



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, August 28, 2017

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

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

Others present: Stoeger, Davis, Kunde, Lee, Staveness, Schreiner and Pike

Present: 9 - Hunter, Hunter, Thennes, Thennes, Vollendorf, Bundy-Jost, Myers, Myers and Zimmerman

Absent: 5 - Brey, Holschbach, Doneff, Doneff and Hazlewood

2. Approval of Minutes (action requested)

[17-0850](#) a. Regular Board Meeting - July 24, 2017

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 7-24-2017](#)

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

[17-0849](#) b. Finance Committee Meeting - July 31, 2017

Attachments: [LEGISTAR MINUTES - Finance Comm Mtg 7-31-17](#)

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

3. Approval of Budget Status Reports (action requested)

[17-0851](#) a. July 2017 - Fund 2810

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

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

[17-0852](#) b. July 2017 - Fund 2813

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

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

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

- [17-0853](#) a. MPL Operating/Budget with the City of Manitowoc for the month of August 2017

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

Moved by Vollendorf, seconded by Hunter, that this Action Item be approved. The motion carried. Ayes, 7. 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

- [17-0854](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (July 2017)

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

7. Administrative Reports

- [17-0855](#) a. Director's Report (July 2017)

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

Stoeger reported on the following:

The annual July Krazy Daze book sale turned out a record number in attendance and the highest sales ever, totaling \$3,975.86.

The City Department Heads are working to develop a work group similar to CAWG to make recommendations to the Mayor regarding personnel needs in 2018.

The Virtual Library Card roll out has been delayed due to staffing changes at MPSD. This project should be completed by the end of September.

The MPL Foundation has agreed to fund the Mural project in 2018. Also, plans are underway for the March 10, 2018 Fundraising Gala.

During the month of July members of the LeapFrog Committee attended a Farmer's Market to capture non-user input into the first floor re-design and what elements might compel them to come back to the library. Also, we have received layout plans from two companies. Members from the Design Committee will be at the September board meeting sharing some of the things they have been working on.

[17-0856](#) b. Manager Highlights - July 2017

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

[17-0857](#) c. Monthly Statistics (July 2017)

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

[17-0860](#) d. STAFF UPDATE - Summer DAP Program

8. Old Business

[17-0870](#) a. Results of Market Plan Assessment by Carlson Dettmann Consulting (discussion)

Attachments: [Manitowoc - Project Update \(07-2017\) Handouts \(CORRECTED\)](#)
[Manitowoc Corrected Wage Matrix](#)
[Manitowoc Library - Off-Schedule Jobs](#)
[City of Manitowoc - Correction of Previously Presented Matrix](#)

Discussion only.

[17-0875](#) b. Open on Thursday Calculation update (*action requested*)

Attachments: [Open on Thursday updated calculations](#)

Motion to approve the updated calculations.

**Moved by Vollendorf, seconded by Bundy-Jost, that this Action Item be approved.
The motion carried. Ayes, 7. Nays, none**

9. New Business

[17-0873](#) a. 2018 Budget (action requested)

Attachments: [2017-2018 Budget Worksheet](#)

Motion to approve the 2018 Budget.

**Moved by Vollendorf, seconded by Bundy-Jost, that this Action Item be approved.
The motion carried. Ayes, 7. Nays, none**

[17-0874](#) b. 2018 Resource Library Agreement (*action requested*)

Attachments: [2018 Resource Library Agreement \(draft\)](#)

Motion to approve the 2018 Resource Library Agreement.

**Moved by Vollendorf, seconded by Zimmerman, that this Report be approved.
The motion carried. Ayes, 7. Nays, none**

10. Adjournment

A motion was made by Reinertson, seconded by Myers, to adjourn at 5:41 p.m.
Motion carried. Ayes, 7. Nays, none

Submitted by Mary Davis, Recording Secretary