



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, June 24, 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, Mayor Nickels**

**Present:** 10 - Thennes, Thennes, Hunter, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

**Absent:** 4 - Doneff, Doneff, 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.

None

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

[19-0703](#) a. Regular Board Meeting - May 20, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 5-20-19](#)

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

[19-0719](#) b. Nominating Committee Meeting - May 20, 2019

**Attachments:** [LEGISTAR MINUTES - Nominating Committee Meeting 6-24-19](#)

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

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

[19-0704](#) a. May 2019 - Fund 2810

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

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

[19-0705](#) b. May 2019 - Fund 2813

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

**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, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

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

[19-0706](#) a. MPL Operating Budget with the City of Manitowoc for the month of June 2019

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

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

## 6. Correspondence

[19-0707](#) a. Herald Times Reporter - weekly articles from Director/Staff (May 2019)

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

[19-0716](#) b. Trustee Training Week (discussion)

**Attachments:** [Trustee Training Week 2019](#)

## 7. Administrative Reports

[19-0708](#) a. Director Report - May 2019

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

Stoeger reported on the following:

Met with staff from Valders School District to discuss Virtual Library Cards. We are in the process of getting them setup for the Fall 2019-2020 school year.

Digitization grant through MCLS: MPL is working with MCLS on digitizing the school records, owned by Manitowoc County Historical Society, but currently housed at MPL. We are in the beginning stages of this multi-year project. When completed, the records will be accessible online.

Attended the annual Manitowoc County Advisory Committee meeting on May 16. The Committee reviewed the library services agreement and formula for next year's funding. MPL will see a slight increase in funding from the County for 2020.

Attended the City Public Infrastructure meeting on May 1. There was discussion regarding the possibility of making Quay Street a pedestrian-only street. Stoeger asked to be part of the ongoing conversation.

[19-0709](#) b. Manager Highlights - May 2019

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

Stoeger reported on the following:

Youth Services Manager met with the head of MPSD Summer School program. All of the 850 students enrolled in the Academy will simultaneously be enrolled in our remote Summer Reading Program. Each of the kids will be reading in their classes every day. Library staff will be visiting the schools in the Fall to talk about library resources and hand out free books to each student.

Manito-WALK Historical Walking Tours: Library Stakeholders are invited to join us for a special tour on Wednesday, June 26 at 11 a.m. for an opportunity to share the historical knowledge that we have about our downtown Manitowoc.

[19-0710](#) c. Monthly Statistics - May 2019

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

Stoeger reported that she is working together with the IT Technician and Public Service Manager on a possible revision as to how statistics are compiled and reported each month.

[19-0711](#) d. STAFF UPDATE - SILLI grant circulating cake pans (Roxanne and Amy)

## 8. Old Business

[19-0712](#) a. MPL Strategic Plan (discussion)

**Attachments:** [Manitowoc PL Strategic Plan Implementation Workbook - 5-Year Activity Plan](#)

Discussion only. The 2019-2023 Strategic Plan can be viewed on the library's website.

## 9. New Business

[19-0713](#)

a. Request for closure of Library Parking Lot August 16 (action requested)

**Attachments:** [2019 Balloon Glow request letter](#)

[2019 Balloon Glow Layout](#)

[Balloon Glow 08-16-19](#)

**Motion to approve the request for closure of Library Parking Lot August 16.**

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

**Aye:** 7 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost and Lotz

**Abstain:** 1 - Quistorf

[19-0714](#)

b. Special Events Library Parking Lot Closure guidelines (discussion)

**Attachments:** [memo 6.2019 special events library parking lot guidelines](#)

There was discussion regarding establishing Library Parking Lot Closure guidelines for Special Events. Library Director will produce a clean copy of input received and present at the July 22, 2019 meeting.

No action taken.

[19-0715](#)

c. Revision to Code of Conduct public policy (action requested)

**Attachments:** [memo 6.2019 code of conduct revisions](#)

[Code of Conduct 5.2019](#)

**Motion to approve Code of Conduct public policy.**

**Moved by Thennes, seconded by Lotz, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none.**

**Motion to amend by striking the words [which violate the Code of Conduct] in the paragraph titled Consequences of Violating this Policy, conditional upon approval by the City Attorney.**

**Moved by Able, seconded by Thennes that this motion be approved. The motion carried. Ayes, 8. Nays none.**

**The motion to approve the amendment carried by the following vote:**

**Aye:** 8 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

[19-0717](#)

d. Modifications and use of Library Parking Lot for Downtown Events (action requested)

**Attachments:** [memo 6.2019 modification to library lot](#)  
[New Library Concrete Crosswalk](#)  
[Est 2497 from SC Concrete 14636](#)

**Motion to approve the modifications to library grounds for downtown events.**

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

[19-0718](#)

e. Wisconsin National Marine Sanctuary (action requested)

**Attachments:** [Support Letter 4-17-19 - Governor Evers](#)  
[nomination\\_lake\\_michigan\\_wisconsin \(1\)](#)  
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**Motion to submit letter to the Governor in support of NOAA for a national marine sanctuary in Wisconsin's Lake Michigan waters.**

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

## 10. Adjournment

**Motion was made by Thennes, seconded by Bundy-Jost, to adjourn at 6:19 p.m. The motion carried by the following vote:**

**Aye:** 8 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

Submitted by Mary Davis, Recording Secretary