



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, July 30, 2018

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

The meeting was called to order by President Lee Thennes at 5:02 p.m.

Others present: Stoeger, Engelbrecht, Kunde, Staveness, Eisenschink, Lee and Hansen

Present: 8 - Thennes, Thennes, Hunter, Hunter, Able, Bundy-Jost, Lotz and Schroderus

Absent: 6 - Myers, Myers, Doneff, Doneff, Hazlewood and Holschbach

2. Approval of Minutes (action requested)

[18-0759](#) a. Regular Board Meeting - June 25, 2018

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 6-25-18](#)

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

[18-0760](#) b. Long-Range Planning Committee Meeting - July 12, 2018

Attachments: [LEGISTAR MINUTES - Long-Range Planning Committee 7-12-18](#)

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

3. Approval of Budget Status Reports (action requested)

[18-0761](#) a. June 2018 - Fund 2810

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

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

[18-0762](#) b. June 2018 - Fund 2813

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

Moved by Hunter, 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)

[18-0763](#) a. MPL Operating Budget with the City of Manitowoc for the month of July 2018

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

Moved by Hunter, seconded by Able, 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.

Two new board members were introduced, Heidi Schroderus and Chris Able.

6. Correspondence

[18-0764](#) a. Herald-Times Reporter - weekly articles from Library Director/Staff (June 2018)

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

[18-0765](#) b. Thank you note from The Ladies of the Vine Book Club

Attachments: [Thank you note from Ladies of the Vine Book Club](#)

7. Administrative Reports

[18-0766](#) a. Director Report - June 2018

Attachments: [Dir Report - June 2018](#)
[Model Comparison Tool](#)
[Redesign Timeline \(3\)](#)

Stoeger reported on the following:

The mural is completed. This was the first step of the first floor redesign process. The next steps of the redesign process will begin after the Summer Reading Program has concluded.

The Lutheran schools in the area approached the Library about obtaining Virtual Library Cards for their students. The Library will work with the schools to have the cards ready this fall.

The Public Library System Redesign has narrowed the process to two models, Y & W. Model W maintains the current structure and Model Y merges the Systems into 6-8 new Systems. The Board agreed to send a letter of recommendation to the Steering Committee and the State

Superintendent showing their support for Model W.

[18-0767](#) b. Manager Highlights - June 2018

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

[18-0768](#) c. Monthly Statistics - June 2018

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

[18-0769](#) d. STAFF UPDATE - 20th Anniversary and Grand Finale Carnival (Julia and Karen)

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

Chair Bundy-Jost reported for this committee: Conference call with WiLS, discussion on prioritizing survey questions; Committee has agreed on a revised MOU to move forward with strategic planning process (further discussion under New Business a.); Discussion on establishing a Steering Committee; Discussion on 2nd Entrance Project (refer to Approval of Minutes 2b)

e. Nominating Committee

9. Old Business

[18-0770](#) a. Trustee Training Week (discussion)

Attachments: [Trustee training - June board meeting](#)
[TTW Flier 2018](#)

10. New Business

[18-0781](#) a. Strategic Planning Consultant MOU (*action requested*)

Attachments: [WiLS- Manitowoc PL Strategic Planning MOU - 07-20-2018](#)

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

[18-0782](#)

b. Second Entrance on Quay Street (discussion)

Attachments: [2nd Entrance Project - cost analysis](#)

[18-0783](#)

c. Nomination of Officers for 2018-2019 (*action requested*)

Nominations for the 2018-2019 Slate of Officers:

President-Todd Holschbach; Vice-President-Todd Lotz;
Secretary/Treasurer-Barb Bundy-Jost

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

11. Adjournment

A motion was made by Schroderus, seconded by Able, to adjourn at 5:52 p.m.
Motion carried. Ayes, 6 Nays, none

Submitted by Lori Englebrecht, Recording Secretary