



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, July 24, 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 Lee Thennes at 5:00 p.m.

**Others present: Stoeger, Davis, Kunde, Glenn, Plekan, Staveness, Juza, Lee, Schreiner and Patrick Glynn (Carlson Dettmann)**

**Present:** 11 - Brey, Hunter, Hunter, Thennes, Thennes, Doneff, Doneff, Vollendorf, Bundy-Jost, Myers and Myers

**Absent:** 3 - Holschbach, Hazlewood and Zimmerman

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

[17-0745](#) a. Regular Board Meeting - June 26, 2017

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 6-26-17](#)

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

[17-0746](#) b. Personnel Committee Meeting - July 10, 2017

**Attachments:** [LEGISTAR MINUTES - Personnl Committee Meeting 7-10-17](#)

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

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

[17-0747](#) a. June 2017 - Fund 2810

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

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

[17-0748](#) b. June 2017 - Fund 2813

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

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

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

[17-0749](#) a. MPL Operating/Budget with the City of Manitowoc for the month of July 2017

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

Moved by Vollendorf, seconded by Bundy-Jost, 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

[17-0750](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (June 2017)

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

## 7. Administrative Reports

[17-0751](#) a. Director's Report (June 2017)

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

Stoeger reported on the following:

*Update on Virtual Library Cards*; we are continuing to move forward with this and will be rolling out at the beginning of August. MPSD suggested we have teachers set up with a Virtual Library Card as well. They would also have the ability to upgrade to a regular teacher card through the virtual card connection.

*Wireless Hotspots*; all have been cataloged and put out for circulation. All Hotspots were checked out by 9:07 a.m. on July 11th, the first day of circulation.

*Public Computer upgrade*; we are looking at using Comprise as the computer management software and Raspberry Pi's to run our catalog computers. This new process will save us \$8K per year. We will be rolling this out in July/August of 2017.

*LEAPFROG Committee update*; Committee members will be at the Saturday, July 29th Farmer's Market, hoping to capture ideas and information from non-library users. All the data collected will be compiled and prioritized to begin developing a re-design plan.

*Homebound Services*; a new local Assisted Living Facility Kindred Hearts has been added to this valuable service.

*Summer Library Program*; will be having a grand finale Carnival Day, in celebration of another successful summer program coming to an end.

[17-0752](#) b. Manager Highlights (June 2017)

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

[17-0753](#) c. Monthly Statistics (June 2017)

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

[17-0754](#) d. STAFF UPDATE - Role of Clerks

## 8. Committee Reports

a. Personnel Committee - Report from the July 10, 2017 meeting.

Trustee Thennes reported the Committee discussed the following two items: a. Department Head Peer Review form, b. Employee Policy Manual merger with City of Manitowoc. Both items will be discussed further under New Business.

b. Finance Committee

c. Buildings Committee

d. Long-Range Planning Committee

e. Nominating Committee

## 9. Old Business

[17-0756](#) a. Revision to MPL Board of Trustees Bylaws (*action requested*)

**Attachments:** [BYLAWS approved June 2017](#)

**Motion to approve the revision to the Manitowoc Public Library Board of Trustees Bylaws.**

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

## 10. Convene in Closed Session

**A motion was made by Vollendorf, seconded by Reinertson, to convene in closed session at 6:05 p.m. The motion carried with a roll call vote:**

**Aye:** 8 - Brey, Hunter, Thennes, Doneff, Vollendorf, Reinertson, Bundy-Jost and Myers

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 (action requested)

(No Minutes taken for the Closed Session portion)

## 11. Reconvene in Open Session

**A motion was made by Vollendorf, seconded by Brey, to reconvene in open session at 6:17 p.m. The motion carried with a roll call vote:**

**Aye:** 8 - Brey, Hunter, Thennes, Doneff, Vollendorf, Reinertson, Bundy-Jost and Myers

[17-0763](#)

- a. Possible action on Closed Session subject matter

**Motion to move for a recommendation to the Mayor on the 2018 budgetary process, to open the library on Thursdays from 9 a.m. to 8 p.m.**

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

## 12. New Business

[17-0758](#)

- a. Results of Market Plan Assessment by Carlson Dettmann Consulting (*possible action*)

**Attachments:** [Manitowoc - Recommended 2018 Wage Structure](#)  
[Current Pay Plan for MPL for 7-24-17 meeting](#)

For informational purposes at this time, no action taken.

[17-0759](#)

- b. Department Head Peer Review form (*possible action*)

**Attachments:** [Dept Head Peer Review Questions](#)

For informational purposes only, no action taken.

[17-0760](#)

- c. Employee Policy Manual merger (discussion)

**Attachments:** [Compare City and Library EPM for 7-24-17 Bd Mtg](#)

For informational purposes at this time.

[17-0761](#)

- d. Committee Appointments for 2017-2018 (discussion)

**Attachments:** [Officers-Committees 2017-2018 for 7-24-17 meeting](#)

[17-0762](#) e. Code of Conduct Public Policy (*action requested*)

**Attachments:** [Code of Conduct Public Policy](#)

**Motion to approve the revised Code of Conduct Public Policy.**

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

### **13. Adjournment**

**A motion was made by Hunter, seconded by Doneff, to adjourn at 6:37 p.m. The motion carried. Ayes, 8. Nays, none**

Submitted by Mary Davis, Recording Secretary