



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, October 22, 2018

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

The meeting was called to order by President Todd Holschbach at 5:00 p.m.

Others present: Stoeger, Davis, Kunde, Reimer, Glenn, Kabat, Staveness, Bialek, Gabriel and Schreiner

Present: 8 - Hunter, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Neuenfeldt

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

2. 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.

3. Approval of Minutes (action requested)

[18-1093](#) a. Regular Board Meeting - September 24, 2018

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 9-24-18](#)

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

4. Approval of Budget Status Reports (action requested)

[18-1094](#) a. September 2018 - Fund 2810

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

Moved by Bundy-Jost, seconded by Able, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

[18-1095](#) b. September 2018 - Fund 2813

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

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

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

- [18-1096](#) a. MPL Operating Budget with the City of Manitowoc for the month of October 2018

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

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

6. Correspondence

- [18-1097](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (September 2018)

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

7. Administrative Reports

- [18-1098](#) a. Director Report - September 2018

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

Stoeger reported on the following:

MPL 360 allows staff an opportunity to become more familiar with the operations of all departments within the library, by participating in a two-day intensive focus. Two staff members were selected to participate. We hope to have this every Spring and Fall.

All Staff meeting was held September 21, a major component was strategic planning. WILS conducted a SWOT analysis with library staff focusing on our strengths and building blocks for the future. WILS was very impressed with the enthusiasm of our staff and the great ideas offered by all. Surveys will be sent out to the Community beginning November 1 thru December 9. Focus groups will follow towards the later part of November.

- [18-1099](#) b. Manager Highlights - September 2018

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

Youth Services staff were invited to give a presentation about circulating Starlings at the Tech Days workshop for the State of Wisconsin in Appleton on September 26th. This was a great opportunity for our staff to show the good things we are doing here in the City of Manitowoc.

- [18-1100](#) c. Monthly Statistics - September 2018

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

- [18-1101](#) d. STAFF UPDATE - Collection Development Ordering (Ann Reimer)

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

Nothing to report.

- e. Nominating Committee

Nothing to report.

9. Old Business

- [18-1102](#) a. 2019 Budget (2019 budget with % increase & decrease) (discussion)

Attachments: [2018-2019 Budget Worksheet %increase-decrease 8.2018](#)

2019 Budget discussion included requesting from the County an option to spread the 2019 payment decrease of \$70K over a span of four to five years. Also discussed was the Mayor's proposal to increase library funding to \$111,000, pending approval of the City Council. Both County and City Finance Committees' will be meeting early November with the library's requests on the agendas.

10. New Business

- [18-1103](#) a. 2019 Staff Development Days memo (action requested)

Attachments: [memo 10.2018 2019 all staff development days](#)

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

- [18-1105](#) b. 3rd Quarter Budget Exception Report (discussion)

Attachments: [Copy of 3rd quarter budget exception 10.2018](#)

The Board reviewed the report.

11. Adjournment

A motion was made by Hunter, seconded by Hazlewood, to adjourn at 6:01 p.m.
The motion carried. Ayes, 7. Nays, none

Submitted by Mary Davis, Recording Secretary