



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, August 26, 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, Lillibridge, Reimer, Eisenschink, Hansen, Staveness, Lee and Corbeille**

**Present:** 13 - Doneff, Doneff, Thennes, Thennes, Hunter, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt 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)

[19-0910](#) a. Finance Committee Meeting - July 22, 2019

**Attachments:** [LEGISTAR MINUTES - Finance Comm Mtg 7-22-19](#)

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

**Aye:** 10 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

[19-0911](#) b. Regular Board Meeting - July 22, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 7-22-19](#)

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

**Aye:** 10 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

[19-0921](#) c. Personnel Committee Meeting - August 6, 2019

**Attachments:** [LEGISTAR MINUTES - Personnel Committee Meeting 8-6-19](#)

**Moved by Thennes, seconded by Able, that this Action Item be approved. The**

motion carried by the following vote:

**Aye:** 10 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

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

[19-0912](#) a. July 2019 - Fund 2810

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

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

**Aye:** 10 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

[19-0913](#) b. July 2019 - Fund 2813

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

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

**Aye:** 10 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

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

[19-0914](#) a. MPL Operating Budget with the City of Manitowoc for the month of August 2019

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

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

**Aye:** 10 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

#### 6. Correspondence

[19-0915](#) a. Herald Times Reporter - weekly articles from Director/Staff (July 2019)

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

[19-0916](#) b. Invite to DAP Gallery (Julia)

#### 7. Administrative Reports

[19-0917](#) a. Director Report - July 2019

**Attachments:** [Dir Report - July 2019](#)  
[PLSR update from DPI 8.2019](#)

Stoeger reported on the following:

MPL was contacted by Felician Village to partner in a new initiative called Felician Village at Home. We will be meeting in August to begin this partnership.

Valders outreach: we have finalized the items necessary for virtual library cards starting this fall. Also, a fall partnership for a pop up library for the Valders community.

MPSD collaboration: meeting is scheduled for August 27 between MPL staff and MPSD librarians.

LTC collaboration: for Spring 2020 we hope to produce a shared marketing piece focusing on culinary classes at both facilities for inclusion into our spring calendar of events.

Scholastic Art & Writing Awards: MPL has been selected to adjudicate these awards once again for 2019.

[19-0918](#) b. Manager Highlights - July 2019

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

[19-0919](#) c. Monthly Statistics - July 2019

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

[19-0920](#) d. STAFF UPDATE - Summer Reading Program update (Karen and Julia)

## 8. Committee Reports

- a. Finance Committee - July 22, 2019 (Trustee Bundy-Jost)
- b. Personnel Committee - August 6, 2019 (Trustee Thennes)

## 9. Old Business

[19-0922](#) a. Special Events Library Parking Lot Closure Guidelines (discussion)

**Attachments:** [Special Events Guideline 8.2019](#)

No action taken at this time.

## 10. New Business

[19-0923](#) a. Performance Management and Pay Revisions (action requested)

**Attachments:** [2019 Recommendations Comp Plan Perf Management DRAFT Compensation Plan Structure Performance Management Recommendations](#)

**Motion to adopt the Performance Management and Pay Revisions Plan**

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

**Aye:** 10 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

[19-0925](#) b. 2020 Budget (action requested)

**Attachments:** [memo 8.2019 Library Outside Book Return options MPL Advocacy Document\(2\) 2019-2020 Budget Worksheet BOARD](#)

**Motion to adopt the proposed 2020 Budget.**

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

**Aye:** 10 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

[19-0926](#) c. Personnel incentive for 2020 circulation goal (action requested)

**Attachments:** [memo 8.2019 Personnel Incentive for 2020 Circulation Goal](#)

**Motion to approve the Personnel incentive for 2020 circulation goal.**

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

**Aye:** 9 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

**Excused:** 1 - Lotz

[19-0927](#) d. Mobile Device Usage Agreement (possible action)

**Attachments:** [Mobile Device Usage Agreement 8.2019](#)

**Motion to approve the Mobile Device Usage Agreement to include possible modification of replacement cost.**

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

**Aye:** 9 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

**Excused:** 1 - Lotz

[19-0928](#) e. Placement in connection with Host Agency Agreement with Curative

Connections (discussion)

**Attachments:** [20190617095931160 SSAI SCSEP Host Agency Agreement](#)

Informational purposes only.

[19-0929](#) f. 2019-2020 Committee Appointments by Library Board President (discussion)

Discussion only.

[19-0930](#) g. EPM Proposed Revision Article XI: Emergency Conditions (discussion)

**Attachments:** [EPM-City with Library Final 7.1.2018](#)  
[Emergency Conditions](#)

Discussion only.

### 11. Convene in Closed Session

**Moved by Neuenfeldt, seconded by Able, to convene in closed session at 6:31 p.m. The motion carried by the following vote:**

**Aye:** 7 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach and Neuenfeldt

**Excused:** 3 - Bundy-Jost, Lotz and Quistorf

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:

[19-0809](#) a. 2019 Mid-Year Evaluation of Library Director (action requested)

[19-0924](#) b. Upcoming retirement and interim staff plan (possible action)

(No minutes taken during Closed Session portion)

### 12. Reconvene in Open Session

**Moved by Thennes, seconded by Hazlewood, to reconvene in open session at 7:01 p.m. The motion carried by the following vote:**

**Aye:** 7 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach and Neuenfeldt

**Excused:** 3 - Bundy-Jost, Lotz and Quistorf

[19-0809](#) a. 2019 Mid-Year Evaluation of Library Director (action requested)

**Motion to approve the Personnel Committees report on the Mid-Year Evaluation of Library Director.**

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

**Aye:** 7 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach and Neuenfeldt

**Excused:** 3 - Bundy-Jost, Lotz and Quistorf

[19-0924](#)

b. Upcoming retirement and interim staff plan (possible action)

**Motion to approve combining the 20 hour per week Homebound Services Associate and 20 hour per week Literacy Associate into a full-time Associate position beginning September 29, 2019.**

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

**Aye:** 7 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach and Neuenfeldt

**Excused:** 3 - Bundy-Jost, Lotz and Quistorf

**Motion to establish Assistant Materials Manager as the Interim Materials Manager with a 10% increase in pay effective September 12, 2019.**

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

**Aye:** 7 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach and Neuenfeldt

**Excused:** 3 - Bundy-Jost, Lotz and Quistorf

### 13. Adjournment

**Motion was made by Neuenfeldt, seconded by Thennes, to adjourn at 7:04 p.m. The motion carried by the following vote:**

**Aye:** 7 - Doneff, Thennes, Hunter, Hazlewood, Able, Holschbach and Neuenfeldt

**Excused:** 3 - Bundy-Jost, Lotz and Quistorf

Submitted by Mary Davis, Recording Secretary