



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, March 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, Schreiner, Eisenschink, Hansen, Lee and Schwede

Present: 7 - Brey, Holschbach, Hazlewood, Vollendorf, Bundy-Jost, Hunter and Hunter

Absent: 7 - Myers, Myers, Zimmerman, Thennes, Thennes, Doneff and Doneff

2. Approval of Minutes (action requested)

[18-0263](#) a. Regular Board Meeting - February 26, 2018

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 2-26-18](#)

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

[18-0264](#) b. Long-Range Planning Meeting - March 13, 2018

Attachments: [LEGISTAR MINUTES - Long-Range Planning Committee 3-13-18](#)

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

3. Approval of Budget Status Reports (action requested)

[18-0265](#) a. February 2018 - Fund 2810

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

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

[18-0266](#) b. February 2018 - Fund 2813

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

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

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

- [18-0267](#) a. MPL Operating/Budget with the City of Manitowoc for the month of March 2018

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

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

- [18-0268](#) a. Herald-Times Reporter - weekly articles from Library Director/Staff (February 2018)

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

- [18-0281](#) b. Letter from Brown County Library

Attachments: [Brown County Library correspondence](#)

Annual letter received from Brown County Library providing notice of intent to request payment from Manitowoc County for services provided to their residents.

7. Administrative Reports

- [18-0269](#) a. Director's Report - February 2018

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

Stoeger reported on the following:

Long-Range Planning Committee continues to work on the Strategic Planning Process.

PLSR Update: The workgroup final reports will be shared on April 2. Feedback is welcome, via a form on the PLSR website during the April 2-23 workgroup report comment period.

Library Director and Youth Services Manager met with anonymous donors in February, who have generously donated \$8,000 to the Youth Department for technology improvement needs.

2018 Foundation Fundraising Gala raised between \$38K and \$39K, with

over 150 in attendance. Final numbers are being compiled and will be presented at the April 23, 2018 board meeting.

[18-0270](#) b. Manager Highlights - February 2018

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

[18-0271](#) c. Monthly Statistics - February 2018

Attachments: [Monthly Stats Feb 2018](#)

[18-0272](#) d. STAFF UPDATE - SILLI Grant Starlings (Betty and Julia)

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 - Report from Trustee Hazlewood

Trustee Hazlewood reported: This Committee will be conducting interviews of two Consulting Firms being considered for strategic planning services.

e. Nominating Committee

Nothing to report.

9. Convene in Closed Session

Moved by Vollendorf, seconded by Hazlewood, to convene in closed session at 5:04 p.m. The motion carried with a roll call vote:

Aye: 6 - Brey, Holschbach, Hazlewood, Vollendorf, Bundy-Jost 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:

- a. Extended Leave for Library Director

(No minutes taken for Closed Session portion)

10. Reconvene in Open Session

Moved by Holschbach, seconded by Bundy-Jost, to reconvene in open session at 5:11 p.m. The motion carried with a roll call vote:

Aye: 6 - Brey, Holschbach, Hazlewood, Vollendorf, Bundy-Jost and Hunter

[18-0282](#)

- a. Extended Leave for Library Director (*possible action*)

Further discussion continued on the matter in Closed Session. Library Board appreciates the outline of duties and are okay with requested leave. No action taken.

11. Adjournment

Meeting adjourned at 5:40 p.m. (No quorum, Trustee Hazlewood left the meeting at 5:17 p.m.)

Submitted by Mary Davis, Recording Secretary