



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, May 18, 2020

5:00 PM

Remotely via Zoom

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#### 1. Call to Order

The meeting was called to order by Secretary/Treasurer Barb Bundy-Jost at 5:02 p.m.

**Others present: Stoeger, Davis, Eisenschink, Bialek, Lee, Hansen, Blatz, Chaney, Glenn and Kathleen McDaniel (City Attorney)**

**Present:** 9 - Lotz, Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Absent:** 2 - Doneff and 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.

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

Manitowoc Public Library Board of Trustees meeting  
Mon., May 18, 2020 5:00 PM - 6:00 PM (CDT)

Join Zoom Meeting

<https://us02web.zoom.us/j/82076596365>

Meeting ID: 820 7659 6365

One tap mobile

+13017158592,,82076596365# US (Germantown)

+13126266799,,82076596365# US (Chicago)

Find your local number: <https://us02web.zoom.us/j/82076596365>

None

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

[20-0485](#)

a. Regular Board Meeting - April 27, 2020

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 4-27-2020](#)

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

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

[20-0486](#) b. Personnel Committee Meeting - May 5, 2020

**Attachments:** [LEGISTAR MINUTES - Personnel Committee Meeting 5-5-2020](#)

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

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

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

[20-0487](#) a. April 2020 - Fund 2810

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

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

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

[20-0488](#) b. April 2020 - Fund 2813

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

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

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

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

[20-0489](#) a. MPL Operating Budget with the City of Manitowoc for the month of May, 2020

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

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

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

#### 6. Administrative Reports

[20-0491](#) a. Director Report - April 2020

**Attachments:** [April 2020 - 5.2020](#)

Stoeger reported on the following:

The main focus in April was the emergency response to the COVID-19 pandemic. What does that mean for MPL; what services do we offer and what meaningful work is available for staff on site.

Once again offered curbside pickup beginning April 27th.

Transitioned our Summer Reading program to an online platform, making it more accessible to our community and providing resources to the students throughout the summer.

[20-0492](#) b. Manager Highlights - April 2020

**Attachments:** [April 2020](#)

Stoeger reported on the following:

In these highlights you will see a lot of the ways we transitioned in the month of April, offering online resources, programming and online training for our community.

[20-0493](#) c. Monthly Statistics - February, March, April 2020

**Attachments:** [Monthly Statistics - February 2020](#)

[Monthly Statistics - March 2020](#)

[Monthly Statistics - April 2020](#)

[Facebook Engagement Stats - March April 2020 Programs](#)

[Facebook Engagement Stats - March April 2020 Posts](#)

[Facebook Engagement Stats - March April 2020 Promotions](#)

[20-0494](#) d. STAFF UPDATE - SILLI grant Idea Box collection (Sue Chaney and Lisa Glenn)

**Attachments:** [items purchased with SILLI](#)

## 7. Committee Reports

[20-0495](#) a. Personnel Committee Meeting - May 5, 2020 (Trustee Thennes)

Trustee Thennes reported for this Committee. The report included items reflected on this agenda under New Business, to be discussed and voted on by full board.

## 8. Old Business

[20-0496](#) a. Impact of COVID-19 on MPL Services and Staff (possible action)

**Attachments:** [Copy of COVID19 emergency planning](#)  
[Transition Plan for Reopening on May 26 2020 \(1\)](#)  
[COVID REOPEN PLANS.docx \(1\)](#)

**Motion to approve the Transition Plan for Reopening on May 26th, 2020 thru July 4, 2020 as presented.**

**Motion to amend the document to include, eliminating access to bubblers. Moved by Neuenfeldt, seconded by Hunter. The motion carried. Ayes 8; Excused 1**

**Motion to adopt the plan as presented with the amendment that the bubblers be inaccessible.**

**Aye:** 8 - Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Excused:** 1 - Lotz

## 9. New Business

[20-0497](#) a. Temporary revision to Employee Policy Manual (EPM) regarding leave accrual (action requested)

**Attachments:** [memo 5.2020 Temporary revision to EPM regarding leave accrual](#)

**Motion to approve the request to allow employees additional vacation accrual above the 115% as set in the EPM, for the duration of the COVID-19 Pandemic, upon approval by the director and manager, with the 90 day rule to be re-evaluated at a later date for possible extension if necessary.**

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

**Aye:** 8 - Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Excused:** 1 - Lotz

[20-0498](#) b. Updated job descriptions for Manitowoc Public Library (action requested)

- Attachments:** [Executive Director draft 7.2019](#)  
[Public Services Manager draft 7.9.19](#)  
[Youth Services Manager draft 6.7.19](#)  
[Materials Manager draft 8.24.19](#)  
[Facilities Manager draft 5.9.19](#)  
[Librarian 4.19.19 draft](#)  
[Associate draft 3.11.19](#)  
[Business Office Coordinator 3.11.19 draft](#)  
[IT Technician 3.11.19 draft](#)  
[Marketing Technician 3.11.19 draft](#)  
[Materials Technician 3.11.19 draft](#)  
[Assistant 3.11.19 draft](#)  
[Clerk 3.11.19 draft](#)  
[Page 3.11.19 draft](#)  
[Maintenance Technician 3.11.19 draft](#)

**Motion to approve the amended job descriptions for Manitowoc Public Library.**

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

**Aye:** 8 - Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Excused:** 1 - Lotz

[20-0499](#) c. 2020 MPL analysis in regards to Wisconsin State Standards (discussion)

**Attachments:** [2020 review against state standards](#)

Informational purposes only.

[20-0517](#) d. Lions Club Mailbox request for Library property (action requested)

**Attachments:** [Lions Club Mailbox Proposal](#)

**Motion to approve the request to place Lions Club Mailbox on library property.**

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

**Aye:** 8 - Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Excused:** 1 - Lotz

## 10. Convene in Closed Session

**Moved by Hunter, seconded by Neuenfeldt, to convene in closed session at 6:01 p.m. The motion carried by the following vote:**

**Aye:** 8 - Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Excused:** 1 - Lotz

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. 2020 Mid-year performance evaluation of Library Director
- b. Employee leave request

(No minutes taken during Closed Session)

## 11. Reconvene in Open Session

**Moved by Thennes, seconded by Hunter, to reconvene in open session at 6:19 p.m. The motion carried by the following vote:**

**Aye:** 8 - Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Excused:** 1 - Lotz

### 20-0500

- a. 2020 Mid-year performance evaluation of Library Director (action requested)

**Motion to approve the 2020 Mid-year performance evaluation of Library Director.**

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

**Aye:** 8 - Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Excused:** 1 - Lotz

### 20-0515

- b. Employee leave request (action requested)

**Motion to approve employee leave request.**

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

**Aye:** 8 - Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Excused:** 1 - Lotz

## 12. Adjournment

**Motion was made by Neuenfeldt, seconded by Able, to adjourn at 6:22 p.m. The motion carried by the following vote:**

**Aye:** 8 - Able, Bundy-Jost, Hunter, Martell, McVeigh, Neuenfeldt, Quistorf and Thennes

**Excused:** 1 - Lotz

Submitted by Mary Davis, Recording Secretary