



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, February 26, 2018

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

The meeting was called to order by Vice President James Brey at 5:00 p.m.

Others present: Stoeger, Davis, Kunde, Staveness, Hansen, Ellison, Meier, Eisenschink and Schreiner

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

Absent: 5 - Hazlewood, Thennes, Thennes, Doneff and Doneff

2. Approval of Minutes (action requested)

[18-0136](#) a. Regular Board Meeting - January 22, 2018

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 1-22-18](#)

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

[18-0137](#) b. Personnel Committee Meeting - February 13, 2018

Attachments: [LEGISTAR MINUTES - Personnel Committee Meeting 2-13-18](#)

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

3. Approval of Budget Status Reports (action requested)

[18-0150](#) a. December 2017 (FINAL) - Fund 2810

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

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

[18-0151](#) b. December 2017 (FINAL) - Fund 2813

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

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

[18-0139](#) c. January 2018 - Fund 2810

Attachments: [BUDGET STATUS - January 2018 \(Fund 2810\)](#)

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

[18-0140](#)

d. January 2018 - Fund 2813

Attachments: [BUDGET STATUS - January 2018 \(Fund 2813\)](#)

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

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

[18-0141](#)

a. MPL Operating/Budget with the City of Manitowoc for the month of February 2018

Attachments: [Monthly Check Register - February 2018](#)

Moved by Vollendorf, seconded by Holschbach, 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

[18-0142](#)

a. Herald-Times Reporter - weekly articles from Library Director/Staff (January 2018)

Attachments: [HTR Articles - January 2018](#)

7. Administrative Reports

[18-0143](#)

a. Director's Report - January 2018

Attachments: [Dir Report - January 2018](#)

Stoeger reported on the following:

MPL was featured on the Chambers Think.Love.Play. facebook post in January 2018. The monthly posts of various organizations allows those who live and work in Manitowoc County to see and share positive perspectives from around the community.

Library Director and Youth Services Manager continue to meet bi-monthly with MPSD Curriculum Coordinator on future collaborating partnerships. MPL was featured in the MPSD Connections newsletter in January 2018,

talking about the virtual library cards.

Stoeger introduced Karen Hansen, the new public services manager.

MPL will be joining together with Lester PL on the National Library Week campaign, Libraries Build Strong Communities, which runs April 8-14, 2018.

Stoeger gave a brief update on the PLSR, a statewide initiative looking in to the redesigning of public library systems. She also participated in a focus group sharing ideas of things they like or would like to see changed.

[18-0144](#) b. Manager Highlights - January 2018

Attachments: [Manager Highlights - January 2018](#)

[18-0145](#) c. Monthly Statistics - January 2018

Attachments: [Monthly Stats 2018](#)

[18-0146](#) d. STAFF UPDATE - SILLI Grant Sow and Grow

8. Committee Reports

a. Personnel Committee - Report from Trustee Reinertson

Please refer to item 2b of this agenda - Personnel Committee Meeting minutes

b. Finance Committee

Nothing to report.

c. Buildings Committee

Nothing to report.

d. Long-Range Planning Committee

Committee will meet March 2018.

e. Nominating Committee

Nothing to report.

9. Old Business

[18-0187](#) a. 2018 Staff Development Days at MPL - Library Closures (*action requested*)

Attachments: [memo 2.2018 modify April all staff meeting](#)

Motion to approve the memo requesting to modify the staff development day to April 27, 2018.

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

10. New Business

[18-0188](#) a. Employee Policy Manual merger (*possible action*)

Attachments: [CURRENT LIBRARY EPM pre-merger - Employee Policy Manual September 28 2015 With Additions](#)
[memo 2.2018 EPM updates with City merger](#)
[EPM-City with Library rev 2.2018](#)

Motion to approve the Employee Policy Manual merger with the City, effective 7/1/18, to include all new changes made.

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

Motion to amend main motion to include, Red Circle Employees lump sum payments to be based on 2017 Performance Evaluation.

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

[18-0189](#) b. Backfill Literacy Coordinator position to allow for one week overlap (*action requested*)

Attachments: [memo 2018 Literacy Coordinator Overlap](#)

Motion to approve the memo requesting a one week overlap, to allow for a transfer of knowledge and smooth transition of the Literacy Coordinator position.

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

[18-0190](#) c. Cost analysis for 1st Floor Redesign (discussion)

Attachments: [redesign cost analysis](#)

Discussion only.

[18-0192](#) d. Approve revised Job Description for Guard/Custodian (*action requested*)

Attachments: [Guard.custodian draft \(003\)](#)

Motion to approve revised Job Description for Guard/Custodian.

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

[18-0193](#) e. Approve 2017 Annual Report for submission to DPI (*action requested*)

Attachments: [2017 annual report draft](#)
[2017 Review](#)

Motion to approve 2017 Annual Report for submission to DPI.

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

Motion to approve Vice President Brey to sign report in place of President Thennes.

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

[18-0194](#) f. Summer Intern 2018 (*action requested*)

Attachments: [memo 2018 summer intern](#)

Motion to approve the hiring of a Summer Intern for 2018.

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

11. Convene in Closed Session

Moved by Holschbach, seconded by Reinertson, to convene in closed session at 5:57 p.m. The motion carried with a roll call vote:

Aye: 8 - Brey, Holschbach, Vollendorf, Reinertson, Bundy-Jost, Myers, Zimmerman and Hunter

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)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The specific subject matter that may be considered in closed session is the following:

g. Approve hire of processing page in Materials Management

(No minutes taken for Closed Session portion)

12. Reconvene in Open Session

Moved by Reinertson, seconded by Hunter, to reconvene in open session at 5:59 p.m. The motion carried with a roll call vote:

Aye: 8 - Brey, Holschbach, Vollendorf, Reinertson, Bundy-Jost, Myers, Zimmerman and Hunter

[18-0191](#) g. Approve hire of processing page in Materials Management (*action requested*)

Motion to accept the hiring of processing page in Materials Management, who is also a relative of a current employee.

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

13. Adjournment

A motion was made by Holschbach, seconded by Hunter, to adjourn at 6:00 p.m.
The motion carried. Ayes, 8. Nays, none

Submitted by Mary Davis, Recording Secretary