



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, October 7, 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, Eisenschink and Schreiner**

**Present:** 12 - Doneff, Doneff, Thennes, Thennes, Hunter, Hunter, Hazlewood, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

**Absent:** 1 - Able

#### 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)

[19-1035](#) a. Finance Committee Meeting - August 26, 2019

**Attachments:** [LEGISTAR MINUTES - Finance Comm Mtg 8-26-19](#)

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

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

[19-1039](#) b. Regular Board Meeting - August 26, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 8-26-19](#)

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

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

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

[19-1040](#) a. August 2019 - Fund 2810

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

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

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

[19-1041](#) b. August 2019 - Fund 2813

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

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

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

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

[19-1042](#) a. MPL Operating Budget with the City of Manitowoc for the month of September 2019

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

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

**Aye:** 8 - Doneff, Thennes, Hazlewood, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

**Abstain:** 1 - Hunter

[19-1097](#) b. MPL Operating Budget with the City of Manitowoc for the date of October 7, 2019

**Attachments:** [Monthly Check Register - October 7, 2019](#)

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

**Aye:** 8 - Doneff, Thennes, Hazlewood, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

**Abstain:** 1 - Hunter

### 6. Correspondence

[19-1043](#) a. Herald Times Reporter - weekly articles from Director/Staff (August 2019)

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

[19-1051](#) b. SRP thank you letter

**Attachments:** [20190823080622387 SRP thank you letter](#)

[19-1094](#) c. Thank you card from Shady Lane

**Attachments:** [20190927104506944 Thank you card from Shady Lane](#)

## 7. Administrative Reports

[19-1044](#) a. Director Report - August 2019

**Attachments:** [August 2019 - 9.2019](#)

No specific highlights.

[19-1045](#) b. Manager Highlights - August 2019

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

From the Public Services Department:

Meredith reported after having worked with a patron who needed materials to study for the citizenship test, she then went on to pass the test and has become a U.S. Citizen.

Emily reported helping a student with an Interlibrary Loan request to get a school textbook that was too expensive for her to buy. The patron was thrilled to be getting this item, not to mention, how much money she would be saving by not having to purchase it herself. Interlibrary Loan expands our collection way beyond MPL!

[19-1046](#) c. Monthly Statistics - August 2019

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

[19-1047](#) d. STAFF UPDATE - ILL process (Laura)

## 8. New Business

[19-1052](#) a. Materials Manager job description (action requested)

**Attachments:** [Materials Manager Sept 2015](#)

**Motion to approve the revised Materials Manager job description.**

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

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

[19-1053](#) b. Employee Policy Manual revisions (action requested)

**Attachments:** [EPM rev 9.2019 markup](#)

[Memo to Council re EPM Revisions 9.2019](#)

**Motion to approve the Employee Policy Manual revisions.**

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

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

[19-1054](#) c. Employee Policy Manual dress code revisions (action requested)

**Attachments:** [EPM Dress Code revision 9.2019](#)

**Motion to approve the Employee Policy Manual dress code revisions.**

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

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

[19-1057](#) d. Employee Policy Manual Emergency Conditions policy (action requested)

**Attachments:** [Emergency Conditions](#)

**Motion to approve the Employee Policy Manual Emergency Conditions revisions.**

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

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

[19-1059](#) e. 2020 Fundraiser banner sponsorship for MPL Foundation (action requested)

**Attachments:** [sponsor solicitation letter new prospects](#)

[Fundraising Banner Blue](#)

[2020 Fundraiser Flyer](#)

**Motion to approve banners and fundraiser so the Foundation can continue to move forward with it.**

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

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

[19-1060](#) f. Special event parking lot closure request - Trunk or Treat (action requested)

**Attachments:** [Trunk or Treat Parking Lot Closure Request](#)

**Motion to approve the closure of library parking lot on October 29, from 4 until 8**

p.m.

**Moved by Bundy-Jost, seconded by Hunter, that this Action Item be approved.**

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

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

[19-1066](#)

g. Great Decisions Legacy Fund (action requested)

**Attachments:** [memo 9.2019 Great Decisions Legacy Fund](#)

**Motion for approval to set up the Legacy Fund in 2811 held with the city. When it grows to \$100,000 separate it out in to a specific endowment fund that would be connected with the Foundation endowment to support Great Decisions moving forward in perpetuity.**

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

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

## 9. Adjournment

**Motion was made by Thennes, seconded by Lotz, to adjourn at 5:37 p.m. The motion carried by the following vote:**

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

Submitted by Mary Davis, Recording Secretary