



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, July 22, 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, Ellison, Staveness and Hansen

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

Absent: 4 - Doneff, Doneff, Schroderus and Quistorf

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)

[19-0784](#) a. Regular Board Meeting - June 24, 2019

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 6-24-19](#)

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 Neuenfeldt

4. Approval of Budget Status Reports (action requested)

[19-0785](#) a. June 2019 - Fund 2810

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

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

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

[19-0786](#) b. June 2019 - Fund 2813

Attachments: [BUDGET STATUS - June 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 Neuenfeldt

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

[19-0787](#) a. MPL Operating Budget with the City of Manitowoc for the month of July 2019

Attachments: [Check Register July 2019](#)

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 Neuenfeldt

6. Correspondence

[19-0788](#) a. Herald Times Reporter - weekly articles from Director/Staff (June 2019)

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

[19-0808](#) b. PLSR Recommendation 1

Attachments: [Fw WI Libraries For Everyone Are There Standards for Standards PLSR Recommendation 1](#)
[PLSR Implementation Strategy Draft COLAND](#)

7. Administrative Reports

[19-0789](#) a. Director Report - June 2019

Attachments: [Dir Report - June 2019](#)

Stoeger reported on the following:

Adventure Pass program: Due to the popularity of the Adventure Passes, four more passes have been added to both Wisconsin Maritime Museum and Farm Wisconsin Discovery Center, for a total of eight for each of those institutions.

Digitization grant through MCLS: Training and creation of metadata began in June and will continue to be a multi-year effort. This grant is made possible through LSTA funding.

Estate Donation: MPL received an estate donation in the amount of \$5,000. Those funds will be used towards the purchase of new chairs in the Board Room and two charging stations for first floor patron use.

ATM in the library: Scott's Vending has installed an ATM machine near the

Service Desk, at no cost to the library.

[19-0790](#) b. Manager Highlights - June 2019

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

Stoeger reported on the following:

Lisa Pike and Susie Menk from the youth department, have been chosen to be presenters at the annual Tech Days Conference in September. They will be presenting their plans to develop an outreach coding workshop in collaboration with our local scouting troops.

Manito-WALK Historical Walking tours began in the month of June. Tours filled up quickly, with waiting lists of community members interested in hearing about our historic downtown Manitowoc.

[19-0791](#) c. Monthly Statistics - June 2019

Attachments: [Monthly Stats June 2019](#)

[19-0792](#) d. STAFF UPDATE - Manito-WALK (David and Meredith)

8. Old Business

[19-0803](#) a. Trustee Training Week (discussion)

Attachments: [Trustee Training Week 2019](#)

Discussion only.

[19-0804](#) b. Special Events Library Parking Lot Closure Guidelines (possible action)

Attachments: [memo 7.2019 special events library parking lot guidelines](#)

Motion to approve the Special Events Library parking lot guidelines.

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

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

9. New Business

[19-0805](#) a. Program Attendance Demographics (discussion)

Attachments: [2019 Program Demographic Statistics](#)

Informational purposes only.

[19-0806](#) b. Nomination of Officers for 2019-2020 (action requested)

Attachments: [LEGISTAR MINUTES - Nominating Committee Meeting 5-20-19 \(2\)](#)

Motion to approve the recommendation of the Nominating Committee to continue with the current slate of officers for the 2019-2020 term: President: Todd Holschbach; Vice President: Todd Lotz; Secretary-Treasurer: Barb Bundy-Jost

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

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

[19-0829](#) c. Budget Exception Report Quarter 2 (discussion)

Attachments: [Budget Exception Report June 2019](#)

Two exceptions were noted on this report.

For informational purposes only.

[19-0807](#) d. 2020 Budget (discussion/possible action)

Attachments: [2019-2020 Budget Worksheet 7.18.19](#)

Discussion only.

No action taken.

[19-0824](#) e. Performance Management and Pay Recommendations (possible action)

Attachments: [2019 Recommendations Comp Plan Perf Management DRAFT](#)

[Compensation Plan Structure Performance Management Recommendations](#)

Motion to approve we continue to move forward with this structure, making the appropriate modifications for library personnel, with continued discussion at the Personnel Committee meeting on August 6, 2019, and final adoption at the August 26, 2019 Regular Board meeting.

Moved by Able, 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 Neuenfeldt

[19-0819](#) f. Community play area on library north lawn (action requested)

Attachments: [memo 7.2019 library north lawn](#)

Motion to further explore the idea of a Community play area on north Library lawn.

Moved by Thennes, 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 Neuenfeldt

10. Adjournment

Moved by Thennes, seconded by Able, to adjourn at 5:59 p.m. The motion carried by the following vote:

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

Submitted by Mary Davis, Recording Secretary