



# City of Manitowoc

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

## Meeting Minutes

### Library Board

---

Monday, April 22, 2019

5:00 PM

Manitowoc Public Library Board Room

---

#### 1. Call to Order

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

**Others present:** Stoeger, Davis, Kunde, Staveness, Bialek, Dent, Lee and Christiansen

**Present:** 7 - Hunter, Hunter, Bundy-Jost, Lotz, Schroderus, Neuenfeldt and Quistorf

**Absent:** 7 - Doneff, Doneff, Thennes, Thennes, Hazlewood, Able and Holschbach

#### 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)

[19-0409](#) a. Regular Board Meeting - March 25, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 3-25-19](#)

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

**Aye:** 6 - Hunter, Bundy-Jost, Lotz, Schroderus, Neuenfeldt and Quistorf

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

[19-0410](#) a. March 2019 - Fund 2810

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

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

**Aye:** 6 - Hunter, Bundy-Jost, Lotz, Schroderus, Neuenfeldt and Quistorf

[19-0411](#) b. March 2019 - Fund 2813

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

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

**Aye:** 6 - Hunter, Bundy-Jost, Lotz, Schroderus, Neuenfeldt and Quistorf

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

[19-0412](#) a. MPL Operating Budget with the City of Manitowoc for the month of April 2019

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

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

**Aye:** 6 - Hunter, Bundy-Jost, Lotz, Schroderus, Neuenfeldt and Quistorf

## 6. Correspondence

[19-0413](#) a. Herald Times Reporter - weekly articles from Director/Staff (March 2019)

**Attachments:** [HTR Articles - March 2019](#)

[19-0448](#) b. Making Cities Stronger report

**Attachments:** [Making-Cities-Stronger report on libraries](#)

Report given to Library Board to inform them of some of the things that other libraries are working on and potential opportunities for MPL in the future.

[19-0462](#) c. Literacy Awards Reception invite

**Attachments:** [Awards Reception Invite](#)

The One to One Adult Literacy Awards Reception will be held on Sunday, May 19 at Manitowoc Yacht Club starting at 12:30 p.m.

## 7. Administrative Reports

[19-0414](#) a. Director Report - March 2019

**Attachments:** [Dir Report - March 2019](#)

Stoeger reported on the following:

Comcast Cares volunteer day is scheduled for Saturday, May 11 from 8:00 until 12:00 p.m.

The 2019 Foundation fundraiser was held on Saturday, March 2. With 157

in attendance we raised just over \$12,000 in profit from this event.

[19-0415](#) b. Manager Highlights - March 2019

**Attachments:** [Manager Highlights - March 2019](#)

[19-0416](#) c. Monthly Statistics - March 2019

**Attachments:** [Monthly Statistics - March 2019](#)

[19-0417](#) d. STAFF UPDATE - SILLI grant Circulating Toy Library (Lynn and Julia) and MPL Self-checks (video)

## 8. New Business

[19-0449](#) a. Budget Exception Report Quarter 1 (discussion)

**Attachments:** [budget exception 1st quarter 4](#)

No exceptions for this quarter.

[19-0450](#) b. Advocating with legislators in regarding to county funding (discussion)

**Attachments:** [memo 4.2019 Advocating with legislators regarding Chapter 43 State Statutes](#)

Both MPL and MCLS Directors met with state legislators on Wednesday, April 3, advocating for increased funding for library systems in the current fiscal budget and revisions to Chapter 43 State Statutes regarding county funding to municipal libraries.

Stoeger will annually touch base with legislators regarding revisions to Chapter 43.

[19-0451](#) c. Increase credit card limit of Facilities Manager and Materials Technician (action requested)

**Attachments:** [memo 4.2019 Recommendations for credit card increase and cancelation](#)

**Motion to approve the recommendation of a credit card limit increase for Facilities Manager and Materials Technician, also a credit card termination for Public Services Librarian.**

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

**Aye:** 6 - Hunter, Bundy-Jost, Lotz, Schroderus, Neuenfeldt and Quistorf

[19-0452](#) d. MPL Strategic Plan draft (discussion)

**Attachments:** [memo 4.2019 strategic plan timeline](#)  
[MPL Strategic Plan DRAFT 4-16-2019](#)

Discussion took place regarding the MPL Strategic Plan draft. Stoeger is requesting board feedback by April 29 to be included in the final document.

[19-0453](#) e. 2019-2020 Foundation Allocation (action requested)

**Attachments:** [2813 Excel Allocation 2019-2020](#)

**Motion to approve the 2019-2020 annual Foundation Allocation.**

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

**Aye:** 6 - Hunter, Bundy-Jost, Lotz, Schroderus, Neuenfeldt and Quistorf

## 9. Adjournment

**A motion was made by Hunter, seconded by Neuenfeldt, to adjourn at 6:03 p.m.  
The motion carried by the following vote:**

**Aye:** 6 - Hunter, Bundy-Jost, Lotz, Schroderus, Neuenfeldt and Quistorf

Submitted by Mary Davis, Recording Secretary