



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, May 20, 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, Lee, Bialek, Eisenschink, Pike, Staveness, Jim Dabeck, Malachia Dabeck, Dawn Dabeck and Amber Daug's,

**Present:** 10 - Thennes, Thennes, Hunter, Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

**Absent:** 4 - Doneff, Doneff, Able and Lotz

#### 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.

Amber Daug's spoke in support of the request for closure of Library Parking Lot October 4-6 for the Windigo Fest event.

James Dabeck spoke on behalf of Windigo Fest regarding attendance growth and need for additional space to hold this event.

#### 3. Approval of Minutes (action requested)

[19-0553](#) a. Regular Board Meeting - April 22, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 4-22-19](#)

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

**The motion carried by the following vote:**

**Aye:** 8 - Thennes, Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

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

[19-0554](#) a. April 2019 - Fund 2810

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

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

[19-0555](#) b. April 2019 - Fund 2813

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

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

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

[19-0556](#) a. MPL Operating Budget with the City of Manitowoc for the month of May 2019

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

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

## 6. Correspondence

[19-0557](#) a. Herald Times Reporter - weekly articles from Director/Staff (April 2019)

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

## 7. Administrative Reports

[19-0558](#) a. Director Report - April 2019

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

Stoeger reported on the following:

Meeting on a regular basis with staff from UW-Green Bay, Manitowoc campus and LTC to continue building stronger partnerships. In addition we toured the new facility renovations; we were able to get some ideas for our own redesign project.

Summer Reading Program: We are gearing up for the Summer Reading Program once again this year. Patrons of all ages will be able to pre-register for the program beginning May 1. Also, we will be trying to capture the impact of SRP by sharing with MPSD, the children's participation in the program, upon approval by the parent.

Adventure Pass Program: Limited amount of passes each month will be

available to check out beginning June 1 from the following cultural institutions - Manitowoc County Historical Society, Farm Wisconsin Discovery Center, Wisconsin Maritime Museum, Rogers Street Fishing Village and Rahr-West Art Museum. This is a great way to increase access to these institutions and grow a better awareness as to what our county and community has to offer.

Comcast Cares volunteer day: This event was scheduled for Saturday, May 11 from 8-12 pm. Forty-five volunteers helped paint the new teen scene area, move shelving, materials and furniture. The library also received \$1,000 towards the purchase of supplies and furniture for this project.

[19-0559](#) b. Manager Highlights - April 2019

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

Stoeger reported on the following:

Travel Packs: Youth Services staff came up with the idea of bringing back travel packs and revamping the concept. Library staff will put together a kit of books, activities, and more to keep the family engaged during your travel adventure. Look for the online submission form on our updated Kids page.

Coffee Cart: The coffee cart rolled out starting on April 8. Patrons are enjoying having this additional service available to them.

Historical Walking Tours: Manito-WALK downtown walking tour highlighting the historical elements and focusing on some of the research we provide as well. Tour dates: Saturday, June 22, 11 am & 1 pm and again two tours in July on Saturday, July 11, 4 pm and 6 pm.

[19-0560](#) c. Monthly Statistics - April 2019

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

[19-0561](#) d. STAFF UPDATE - SILLI grant Teen art series (Lisa and Julia)

## 8. Committee Reports

a. Nominating Committee - refer to agenda item #10c under New Business

Report from Nominating Committee - Chairperson Todd Holschbach: discussion regarding slate of officers for 2019-2020.

## 9. Old Business

[19-0580](#) a. MPL Strategic Plan draft (action requested)

**Attachments:** [memo 5.2019 strategic plan timeline](#)  
[Strategic Plan Snapshot NEW 5.6.19](#)  
[Strategic Plan FINAL](#)

**Motion to approve the 2019-2023 Strategic Plan as proposed.**

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

[19-0606](#) b. West Foundation Grant - The Idea Box (action requested)

**Attachments:** [Makerspace Expense List](#)  
[makerspace layout](#)  
[Wall diagram acoustic panels](#)  
[Makerspace Glass Walls Quote](#)  
[Gantt Chart Redesign Task List](#)  
[Gantt Chart Redesign \(1\)](#)  
[Gantt Chart Redesign \(2\)](#)

**Motion to approve we move forward with the proposed plan to include the demolition of the two walls and creation of the glass space, also allowing for adjustable tables.**

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

## 10. New Business

[19-0582](#) a. Request for closure of Library Parking Lot October 4-6 (action requested)

**Attachments:** [Windigo Fest Parade 10-4-19 to 10-6-19](#)  
[Dear Library Board](#)  
[windigofestmap](#)

**Motion to approve the request for closure of Library Parking Lot October 4-6 contingent upon DPI's decision regarding charging admission to an event held on library property. By unanimous consent, the motion was amended to include an updated map to show modification of the fence that gives access to the bookdrop.**

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

**Aye:** 7 - Thennes, Hunter, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

**Abstain:** 1 - Hazlewood

[19-0583](#) b. Budget modification request as a result of 2019 Great Decisions book sales (action requested)

**Attachments:** [memo 5.2019 Great Decisions budget adjustment](#)

**Motion to accept the budget modification for Fund 2813 to account for the increase in revenue and expense lines from the sale of Great Decisions books, by depositing \$555 into revenue line 2813-57110-484100 Donations & Contributions and increase the Expense Budget line 2813-57130-521900 Other Professional Services by that \$555.**

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

**Aye:** 7 - Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

**Excused:** 1 - Thennes

[19-0597](#) c. Nomination of Officer's for 2019-2020 (discussion)

The following is the Nominating Committee's recommended slate of Officers for 2019-2020:

President - Todd Holschbach  
Vice President - Todd Lotz  
Secretary/Treasurer - Barb Bundy-Jost

[19-0603](#) d. Continuing Education Corporate Partnership and Tuition Reimbursement Policies (discussion)

**Attachments:** [Final Training Membership and Tuition Reimbursement Policy rev 2018](#)  
[LU Agreement Final for Council](#)  
[SLC Memo of Understanding FINAL for Council](#)

Informational purposes only.

[19-0604](#) e. Drug & Alcohol policy (discussion)

**Attachments:** [FINAL Drug Free Workplace Policy \(All employees\) \(2018\)](#)

Informational purposes only.

## 11. Convene in Closed Session

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, 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. Personnel Extended Leave Request

(No minutes taken during Closed Session portion)

**Moved by Holschbach, seconded by Hunter, to convene in closed session at 6:19 p.m. The motion carried with a roll call vote:**

**Aye:** 7 - Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

**Excused:** 1 - Thennes

## 12. Reconvene in Open Session

**Moved by Hunter, seconded by Bundy-Jost, to reconvene in open session at 6:22 p.m. The motion carried with a roll call vote:**

**Aye:** 7 - Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

**Excused:** 1 - Thennes

[19-0581](#)

a. Possible Action on Closed Session subject matter (action requested)

**Motion to approve Closed Session request.**

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

**Aye:** 7 - Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

**Excused:** 1 - Thennes

## 13. Adjournment

**Motion was made by Quistorf, seconded by Schroderus, to adjourn at 6:24 p.m. The motion carried by the following vote:**

**Aye:** 7 - Hunter, Hazlewood, Holschbach, Bundy-Jost, Schroderus, Neuenfeldt and Quistorf

**Excused:** 1 - Thennes

Submitted by Mary Davis, Recording Secretary