policy (*action requested*)

**Attachments:** [MEMO May 2017 Public Comment at Board Meetings Public Policy](#)

[Public Comment Policy - May 2017](#)

A motion was made by Brey, seconded by Vollendorf, to approve the elimination of the Public Comment at Board Meetings Policy and to add a permanent notice on the agenda, under Public Comment. The motion carried. Ayes, 7. Nays, none

[17-0529](#)

c. Library equipment and other property employee purchase program policy (*action requested*)

**Attachments:** [Employee Purchase Program Policy 3 2017](#)

[Purchase of iPads Employee purchase program Policy](#)

A motion was made by Holschbach, seconded by Reinertson, move to adopt the Purchasing Program Policy. The motion carried. Ayes, 7. Nays, none

[17-0546](#)

d. Initial Approval to Pursue Wireless Hotspots for Circulation (*action requested*)

**Attachments:** [MEMO Approval to Pursue Wireless Hotspots for Circulation](#)

A motion was made by Hunter, seconded by Reinertson, for the approval to move forward with offering wireless hotspots for circulation, and to have Library Director present policy and procedures at the June board meeting. Ayes, 7. Nays, none

## 10. Convene in Closed Session

**A motion was made by Vollendorf, seconded by Holschbach, to convene in closed session at 5:51 p.m.. The motion carried with a roll call vote:**

**Aye:** 7 - Brey, Hunter, Thennes, Holschbach, Hazlewood, Vollendorf and Reinertson

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and Section 19.85(1)(e) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The specific subject matter that may be considered in closed session is the following:

17-0542 a. Possibility to Open on Thursdays Research (discussion)

17-0543 b. Alignment of Job Duties, Responsibilities and Pay with Job Title (action requested)

## 11. Reconvene in Open Session

**A motion was made by Thennes, seconded by Holschbach, to reconvene in open session at 6:08 p.m. The motion carried with a roll call vote:**

**Aye:** 7 - Brey, Hunter, Thennes, Holschbach, Hazlewood, Vollendorf and Reinertson

[17-0547](#)

a. Possible action on Closed Session subject matter

**A motion was made by Holschbach, seconded by Vollendorf, so move to approve the memo dated May 18, 2017 - Alignment of job duties, responsibilities and pay with job title. The motion carried. Ayes, 7. Nays, none**

**A motion was made by Holschbach, seconded by Brey, to approve the request of memo dated May 18, 2017, to pursue Alignment of Library Employee Policy Manual with the City of Manitowoc's. The motion carried. Ayes, 7. Nays, none**

## 12. Adjournment

**A motion was made by Holschbach, seconded by Hunter, to adjourn at 6:09 p.m. The motion carried by the following vote:**

**Aye:** 7 - Brey, Hunter, Thennes, Holschbach, Hazlewood, Vollendorf and Reinertson

Submitted by Mary Davis, Recording Secretary