



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Tuesday, January 29, 2019

5:00 PM

Manitowoc Public Library Board Room

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#### 1. Call to Order

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

**Others present: Stoeger, Davis, Kunde, Staveness, Eisenschink and Hansen**

**Present:** 8 - Doneff, Doneff, Hunter, Hunter, Holschbach, Bundy-Jost, Lotz and Quistorf

**Absent:** 6 - Thennes, Thennes, Hazlewood, Able, Schroderus and Neuenfeldt

#### 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)

[19-0091](#) a. Regular Board Meeting - December 17, 2018

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 12-17-18](#)

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

[19-0092](#) b. Personnel Committee Meeting - January 10, 2019

**Attachments:** [LEGISTAR MINUTES - Personnel Committee Meeting 1-10-19](#)

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

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

[19-0093](#) a. December 2018 - Fund 2810

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

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

[19-0094](#) b. December 2018 - Fund 2813

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

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

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

[19-0095](#) a. MPL Operating Budget with the City of Manitowoc for the month of December 2018 (FINAL)

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

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

[19-0096](#) b. MPL Operating Budget with the City of Manitowoc for the month of January 2019

**Attachments:** [Monthly Check Register - January 2019](#)

Moved by Bundy-Jost, seconded by Doneff, that this Action Item be approved. The motion carried. Ayes, 5. Nays, none

Trustee Hunter abstained from the vote.

## 6. Correspondence

[19-0097](#) a. Herald Times Reporter - weekly articles from Director/Staff (December 2018)

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

[19-0098](#) b. Legislative Day Info

**Attachments:** [Trustee Jim Backus has a few thoughts on why Library Legislative Day is so important](#)

Library Legislative Day is scheduled for Tuesday, February 12, 2019 in Madison.

[19-0099](#) c. Non-profit Organization of the Year nomination

**Attachments:** [Chamber nomination form](#)

The Library has been nominated for Non-profit of the Year. Winners will be announced at the Chamber meeting/dinner scheduled for Tuesday, February 5, 2019.

[19-0111](#) d. Thank you note from Lakeshore Foster Families & Friends

**Attachments:** [CORRESPONDENCE for January 28, 2019 Regular Bd Mtg](#)

[19-0112](#) e. Thank you letters from Salvation Army

**Attachments:** [CORRESPONDENCE for January 28, 2019 \(2\) Regular Bd Mtg](#)

## 7. Administrative Reports

[19-0100](#) a. Director Report - December 2018

**Attachments:** [Dir Report - December 2018](#)

Stoeger reported on the following:

Picture book city is 80% complete. We are hoping to be finished with this project before summer reading starts. Picture books are now being organized by subject rather than by author, to help patrons find materials more easily. There has been a 41% increase in picture book circulation from 2017 to 2018.

The letter advocating for a change in Chapter 43 Statutes, relating to county reimbursements to libraries, has been sent. The MCLS Director will share with her board, to take up for consideration and send a similar letter to our State Legislators. Also, shared with Director's in the MCLS System hoping they too can advocate for something similar.

[19-0101](#) b. Manager Highlights - December 2018

**Attachments:** [Manager Highlights - December 2018](#)

[19-0102](#) c. Monthly Statistics - December 2018

**Attachments:** [Monthly Statistics - December 2018](#)

[19-0103](#) d. STAFF UPDATE - Envisionware update - Jason

## 8. Committee Reports

a. Personnel Committee - Trustee Thennes will report on the meeting of January 10, 2019

By consensus of the Board, the above report will be given at the February 25, 2019 meeting.

## 9. Old Business

[19-0104](#) a. Update on PLSR project (discussion)

December's timeline was to develop the final report based on the feedback from the surveys of the Public Libraries and Systems and to deliver that report in December. As of now, the report has not been completed or delivered. A new timeline has not been shared at this point.

## 10. New Business

[19-0106](#)

a. West Foundation grant (action requested)

**Attachments:** [West Foundation MPL Makerspace Project Description](#)  
[Copy of Makerspace Budget](#)  
[MakerSpace Floor Plan](#)  
[West Foundation award letter](#)

**Motion to accept the grant from the West Foundation.**

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

**A second motion to approve the plan and move forward with the renovations to create the space in 2019.**

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

[19-0107](#)

b. 2019 Fundraiser purpose (action requested)

**Attachments:** [memo 1.2019 Foundation Fundraiser](#)  
[laptop version 1](#)  
[Laptop-Dispenser-AU](#)

**Motion to approve exploring the idea of providing laptop checkout as the purpose for the upcoming Fundraiser.**

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

[19-0109](#)

c. Library Prime auction package for fundraiser (action requested)

**Attachments:** [memo 1.2019 Library Prime fundraiser auction item](#)

**Motion to approve the one-time items to be included in an auction package for the March 2 Fundraiser.**

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

[19-0108](#)

d. Authorize free replacement cards for National Library Week (action requested)

**Attachments:** [memo 1.2019 National Library Week](#)

**Motion to authorize free replacement cards during National Library Week (April 7 thru April 13).**

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

[19-0110](#) e. Great Decisions Legacy Fund (action requested)

**Attachments:** [memo 1.2019 Great Decisions Legacy Fund](#)

**Motion to approve we establish this fund and should we receive any donations for this purpose, to be deposited and used ongoing to support Great Decisions.**

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

### 11. Convene in Closed Session

Closed Session postponed until the February 25, 2019 meeting.

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:

- a. 2018 Library Director Performance Evaluation
- b. 2019 Library Director Goal Setting

### 12. Reconvene in Open Session

[19-0105](#) a. Possible action on Closed Session subject matter (action requested)

No action.

### 13. Adjournment

**A motion was made by Lotz, seconded by Bundy-Jost, to adjourn at 5:55 p.m.. The motion carried. Ayes, 6. Nays, none**

Submitted by Mary Davis, Recording Secretary