



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, December 18, 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.

Other present: Stoeger, Davis, Kunde, Staveness, Bialek, Gadzinski, Lee, Menk and Schreiner

Present: 11 - Holschbach, Hazlewood, Vollendorf, Bundy-Jost, Myers, Myers, Zimmerman, Thennes, Thennes, Hunter and Hunter

Absent: 3 - Brey, Doneff and Doneff

2. Approval of Minutes (action requested)

[17-1230](#) a. Regular Board Meeting - November 27, 2017

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 11-27-17](#)

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

3. Approval of Budget Status Reports (action requested)

[17-1231](#) a. November 2017 - Fund 2810

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

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

[17-1232](#) b. November 2017 - Fund 2813

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

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

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

[17-1233](#) a. MPL Operating/Budget with the City of Manitowoc for the month of December 2017

Attachments: [Monthly Check Register - December 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

[17-1234](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (November 2017)

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

[17-1235](#) b. Thank you letter

Attachments: [THANK YOU LETTER - Lakeshore Holiday Parade Committee](#)

[17-1236](#) c. Library Legislative Day Registration

Attachments: [Library Legislative Day Registration](#)

[17-1245](#) d. Christmas Card from MCLS

Attachments: [CORRESPONDENCE for 12-18-17](#)

7. Administrative Reports

[17-1237](#) a. Director's Report - November 2017

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

Stoeger reported on the following:

Stoeger was contacted by a Reporter from the Orlando Sentinel, who was looking for information on the topic of Virtual Library Cards. MPL and MPSD, as of October 2017, have successfully launched this project. Manitowoc Public Library was featured in the article, with a comment from Library Director Kristin Stoeger.

2018 Foundation Fundraiser - work continues on the planning for this event. Save the dates have been mailed out, caterer and performer are secured, along with sponsorships from community organizations starting to come in. More information will be presented at the January 22, 2018 board meeting.

Marketing Associate Tim Gadzinski, presented to the Hotel Room Tax Commission, MPL's case for receiving a "Discover Manitowoc" grant. It was agreed upon unanimously and the library was awarded a grant for

\$1500, to purchase electronic billboard time for promoting Doctor Who Day at the library.

[17-1238](#) b. Manager Highlights - November 2017

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

[17-1239](#) c. Monthly Statistics - November 2017

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

[17-1240](#) d. STAFF UPDATE - Picture Book City

Attachments: [Official MPL Pic Book City Cats Subcats \(003\)](#)

8. Old Business

[17-1241](#) a. Opening on Thursdays implementation (*action requested*)

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

Motion to approve the start date of February 15, 2018 for opening on Thursday's.

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

9. New Business

[17-1244](#) a. First Floor Redesign Layout Plan (*possible action*)

Attachments: [1st Floor Color Master Plan](#)

Motion to give tentative approval to the Leap Frog Committee to move forward with the First Floor Re-design project.

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

10. Adjournment

A motion was made by Holschbach, seconded by Bundy-Jost, to adjourn at 5:55 p.m. Motion carried. Ayes, 8. Nays, none.

Submitted by Mary Davis, Recording Secretary