



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, November 27, 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, N Enos, S Enos, Bialek, Staveness, Juza, Eisenschink and Schreiner

Present: 10 - Hunter, Hunter, Thennes, Thennes, Doneff, Doneff, Vollendorf, Bundy-Jost, Myers and Myers

Absent: 4 - Brey, Holschbach, Hazlewood and Zimmerman

2. Approval of Minutes (action requested)

[17-1111](#) a. Regular Board Meeting - October 23, 2017

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 10-23-17](#)

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)

[17-1121](#) a. October 2017 - Fund 2810

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

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

[17-1122](#) b. October 2017 - Fund 2813

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

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

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

[17-1123](#) a. MPL Operating/Budget with the City of Manitowoc for the month of November 2017

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

Moved by Vollendorf, seconded by Reinertson, 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

[17-1124](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (October 2017)

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

7. Administrative Reports

[17-1125](#) a. Director's Report - October 2017

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

Stoeger reported on the following:

Summer Reading Committee met to discuss plans to bring a more universal approach to our summer reading program for 2018.

National Library Week 2018: Staff from Two Rivers and Manitowoc met to discuss collaborating on the Libraries Build Strong Communities annual campaign . Information and resources were shared, also ideas on how to co-market with Lester PL. MPL staff intend to start recruiting businesses for this program beginning in January.

SILLI (Supporting Innovative Library Leadership Initiatives) Internal Grants: three grants have been awarded - the winners are - Starlings, Sow and Grow, and Summer Reading Program marketing.

Incident Report procedures: now referred to as Safety and Security Reports. This process has been streamlined and reports will now be submitted electronically via the staff intranet.

A layout has been developed for the First Floor Redesign. The Committee will be presenting to the board at the December 18, 2018 meeting.

[17-1126](#) b. Manager Highlights - October 2017

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

Significant Statistics and Activities from the Children's Department: since the inception of the Virtual Library Cards, the Total Views for TumbleBooks

increased 343.72%. We look forward to seeing statistics for all of our databases.

[17-1129](#) c. Monthly Statistics - October 2017

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

[17-1130](#) d. STAFF UPDATE - Public Service Desk duties

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

[17-1157](#) a. 2018 Budget modifications (action requested)

Attachments: [2017-2018 Budget Worksheet - original](#)
[2017-2018 Budget Worksheet 11 2017 - updated](#)

Motion to approve the 2018 Budget modification as presented.

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

[17-1158](#) b. Opening on Thursdays implementation (discussion)

Attachments: [Copy of Opening on Thursdays approved recommendations](#)

This item was for discussion only.

10. New Business

[17-1154](#)a. 2018 Holiday Schedule (*action requested*)**Attachments:** [Holidays and Special Hours 2018](#)**Motion to approve 2018 Holiday Schedule.****Moved by Hunter, seconded by Reinertson, that this Action Item be approved.
The motion carried. Ayes, 7. Nays, none**[17-1159](#)b. Updated Performance Evaluation forms for 2018 (*action requested*)**Attachments:** [Perf Eval Form Template FINAL rev 7 2017](#)[compensation policy update 9 2017](#)[Job Knowledge Performance Standards Development Form](#)[Productivity-teamwork-attendance Performance Standards
Development Form](#)[Following policies and procedures Performance Standards
Development Form](#)[Professionalism Performance Standards Development Form](#)[Communication-customer service Performance Standards
Development Form](#)**Motion to accept Performance Evaluation Goal & Development Form, effective
January, 2018.****Moved by Bundy-Jost, seconded by Doneff, that this Action Item be approved.
The motion carried. Ayes, 7. Nays, none**

11. Adjournment

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

Submitted by Mary Davis, Recording Secretary