



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, December 23, 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, Eisenschink, and Lee

Present: 12 - Doneff, Doneff, Thennes, Thennes, Hunter, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Quistorf and McVeigh

Absent: 2 - Hazlewood 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)

[19-1354](#) a. Regular Board Meeting - November 25, 2019

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 11-25-19](#)

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

Aye: 9 - Doneff, Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Quistorf and McVeigh

4. Approval of Budget Status (action requested)

[19-1355](#) a. November 2019 - Fund 2810

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

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

Aye: 9 - Doneff, Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Quistorf and McVeigh

[19-1356](#) b. November 2019 - Fund 2813

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

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

Aye: 9 - Doneff, Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Quistorf and McVeigh

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

[19-1357](#) a. MPL Operating Budget with the City of Manitowoc for the month of December 2019

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

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

6. Correspondence

[19-1358](#) a. Herald Times Reporter - weekly articles from Director/Staff (November 2019)

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

[19-1359](#) b. Thank you card from Mary Jo Stangel

Attachments: [20191202083929227 December 2019 Bd Mtg](#)

[19-1370](#) c. Thank you letter from The Salvation Army

Attachments: [Thank you letter from The Salvation Army](#)

7. Administrative Reports

[19-1360](#) a. Director Report - November 2019

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

Stoeger reported on the following:

Tammy McVeigh was introduced as our newly appointed trustee.
Welcome!

Mary Jo Stangel was sharing with a friend from Oconomowoc, that we now have novelty cake pans to circulate. Her friend, being very surprised and impressed, was going to contact her local library director to tell them all that Manitowoc Public has to offer and to consider doing something similar.

Interviews were held for two positions, IT Technician and Materials Librarian. Currently to date, the Librarian position has been filled. The IT Technician position has been reposted.

Library Director has been working together with the City on redeveloping the Special Events guidelines. The next step will be to develop an action plan.

[19-1361](#) b. Manager Highlights - November 2019

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

Stoeger reported on the following:

The Youth Department now has two sensory backpacks available for in-house patron use.

The 2020 Summer Reading Program Committee have begun planning for another successful Summer Reading Program scheduled to kick-off on Sunday, June 14th!

[19-1362](#) c. Monthly Statistics - November 2019

Attachments: [Monthly Statistics - November 2019](#)

[19-1363](#) d. STAFF UPDATE - Santa Sunday (Julia)

8. Old Business

[19-1364](#) a. 2020 Budget (possible action)

Attachments: [2020 Council Budget](#)
[letter to council](#)

No action taken.

[19-1365](#) b. 2020 Library Legislative Day (discussion)

Attachments: [library legislative day 2020](#)

Discussion only.

9. New Business

[19-1366](#) a. Library Director performance evaluation form (action requested)

Attachments: [City of Manitowoc Evaluation Form for Employees w offsite oversight 201..](#)

Motion to approve the change in format for the Library Director Performance

Evaluation.

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

Aye: 9 - Doneff, Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Quistorf and McVeigh

[19-1367](#) b. Evaluation of Adventure Passes 2019 (discussion)

Attachments: [Adventure passes circulation](#)
[Adventure passes with user cat 2019](#)

Discussion only.

[19-1368](#) c. 2019 Summer Read data analysis with MPSD (discussion)

Attachments: [2019 SRP Data MPSD impact numbers](#)

Discussion only.

[19-1369](#) d. 2020 Library Work Plan (discussion)

Informational purposes only.

[19-1371](#) e. IT Technician pay grade analysis (possible action)

Attachments: [2018 Comp Plan rev 12.2018](#)

Motion to approve pay grade increase from grade F to grade G for IT Technician position.

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

Aye: 9 - Doneff, Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Quistorf and McVeigh

[19-1372](#) f. Activity area on north lawn (possible action)

Attachments: [Layout 12.2019](#)

Discussion only, will be requesting action at the 1/27/2020 meeting.

10. Adjournment

Motion was made by Thennes, seconded by Able, to adjourn at 5:57 p.m. The motion carried by the following vote:

Aye: 9 - Doneff, Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz, Quistorf and McVeigh

Submitted by Mary Davis, Recording Secretary

