



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, June 26, 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 5:00 p.m.

**Others present:** Stoeger, Davis, Kunde, Juza, Staveness, Eisenschink, Pike, Schwede, Bialek, Lee, Schreiner and Mayor Nickels

**Present:** 13 - Brey, Hunter, Hunter, Hunter, Thennes, Thennes, Doneff, Doneff, Doneff, Hazlewood, Vollendorf, Bundy-Jost and Zimmerman

**Absent:** 3 - Holschbach, Myers and Myers

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

[17-0650](#) a. Finance Committee Meeting - May 22, 2017

**Attachments:** [LEGISTAR MINUTES - Finance Comm Mtg 5-22-17](#)

Moved by Thennes, seconded by Vollendorf, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

[17-0651](#) b. Regular Board Meeting - May 22, 2017

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 5-22-17](#)

Moved by Vollendorf, seconded by Hunter, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

[17-0652](#) c. Nominating Committee Meeting - June 7, 2017

**Attachments:** [LEGISTAR MINUTES - Nominating Committee Meeting 6-7-17](#)

Moved by Hunter, seconded by Zimmerman, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

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

[17-0647](#) a. May 2017 - Fund 2810

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

Moved by Vollendorf, seconded by Brey, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

[17-0648](#) b. May 2017 - Fund 2813

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

Moved by Vollendorf, seconded by Zimmerman, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

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

[17-0649](#) a. MPL Operating/Budget with the City of Manitowoc for the month of June 2017

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

Moved by Vollendorf, seconded by Hunter, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

#### 5. Public Comment

Members of the public will be permitted to speak at the Manitowoc Public Library Board of Trustees meeting each month on any matter of public interest. The comments from each speaker shall be limited to five minutes in length unless extended by action of the Manitowoc Public Library Board of Trustees.

#### 6. Correspondence

[17-0653](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (May 2017)

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

[17-0667](#) b. Trustee resignation letter

**Attachments:** [Chris Kornely resignation letter](#)

A motion was made by Hazlewood, seconded by Vollendorf, stating the Board has unanimously passed a resolution thanking Chris Kornely for her many years of dedicated service to the library and the readers of Manitowoc County. The motion carried. Ayes, 8. Nays, none

#### 7. Administrative Reports

[17-0654](#) a. Director's Report (May 2017)

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

Stoeger reported on the following:

Wireless Hotspots will be available for circulation beginning July 11, 2017. There are a total of five Hotspots, three are able to be put on hold and two will be on a first come first serve basis. The loan period will be 21 days with no renewals.

READ posters featuring library staff, will be displayed throughout the library this summer. Board members were also invited to participate.

The Library did not received the grant *A Community Thrives*, which would have provided for remote book vending machines for ease of access to library materials. Stoeger will continue to look for other opportunities to fund this idea.

Adult Literacy One-to-One held its annual Awards Banquet on Thursday, May 11, 2017. Each year the Adult Literacy program recognizes an individual or group of individuals who have worked closely to grow and support the program. This year the Library Board was selected as the Literacy Partner of the Year for 2017.

The process of the 1st Floor Redesign Project is looking to do a Focus Group on Wednesday, June 28th. They have collected a lot of data relating to the barriers and challenges with the first floor. They will be discussing the dreams of the community and what they would like to see changed.

Marketing Coasters advertising the Adult Summer Reading Program will be put out at five local establishments throughout Manitowoc.

Welcome, to our new Teen Services Associate Lisa Pike.

[17-0655](#) b. Manager Highlights (May 2017)

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

[17-0656](#) c. Monthly Statistics (January thru May 2017)

**Attachments:** [Monthly Statistics - January 2017\(2\)](#)

[Monthly Statistics - February 2017\(2\)](#)

[Monthly Statistics - March 2017\(2\)](#)

[Monthly Statistics - April 2017\(2\)](#)

[Monthly Statistics - May 2017\(2\)](#)

Updated monthly statistics for January thru May 2017.

Staff update: Teen and Children's Summer Reading Program

## 8. 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 (see item #11h under New Business)

Refer to agenda item 11h for this report.

## 9. Convene in Closed Session

**A motion was made by Vollendorf, seconded by Hunter, to convene in closed session at 5:25 p.m. The motion carried with a roll call vote:**

**Aye:** 10 - Brey, Hunter, Hunter, Thennes, Doneff, Doneff, Hazlewood, Vollendorf, Bundy-Jost and Zimmerman

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)(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:

## a. Possibility to Open on Thursdays Research (possible action)

(No Minutes taken for the Closed Session portion)

## 10. Reconvene in Open Session

**A motion was made by Zimmerman, seconded by Thennes, to reconvene in open session at 5:51 p.m. The motion carried with a roll call vote:**

**Aye:** 10 - Brey, Hunter, Hunter, Thennes, Doneff, Doneff, Hazlewood, Vollendorf, Bundy-Jost and Zimmerman

[17-0657](#)

## a. Possible action on Closed Session subject matter

No Action taken.

## 11. New Business

[17-0658](#)

a. Update to Manitowoc Public Library Board of Trustees Bylaws (*action requested*)

**Attachments:** [MEMO June 2017 UPDATE TO BYLAWS](#)  
[BYLAWS - June 2015 version](#)

Motion to accept the updated MPL Board of Trustees Bylaws as noted in memo dated June 27, 2017, to exclude item #3.

Moved by Hunter, seconded by Vollendorf, that this Action Item be approved.  
The motion carried. Ayes, 8. Nays, none

[17-0659](#) b. Mural above East Library Entrance/Exit (*action requested*)

**Attachments:** [Mural above East Library entrance-exit](#)

Motion to approve the proposed Mural Project.

Moved by Vollendorf, seconded by Brey, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

[17-0661](#) c. Safety and Security Survey from Sgt. Jacobs, Manitowoc Police Department (discussion)

Discussion only.

[17-0662](#) d. Lease Agreement with Manitowoc-Calumet Library System (*action requested*)

**Attachments:** [LEASE AGREEMENT 2017](#)

Motion to approve the Lease Agreement between MCLS and MPL.

Moved by Vollendorf, seconded by Brey, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

[17-0663](#) e. Resolution Opposing Elimination of Federal Funding for IMLS (*action requested*)

**Attachments:** [IMLS CUT RESOLUTION - MAY 2017](#)  
[WI IMPACT OF IMLS FUNDING - JUNE 2017](#)

Motion to forward resolution as proposed.

Moved by Hunter, seconded by Bundy-Jost, that this Action Item be approved.  
The motion carried. Ayes, 8. Nays, none

[17-0664](#) f. Article IV Section 1 Wage Schedules Policy - Employee Policy Manual (*action requested*)

A draft memo was handed out and the Board made their decision based on revision of Policy.

Moved by Thennes, seconded by Vollendorf, that this Action Item be approved.  
The motion carried. Ayes, 8 Nays, none

[17-0665](#) g. Trustee Training Week August 21 - 25 (discussion)

**Attachments:** [Wisconsin Trustee Training Week 2017](#)  
[TTW Flier 2017](#)

Discussion only.

[17-0666](#) h. Nomination of Officers for 2017-2018 (*action requested*)

Nominations for the 2017-2018 slate of Officers:

President - Lee Thennes; Vice-President - James Brey;  
Secretary/Treasurer - Robert Vollendorf

**Moved by Hunter, seconded by Doneff, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none**

**The Trustees graciously accepted their nominations.**

## **12. Adjournment**

**A motion was made by Hunter, seconded by Bundy-Jost, to adjourn at 6:20 p.m.. The motion carried. Ayes, 8. Nays, none**

Submitted by Mary Davis, Recording Secretary