



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, June 25, 2018

5:00 PM

Manitowoc Public Library Board Room

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#### 1. Call to Order

The meeting was called to order by President Lee Thennes at 5:00 p.m.

**Others present:** Lee, Engelbrecht, Kunde, Bialek, Staveness, Jirik, Clements, Schreiner and Brey

**Present:** 10 - Hazlewood, Myers, Myers, Thennes, Thennes, Hunter, Hunter, Bundy-Jost, Holschbach and Lotz

**Absent:** 2 - Doneff and Doneff

#### 2. Approval of Minutes (action requested)

[18-0639](#) a. Regular Board Meeting - May 21, 2018

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 5-21-2018](#)

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

[18-0640](#) b. Long-Range Planning Committee Meeting - June 6, 2018

**Attachments:** [LEGISTAR MINUTES - Long-Range Planning Committee Meeting 6-6-2018](#)

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

#### 3. Approval of Budget Status Reports (action requested)

[18-0642](#) a. May 2018 - Fund 2810

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

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

[18-0643](#) b. May 2018 - Fund 2813

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

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

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

[18-0644](#) a. MPL Operating Budget with the City of Manitowoc for the month of June 2018

**Attachments:** [Check Register June 2018](#)

Moved by Thennes, seconded by Holschbach, 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.

Former Vice-President Jim Brey addressed the Board and staff expressing his gratitude and thanks for all the hard work each and everyone of them puts forth.

Alderperson Todd Lotz will be replacing Jim Brey as the Council Representative to the Library Board.

#### 6. Correspondence

[18-0645](#) a. Herald-Times Reporter - weekly articles from Library Director/Staff (May 2018)

**Attachments:** [HTR Articles - May 2018](#)

[18-0647](#) b. Letter of resignation from Patricia Zimmerman

**Attachments:** [Resignation Letter](#)

#### 7. Administrative Reports

[18-0652](#) a. Director/Manager Reports - May 2018

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

Lee reported on the following:

The mural was completed on time and ready for the first day of the Library Summer Reading Program.

Ten more WiFi hot spots have been added to the collection.

Starlings are available for circulation in the Youth Department.

Library is working on filling open positions in Materials Management and

the One-to-One Adult Literacy Coordinator.

Staveness reported on PLSR. They have narrowed the system redesign to two models. A survey is available to take at [plsr.org](http://plsr.org). Holschbach recommended that the Board communicate with state legislators and DPI if necessary.

[18-0653](#) b. Monthly Statistics - May 2018

**Attachments:** [Monthly Stats May 2018](#)

[18-0654](#) c. STAFF UPDATE - Materials Management Page Report

## 8. Committee Reports

- a. Personnel Committee
- b. Finance Committee
- c. Buildings Committee
- d. Long-Range Planning Committee - Next scheduled meeting is Thursday, 7/12/18 @ 4:00 p.m.
- e. Nominating Committee

## 9. Old Business

[18-0655](#) a. 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](#)

**Motion to appoint Linda Hunter as the MPL Board of Trustee representative to the MCLS Board.**

**Moved by Holschbach, seconded by Hazlewood, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none**

## 10. New Business

[18-0649](#) a. Trustee Training Week - August 13-17

**Attachments:** [Trustee Training](#)

## 11. Convene in Closed Session

**Moved by Holschbach, seconded by Hazlewood, to convene in closed session at 5:31 p.m. The motion carried with a roll call vote:**

**Aye:** 7 - Hazlewood, Myers, Thennes, Hunter, Bundy-Jost, Holschbach and Lotz

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:

b. Approve hire of shelving page in Materials Management

(No minutes taken for Closed Session portion)

## 12. Reconvene in Open Session

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

**Aye:** 7 - Hazlewood, Myers, Thennes, Hunter, Bundy-Jost, Holschbach and Lotz

[18-0648](#)

b. Approve hire of shelving page in Materials Management (*action requested*)

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

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

## 13. Adjournment

**A motion was made by Holschbach, seconded by Myers, to adjourn at 5:35 p.m. The motion carried. Ayes, 7. Nays, none**

Submitted by Lori Engelbrecht, Recording Secretary