



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, November 26, 2018

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

The meeting was called to order by President Todd Holschbach at 5:02 p.m.

Others present: Stoeger, Davis, Staveness, Eisenschink, Hansen and Welnetz

Present: 11 - Thennes, Thennes, Doneff, Doneff, Hunter, Hunter, Holschbach, Bundy-Jost, Lotz, Schroderus and Neuenfeldt

Absent: 4 - Myers, Myers, Hazlewood and Able

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

[18-1194](#) a. Regular Board Meeting - October 22, 2018

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 10-22-18](#)

Moved by Hunter, seconded by Bundy-Jost, that this Action Item be approved.
The motion carried. Ayes, 8. Nays, none

4. Approval of Budget Status Reports (action requested)

[18-1195](#) a. October 2018 - Fund 2810

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

Moved by Bundy-Jost, seconded by Lotz, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

[18-1196](#) b. October 2018 - Fund 2813

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

Moved by Bundy-Jost, seconded by Schroderus, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

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

- [18-1197](#) a. MPL Operating Budget with the City of Manitowoc for the month of November 2018

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

Moved by Bundy-Jost, seconded by Neuenfeldt, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

6. Correspondence

- [18-1198](#) a. Herald Time Reporter - weekly articles from Director/Staff (October 2018)

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

- [18-1199](#) b. Library Board Reference document

Attachments: [Library Board Member Reference Document](#)

7. Administrative Reports

- [18-1200](#) a. Director Report - October 2018

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

[PLSR Version-6-Steering-Report-Draft-11-07-2018](#)

Stoeger reported on the following:

MPL Strategic Planning: The Strategic Survey was available to patrons from November 1 thru December 9. Our goal was to have 700 respondents, and by the end of the first week we had over a thousand surveys filled out.

MPL has been chosen as a Region at Large partner for the Scholastic Art and Writing Awards.

PLSR Update: A rough draft has been developed and available for viewing on Granicus.

- [18-1201](#) b. Manager Highlights - October 2018

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

The Youth Department arranged a special time for a group of twenty-two 4-H students from Merrill, WI to come to Manitowoc for the library's Harry Potter Escape Room. They all had a wonderful and magical experience!

Our planned Fire Drill went very well in the month of October. The Fire Chief was very happy with our evacuation time of 1 minute and 17 seconds.

[18-1202](#) c. Monthly Statistics - October 2018

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

[18-1203](#) d. STAFF UPDATE - MPL Clerking (Barb Welnetz)

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

[18-1204](#) a. 2019 Budget (*possible action*)

Attachments: [memo 11.2018 2019 budget revisions](#)

[2018-2019 Budget Worksheet %increase-decrease \(post city approval\) 11.2018 \(2\)](#)

[2018-2019 Budget Worksheet %increase-decrease 8.2018 \(2\)](#)

Motion to approve final recommendations for the Library's 2019 budget.

Moved by Hunter, seconded by Doneff, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

10. New Business

[18-1205](#) a. 2019 County Repayment Agreement (*action requested*)

Attachments: [2018-CM-13A Manitowoc Public Library Repayment Agreement](#)

Motion to reject the 2019 County Repayment Agreement.

Moved by Thennes, seconded by Neuenfeldt, that this Action Item be approved.

The motion carried. Ayes, 8. Nays, none

[18-1206](#)

b. 2019 Holiday Schedule (*action requested*)

Attachments: [Holidays and Special Hours 2019](#)

Motion to approve the 2019 Holiday and Special Hours schedule.

Moved by Neuenfeldt, seconded by Lotz, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

[18-1207](#)

c. 2019 Library Goals (*possible action*)

Attachments: [memo 11.2018 2019 library goals](#)

Motion to approve the 2019 Library Goals along with the addition of items discussed.

Moved by Hunter, seconded by Bundy-Jost, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

11. Adjournment

A motion was made by Hunter, seconded by Neuenfeldt, to adjourn at 5:44 p.m. The motion carried. Ayes, 8. Nays, none

Submitted by Mary Davis, Recording Secretary