



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, September 25, 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, Ellison, Schreiner, Bialek, Staveness, Juza and Eisenschink

**Present:** 9 - Hunter, Hunter, Thennes, Thennes, Holschbach, Hazlewood, Vollendorf, Myers and Myers

**Absent:** 5 - Brey, Doneff, Doneff, Bundy-Jost and Zimmerman

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

[17-0960](#) a. Regular Board Meeting - August 28, 2017

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 8-28-17](#)

Moved by Vollendorf, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 6. Nays, none

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

[17-0961](#) a. August 2017 - Fund 2810

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

Moved by Vollendorf, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 6. Nays, none

[17-0962](#) b. August 2017 - Fund 2813

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

Moved by Vollendorf, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 6. Nays, none

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

[17-0963](#) a. MPL Operating/Budget with the City of Manitowoc for the month of September 2017

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

Moved by Vollendorf, seconded by Hunter, that this Action Item be approved. The

motion carried. Ayes, 6. 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

[17-0964](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (August 2017)

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

## 7. Administrative Reports

[17-0965](#) a. Director's Report (August 2017)

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

Stoeger reported on the following:

Staff members were able to provide research assistance to the Mayor's office.

Work continues on the 2018 Foundation Fundraiser, with hopes of proceeds to help fund the First Floor Re-design project.

MPL was approached by a local golf course who would like to host a 2018 fundraiser in our honor. We are looking to target next September, 2018 for this event.

Stoeger along with Dr. Marie Fellbaum Korpi have submitted a proposal to the American Association for Applied Linguistics, to present at the 2018 conference, on the work we have been doing with our literacy program.

The Public Computer upgrade has been completed as of September 1st. Patrons will still have two hours of internet use per day. Cost for printing is now \$.10 per black and white copy, and \$.25 per color copy. Each computer station in the Youth Department now has Minecraft installed.

MPL was awarded a Google Ad Grant. What the grant gives us is up to \$10K per month (\$120K max per year) of free advertising on Google.

[17-0966](#) b. Manager Highlights - August 2017

**Attachments:** [Manager highlights - August 2017](#)

[17-0967](#) c. Monthly Statistics (August 2017)

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

[17-0968](#) d. STAFF UPDATE - 1st Floor Re-design Committee (LEAPFROG)

## 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

Nothing to report.

## 9. Old Business

[17-0976](#) a. Update to Employee Policy Manual Article XXXIV Compensation (*action requested*)

**Attachments:** [Compensation Track Changes 9 2017](#)  
[Copy of Cost of Library Pay Plan 2018](#)  
[Corrected Wage Matrix for Council Approval](#)  
[compensation policy update 9 2017](#)  
[Copy of Step Plan Jan 2018](#)  
[Copy of Step Plan July 2018](#)

**Motion to implement amended version of Employee Policy Manual Article XXXIV: Compensation, effective July 1, 2018.**

**Moved by Hunter, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 6. Nays, none**

[17-0977](#) b. 2018 Budget update (*possible action*)

**Attachments:** [Copy of 2017-2018 Budget Worksheet 9 2017](#)

**No Action taken. Will schedule Special Board meeting tentatively for October 11, 2017 at 5:00 p.m. for further discussion.**

[17-0978](#)

c. Opening on Thursdays update (discussion)

**Discussion to continue at the tentatively scheduled October 11, 2017 Special Board meeting.**

## **10. Adjournment**

**A motion was made by Myers, seconded by Holschbach, to adjourn at 5:48 p.m.  
Motion carried. Ayes, 6. Nays, none**

Submitted by Mary Davis, Recording Secretary