



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, December 17, 2018

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

The meeting was called to order by Secretary/Treasurer Barb Bundy-Jost at 5:03 p.m.

Others present: Stoeger, Davis, Kunde, Staveness, Bialek and Eisenschink

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

Absent: 5 - Doneff, Doneff, Holschbach, Lotz 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)

[18-1269](#) a. Regular Board Meeting - November 26, 2018

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 11-26-18](#)

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

4. Approval of Budget Status Reports (action requested)

[18-1270](#) a. November 2018 - Fund 2810

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

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

[18-1271](#) b. November 2018 - Fund 2813

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

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

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

- [18-1272](#) a. MPL Operating Budget with the City of Manitowoc for the month of December 2018

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

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

6. Correspondence

- [18-1273](#) a. Herald Times Reporter - weekly articles from Director/Staff (November 2018)

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

- [18-1279](#) b. Thank you letter from Lakeshore Holiday Parade Committee

Attachments: [CORRESPONDENCE B for December 17, 2018](#)

- [18-1281](#) c. Overdrive Statistics

Attachments: [OverDrive Stats Nov 2018 with Infographic \(1\)](#)

- [18-1283](#) d. Thank you note from patron

Attachments: [CORRESPONDENCE D for December 17, 2018](#)

7. Administrative Reports

- [18-1274](#) a. Director Report - November 2018

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

Stoeger reported on the following:

Many great successes this month, one of them was that we were able to get the 2019 Budget passed by City Council with full funding.

Once again this year we held our Best Gift Ever drive where we ask the community to bring in new, unwrapped books, to then be distributed to children and families in need. We had one very generous individual donor and two local businesses, Aspire Real Estate, LLC and Allstates Rigging Inc., also contribute to the cause.

We have an anonymous donor for 2019 who is donating \$20K to the Youth Department to purchase new furniture and new technology.

- [18-1275](#) b. Manager Highlights - November 2018

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

From Facilities Manager:

We've hired Abbie Kalbes as our newest member in the maintenance department. Welcome to the team, Abbie!

From Materials Management:

We've hired Olivia Hanf as our newest 15 hour per week page.

[18-1276](#) c. Monthly Statistics - November 2018

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

[18-1277](#) d. STAFF UPDATE - Redesign update - Stacey and Roxanne

8. Old Business

[18-1301](#) a. 2019 Library Goals (*possible action*)

Attachments: [2019 Library Department Goals](#)

No action taken.

9. New Business

[18-1302](#) a. Update on PLSR project (discussion)

Attachments: [PLSR-Recommendation-Report-DRAFT-11-27-2018](#)

[PLSR-Recommendation-Exec-Summary-DRAFT-11-27-2018](#)

[PLSR-Recommendation-Report-Survey-Responses-12-10-2018-1](#)

Discussion only.

[18-1303](#) b. Letter to State Legislators regarding county reimbursement funding formula under Chapter 43 (*possible action*)

Attachments: [chapter 43 Board letter 12.2018](#)

[2018 reimbursement levels for counties](#)

Motion to accept letter with a recommendation of an additional 10% above annual reimbursement.

Move to amend by striking out 10% and inserting 15%.

Moved by Hunter, seconded by Neunenfeldt, that this amended motion be approved. The amended motion failed. Ayes, 3. Nays, 3

Move to amend original motion to read, recommend at least an additional 10% above annual reimbursement.

Moved by Hazlewood, seconded by Hunter, that this amended motion be approved. The amended motion carried. Ayes, 6. Nays none

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

10. Adjournment

A motion was made by Able, seconded by Hunter, to adjourn at 5:42 p.m. The motion carried. Ayes, 6. Nays, none

Submitted by Mary Davis, Recording Secretary