



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, January 27, 2020

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, and Pike**

**Present:** 10 - Thennes, Thennes, Hunter, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

**Absent:** 4 - Doneff, Doneff, Able and Holschbach

#### 2. Public Comment

None

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.

#### 3. Approval of Minutes (action requested)

[20-0075](#) a. Regular Board Meeting - December 23, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 12-23-19](#)

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

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

[20-0076](#) a. December 2019 - Fund 2810

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

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

[20-0077](#) b. December 2019 - Fund 2813

**Attachments:** [BUDGET STATUS - December 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, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

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

[20-0078](#) a. MPL Operating Budget with the City of Manitowoc for the month of December 2019 (FINAL)

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

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

[20-0079](#) b. MPL Operating Budget with the City of Manitowoc for the month of January 2020

**Attachments:** [Monthly Check Register - January 2020](#)

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

## 6. Correspondence

[20-0080](#) a. Herald Times Reporter - weekly articles from Director/Staff (December 2019)

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

[20-0081](#) b. Trustee Tale: Public Library Trustee Newsletter

**Attachments:** [Trustee Tale - Public Library Trustee Newsletter](#)

## 7. Administrative Reports

[20-0082](#) a. Director Report - December 2019

**Attachments:** [Dir Report - December 2019](#)

Stoeger reported on the following:

The Evergleam Forest display was a wonderful experience for those in our community and also the many people who came from out of town to see it.

The Materials Librarian position was offered and accepted by Lisa Pike, the former teen associate at MPL. She will begin her new position on January 6th.

[20-0083](#) b. Manager Highlights - December 2019

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

[20-0084](#) c. Monthly Statistics - December 2019

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

[20-0085](#) d. STAFF UPDATE - Materials Librarian (Lisa P and Amy E)

### 8. Old Business

[20-0086](#) a. 2020 Library Legislative Day (discussion)

**Attachments:** [library legislative day 2020](#)

[20-0087](#) b. Activity area on north lawn (possible action)

**Attachments:** [Layout 12.2019](#)

No action taken at this time will revisit at the February 24th meeting.

### 9. New Business

[20-0088](#) a. Library light post signs (possible action)

**Attachments:** [memo 1.2020 light post options](#)

**Motion to support the efforts to beautify the city including the library light posts.**

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

[20-0089](#) b. 2020 Summer Intern (action requested)

**Attachments:** [Memo 2020 Summer Intern](#)

**Motion to approve the proposal to hire a summer intern in the youth department and approval to have this seasonal position on the same 5-year plan as the city.**

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

[20-0095](#) c. Mobile Device Usage Agreement (action requested)

**Attachments:** [Mobile Device Usage Agreement 1.2020](#)

**Motion to approve the revised Mobile Device Usage Agreement to include a review in six months.**

**Motion to amend revised Mobile Device Usage Agreement by eliminating the words under paragraph titled "Eligibility", stating "owing fines of \$9.99 or less". Moved by Neuenfeldt, seconded by Thennes. Much discussion followed with the decision by Neuenfeldt to recind the amended motion along with approval by Thennes.**

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

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

[20-0096](#) d. Downtown event guidelines (discussion)

**Attachments:** [Downtown Special Events Guidelines \(002\)](#)

Discussion only.

### 10. Convene in Closed Session

**Moved by Thennes, seconded by Hazlewood, to convene in closed session at 5:45 p.m. The motion carried by the following vote:**

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

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:

a. Library Director Peer review results

(No minutes taken during Closed Session portion)

### 11. Reconvene in Open Session

**Moved by Hunter, seconded by Hazlewood, to reconvene in open session at 5:50 p.m. The motion carried by the following vote:**

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

[20-0090](#) a. Library Director Peer review results (action requested)

No action taken.

### 12. Adjournment

**Motion was made by Hazlewood, seconded by Neuenfeldt, to adjourn at 5:50 p.m. The motion carried by the following vote:**

**Aye:** 8 - Thennes, Hunter, Hazlewood, Bundy-Jost, Lotz, Neuenfeldt, Quistorf and McVeigh

Submitted by Mary Davis, Recording Secretary