



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, March 25, 2019

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, Eisenschink, Staveness, Bialek, Schreiner and Mayor Nickels

Present: 12 - Thennes, Thennes, Doneff, Doneff, Hunter, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Schroderus and Quistorf

Absent: 2 - Hazlewood 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.

None

3. Approval of Minutes (action requested)

[19-0300](#) a. Regular Board Meeting - February 25, 2019

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 2-25-19](#)

Moved by Doneff, seconded by Quistorf, that this Action Item be approved. The motion carried by the following vote:

Aye: 9 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Schroderus and Quistorf

4. Approval of Budget Status Reports (action requested)

[19-0301](#) a. December 2018 (FINAL) - Fund 2813

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

Moved by Bundy-Jost, seconded by Able, that this Action Item be approved. The motion carried by the following vote:

Aye: 9 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Schroderus and Quistorf

[19-0302](#) b. February 2019 - Fund 2810

Attachments: [BUDGET STATUS - February 2019 \(Fund 2810\)](#)

**Moved by Bundy-Jost, seconded by Hunter, that this Action Item be approved.
The motion carried by the following vote:**

Aye: 9 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Schroderus and Quistorf

[19-0303](#) c. February 2019 - Fund 2813

Attachments: [BUDGET STATUS - February 2019 \(Fund 2813\)](#)

Moved by Bundy-Jost, seconded by Able, that this Action Item be approved. The motion carried by the following vote:

Aye: 9 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Schroderus and Quistorf

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

[19-0304](#) a. MPL Operating Budget with the City of Manitowoc for the month of March 2019

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

**Moved by Bundy-Jost, seconded by Hunter, that this Action Item be approved.
The motion carried by the following vote:**

Aye: 9 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Schroderus and Quistorf

6. Correspondence

[19-0305](#) a. Herald Times Reporter - weekly articles from Director/Staff (February 2019)

Attachments: [HTR Articles - February 2019](#)

One of the articles talks about the purchase of assistive devices that magnify print, made possible through a generous grant from the Service League of Manitowoc County. These assistive devices are intended to help a range of library users enjoy reading when they might be facing vision or other physical challenges.

[19-0306](#) b. Non-Profit Organization of the Year award (card from The Crossing)

Attachments: [Congratulations card from The Crossing](#)

7. Administrative Reports

[19-0307](#) a. Director Report - February 2019

Attachments: [Dir Report - February 2019](#)
[2018 visual Review](#)

Stoeger reported on the following:

Legislative Day February 12 - unable to attend due to winter storm. Meetings with legislators have been rescheduled for April 3rd and April 5th to follow up with County Reimbursement and hopefully advocate for a change in Chapter 43 State Statutes.

National Library Week is April 7-13: Once again this year we are partnering with Lester Public Library for the Libraries Build Strong Communities campaign. Together partnering with area businesses to get the community out shopping local, which then brings them back to the library with their raffle tickets for a chance to win prizes.

Met with staff from LTC to discuss ways we can start collaborating together on a more regular basis. Our missions align very closely in providing education to our community.

MPL Strategic Planning meeting has been rescheduled for the beginning of March. A draft should be ready for the initial review at the April Board meeting and a final report ready for the May meeting.

[19-0308](#) b. Manager Highlights - February 2019

Attachments: [Manager Highlights - February 2019](#)

[19-0309](#) c. Monthly Statistics - February 2019 and January 2019 (revised)

Attachments: [Monthly Statistics - February 2019](#)
[Monthly Statistics - January 2019](#)

[19-0311](#) d. STAFF UPDATE - SILLI grant SRP window clings (Amy and Meredith)

8. Old Business

[19-0310](#) a. PLSR Project (discussion)

Attachments: [PLSR-Steering-Committee-Recommendation-Report 3.2019](#)
[PLSR Listening Session Dates and Locations](#)

The PLSR Steering Committee has completed and submitted its Recommendation Report to the State Superintendent and DPI. Listening sessions are scheduled for March and April at four locations throughout the State.

9. New Business

[19-0312](#) a. Summer Intern 2019 (action requested)

Attachments: [memo 2019 summer intern](#)

Motion to approve the request to hire a summer intern for the Children's Department.

Moved by Thennes, seconded by Able, that this Action Item be approved. The motion carried by the following vote:

Aye: 9 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Schroderus and Quistorf

[19-0313](#) b. First Floor Redesign Project (discussion)

Attachments: [Gantt Chart Redesign](#)

[MakerSpace Layout](#)

The Library Board will get a tour of the First Floor Redesign progress at their April 22, 2019 meeting.

10. Adjournment

A motion was made by Able, seconded by Lotz, to adjourn at 5:30 p.m. The motion carried by the following vote:

Aye: 9 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Schroderus and Quistorf

Submitted by Mary Davis, Recording Secretary