



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, May 21, 2018

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: Lee, Eisenschink, Davis, Kunde, Staveness, Hansen and Bialek

Present: 8 - Vollendorf, Myers, Myers, Zimmerman, Thennes, Thennes, Hunter and Hunter

Absent: 6 - Brey, Hazlewood, Doneff, Doneff, Bundy-Jost and Holschbach

By unanimous consent the Board agreed to move agenda item #9e - Acknowledgement of Bob Vollendorf and Ellen Reinertson's years of service on the MPL Board of Trustees to right after Call to Order.

[18-0501](#)

e. Acknowledgement of Bob Vollendorf and Ellen Reinertson's years of service on the MPL Board of Trustees

2. Approval of Minutes (action requested)

[18-0487](#)

a. Regular Board Meeting - April 23, 2018

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 4-23-18](#)

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

[18-0488](#)

b. Nominating Committee Meeting - May 10, 2018

Attachments: [LEGISTAR MINUTES - Nominating Committee Meeting 5-10-18](#)

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

3. Approval of Budget Status Reports (action requested)

[18-0489](#)

a. April 2018 - Fund 2810

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

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

[18-0490](#)

b. April 2018 - Fund 2813

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

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

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

[18-0492](#) a. MPL Operating/Budget with the City of Manitowoc for the month of May 2018

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

Moved by Vollendorf, seconded by Zimmerman, 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

[18-0491](#) a. Herald-Times Reporter - weekly articles from Library Director/Staff (April 2018)

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

[18-0503](#) b. Thank you letter - Reedsville Elementary School

Attachments: [Thank you letter - Reedsville Elementary School](#)

7. Administrative Reports

[18-0493](#) a. Director's Report - April 2018

Attachments: [Director-Manager Reports - April 2018](#)

Lee/Eisenschink reported on the following:

Yard signs for Summer Reading Program have arrived and are ready to be placed in yards of those willing to display them.

Congratulations to Kristin and her family on the arrival of their new baby girl, Rebekah Rose on April 23, 2018.

We have agreed to allow Fourth on the Shore to use our parking lot on July 4th for their vendors.

The Mural contract has been signed; with the project to begin on May 16, 2018.

PLSR Update: Steering Committee meeting has been scheduled and will review the responses of the workgroup reports.

National Library Week campaign was a huge success!

[18-0495](#) b. Monthly Statistics - April 2018

Attachments: [Monthly Statistics - April 2018](#)

[18-0497](#) c. STAFF UPDATE - Great Decisions (Roxanne) and Poetry Program (Karen)

8. Committee Reports

- a. Personnel Committee
- b. Finance Committee
- c. Buildings Committee
- d. Long-Range Planning Committee - next meeting is Wednesday, June 6, 2018 at 9:00 a.m.
- e. Nominating Committee - refer to item #9d under New Business

The following slate of Officers were nominated and will be voted on at the July 23, 2018 regular board meeting.

President - Todd Holschbach

Vice-President - Jim Brey

Secretary/Treasurer - Barb Bundy-Jost

9. New Business

[18-0498](#) a. Trustee training (discussion)

Attachments: [Trustee training - May board mtg](#)

[18-0499](#) b. Approval of bills for June and July meetings (discussion)

Trustee Thennes will assume the responsibility for the June 25, 2018 meeting and Trustee Hunter has agreed to do the July 23, 2018 meeting.

[18-0504](#) c. Appointment of MPL Board of Trustee to MCLS Board (discussion) (*possible action*)

Attachments: [Attachment for Appointment of MPL Board of Trustee to MCLS Board](#)
[2018 MCLS Board Meeting Dates](#)

Further discussion at the June 25, 2018 meeting. No Action Taken.

[18-0500](#) d. Nomination of Officer's for 2018-2019 (discussion)

10. Convene in Closed Session

Moved by Vollendorf, seconded by Zimmerman, to convene in closed session at 5:32 p.m. The motion carried with a roll call vote:

Aye: 6 - Vollendorf, Reinertson, Myers, Zimmerman, Thennes 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:

f. Approve hire of shelving page in Materials Management

(No minutes taken for Closed Session portion)

11. Reconvene in Open Session

Moved by Vollendorf, seconded by Hunter, to reconvene in open session at 5:33 p.m. The motion carried with a roll call vote:

Aye: 6 - Vollendorf, Reinertson, Myers, Zimmerman, Thennes and Hunter

[18-0502](#) f. Approve hire of shelving 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 Zimmerman, seconded by Vollendorf, that this Action Item be approved. The motion carried. Ayes, 6. Nays, none

12. Adjournment

A motion was made by Reinertson, seconded by Vollendorf, to adjourn at 5:36 p.m. The motion carried. Ayes, 6. Nays, none

Submitted by Mary Davis, Recording Secretary