



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, April 27, 2020

5:00 PM

Remotely via GoToMeeting

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, Lee, Hansen and Kathleen McDaniel (City Attorney)

Present: 13 - Doneff, Doneff, Thennes, Thennes, Hunter, Hunter, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

Absent: 1 - Hazlewood

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.

Manitowoc Public Library Board of Trustees meeting
Mon., Apr 27, 2020 5:00 PM - 6:00 PM (CDT)

Public comment may be made by calling in to 920-686-3037 and leaving a message, or emailing a message to kstoeger@manitowoc.org by 4:00 pm the day of the meeting.

None

3. Approval of Minutes

[20-0392](#) a. Regular Board Meeting - April 2, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 4-2-2020](#)

**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, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

4. Approval of Budget Status (action requested)

[20-0393](#) a. March 2020 - Fund 2810

Attachments: [BUDGET STATUS - March 2020 \(Fund 2810\)](#)

**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, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

[20-0394](#) b. March 2020 - Fund 2813

Attachments: [BUDGET STATUS - March 2020 \(Fund 2813\)](#)

**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, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

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

[20-0395](#) a. MPL Operating Budget with the City of Manitowoc for the month of April, 2020

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

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

Aye: 10 - Doneff, Thennes, Hunter, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

6. Administrative Reports

[20-0396](#) a. Director Report - February 2020

Attachments: [February 2020 - 3.2020](#)

Stoeger reported on the following:

I was contacted by UW-Madison and Lakeland University, requesting I be a mentor for two of their students to learn more about library services and what we do here at MPL. Despite COVID-19 we are still meeting via videoconferencing.

We held our ribbon cutting ceremony for the first floor redesign on February 19th. It was a great celebration for the completion of this project. We look forward to the re-opening to further promote the Idea Box and all the great things happening at MPL.

Comcast Cares 2020: This is an annual volunteer day supported by Comcast. Due to the pandemic this year's event was cancelled, however, they have still contributed the honorarium to MPL. A big thank you to Comcast and Eric Sitkiewitz for the generous support given to the library.

[20-0397](#) b. Director Report - March 2020

Attachments: [March 2020 - 4.2020](#)
[2020 LJ Library of the Year application](#)

Stoeger reported on the following:

The main focus has been on the pandemic and adjusting to that, with the transitioning to online promotion of our resources, online programming, and curbside pickup.

At the beginning of March I worked together with Julia and Amy to write an application to submit MPL for Library Journal's Library Of the Year. Included in this application were numerous letters of support from community members and library supporters.

[20-0398](#) c. Manager Highlights - February 2020

Attachments: [February 2020](#)

Stoeger reported on the following:

For the month of February we focused and worked on a lot of really great things to set up for in March.

[20-0399](#) d. Manager Highlights - March 2020

Attachments: [March 2020](#)
[March 20 Monthly Report - Facilities](#)

Stoeger reported on the following:

Staff have been focused on transitioning and revolutionizing our services to translate them to an online format.

We worked with Mishicot School District, who approached us, to get virtual library cards setup for their students and teachers.

[20-0400](#) e. Monthly Statistics - March 2020

Attachments: [Monthly Statistics - February 2020](#)
[Monthly Statistics - March 2020](#)
[Facebook Engagement Stats - March 2020](#)
[WPLC Pandemic Data Usage](#)

7. Old Business

[20-0401](#)

a. Library policy review regarding fines and fees (possible action)

Motion to table this item and bring back for discussion when we find a new normal.

Moved by Able, seconded by Neuenfeldt, that this action item be approved. The motion carried by the following vote:

Aye: 10 - Doneff, Thennes, Hunter, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

8. New Business

[20-0403](#)

a. Budget Exception Report Quarter 1 (discussion)

Attachments: [Copy of QTR 1 - 2020-Budget Exception Report](#)

Informational purposes only.

[20-0404](#)

b. 2020-2021 Foundation allocation (action requested)

Attachments: [2020 Spending Plan 2813](#)

Motion to approve the spending plan for the 2020-2021 Foundation allocation.

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

Aye: 10 - Doneff, Thennes, Hunter, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

[20-0405](#)

c. Modification request to personnel incentive for 2020 circulation goal (action requested)

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

Motion to approve the request to modify the Personnel Incentive for 2020 Circulation Goal be moved to 2021.

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

Aye: 10 - Doneff, Thennes, Hunter, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

9. Convene in Closed Session

Moved by Neuenfeldt, seconded by Quistorf, to convene in closed session at 5:25 p.m. The motion carried by the following vote:

Aye: 9 - Doneff, Thennes, Hunter, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

Nay: 1 - Able

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. Impact of COVID-19 on MPL Services and Staff

(No Minutes taken during Closed Session portion)

10. Reconvene in Open Session

Moved by McVeigh, seconded by Hunter, to reconvene in open session at 5:53 p.m. The motion carried by the following vote:

Aye: 10 - Doneff, Thennes, Hunter, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

[20-0402](#)

- a. Impact of COVID-19 on MPL Services and Staff (possible action)

No action taken.

11. Adjournment

Motion was made by Neuenfeldt, seconded by Able, to adjourn at 5:59 p.m. The motion carried by the following vote:

Aye: 10 - Doneff, Thennes, Hunter, Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell and Lotz

Submitted by Mary Davis, Recording Secretary