



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, November 25, 2019

5:00 PM

Manitowoc Public Library Board Room

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#### 1. Call to Order

The meeting was called to order by Vice President Todd Lotz at 5:00 p.m.

**Others present: Stoeger, Davis, Eisenschink, Hansen, and Ellison**

**Present:** 8 - Thennes, Thennes, Hunter, Hunter, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

**Absent:** 5 - Doneff, Doneff, Hazlewood, Able and Holschbach

#### 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

[19-1258](#) a. Regular Board Meeting - October 28, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 10-28-19](#)

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

**Aye:** 6 - Thennes, Hunter, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

[19-1278](#) b. Regular Board Meeting - August 26, 2019 (REVISED)

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

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

**Aye:** 6 - Thennes, Hunter, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

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

[19-1259](#) a. October 2019 - Fund 2810

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

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

Aye: 6 - Thennes, Hunter, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

[19-1260](#) b. October 2019 - Fund 2813

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

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

Aye: 6 - Thennes, Hunter, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

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

[19-1261](#) a. MPL Operating Budget with the City of Manitowoc for the month of November 2019

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

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

Aye: 6 - Thennes, Hunter, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

### 6. Correspondence

#### a. Herald Time Reporter - weekly articles from Director/Staff (October 2019)

[19-1263](#) b. Thank you card from DWD

**Attachments:** [Thank You card from DWD](#)

[19-1274](#) c. Thank you from Rotary

**Attachments:** [Thank You from Rotary](#)

### 7. Administrative Reports

[19-1264](#) a. Director Report - October 2019

**Attachments:** [October 2019 - 11.2019](#)

Stoeger reported on the following:

City Finance Committee meeting - while attending the first budget meeting, Lincoln vice-principal spoke about a new leadership program at the school. The purpose of this group is to teach and allow students to develop a leadership role at Lincoln and within the community. They were asked what they are most excited about in our community. He shared that the students are excited and love the things that are happening at the public library.

SILLI Grant committee - three new grants have been awarded for 2019-2020. Projects to include Zoozort, art therapy for children and supplemental materials for the Idea Box. Each of the grant recipients will be presenting their project to the Board in spring of 2020.

Materials Department - Amy Eisenschink has accepted the role of materials manager. Currently the Materials Department has an open position, collection development librarian, which will oversee cataloging and selecting for MPL.

Outreach Committee - we held our first pop up library at Valders Elementary school in October, which was very successful! Once a month through February a staff member will continue with this outreach.

Historical display during the holidays at MPL - in collaboration with MCHS and Barb Bundy-Jost, for a 1960's vignette display in MPL celebrating 60 years of Mirro Evergleams. Also, a collector from Appleton, Fran, will be bringing several Evergleams to create an Evergleam forest.

[19-1265](#)

b. Manager Highlights - October 2019

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

Stoeger reported on the following:

A patron approached a Service Desk staff member to thank her for helping him fill out a job application on the computer . He had been seeking employment and wanted her to know he got the job!

Personnel changes in the Materials Department. A former employee came back to MPL as a processing page, also a shelving page moved into the position of processing page, and hired a new shelving page.

Trunk or Treat event held on October 29th, had 27 organizations participate and over 1,000 attendees enjoyed a fun evening!!

[19-1266](#)

c. Monthly Statistics - October 2019

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

[19-1275](#)

d. STAFF UPDATE - Outreach Committee (David and Karen)

## 8. Old Business

[19-1276](#)

a. 2020 Budget (discussion)

**Attachments:** [2020 Council Budget](#)

Discussion only.

## 9. New Business

[19-1277](#) a. 2019 SRP Statistics (discussion)

**Attachments:** [Summer Reading Program Stats 2019](#)

Discussion only.

[19-1279](#) b. 2020 Library Legislative Day (Discussion)

**Attachments:** [Library Legislative Day](#)

Library Legislative Day is scheduled for Tuesday, February 11, 2020. This is a great opportunity to meet with State Legislators and speak about the importance of library services and the impact they have on communities.

## 10. Adjournment

**Motion was made by Hunter, seconded by Neuenfeldt, to adjourn at 5:43 p.m. The motion carried by the following vote:**

**Aye:** 6 - Thennes, Hunter, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

Submitted by Mary Davis, Recording Secretary