



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, June 22, 2020

5:00 PM

Manitowoc Public Library Balkansky Community
Room and Remotely via GoToMeeting

1. Call to Order

The meeting was called to order by Secretary/Treasurer Barb Bundy-Jost at 5:10 p.m.

Others present: Stoeger, Davis, Eisenschink, Hansen, Blatz, Bialek and Schadrie

Present: 9 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

Absent: 2 - Hazlewood and Thennes

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.

Those wishing to make public comment without attending the live meeting should call 920-686-3037 and leave a message, or email a message to kstoeger@manitowoc.org by 4:00 pm the day of the meeting.

June Library Board meeting
Mon, Jun 22, 2020 5:00 PM - 6:30 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/600106997>

You can also dial in using your phone.
United States: +1 (872) 240-3412

Access Code: 600-106-997

None

3. Approval of Minutes (action requested)

[20-0618](#) a. Regular Board Meeting - May 18, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 5-18-2020](#)

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

Aye: 9 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

[20-0619](#) b. Nominating Committee Meeting - June 8, 2020

Attachments: [LEGISTAR MINUTES - Nominating Committee Meeting 6-8-2020](#)

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

Aye: 9 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

4. Approval of Budget Status (action requested)

[20-0620](#) a. May 2020 - Fund 2810

Attachments: [BUDGET STATUS - May 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 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

[20-0621](#) b. May 2020 - Fund 2813

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

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

Aye: 9 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

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

[20-0622](#) a. MPL Operating Budget with the City of Manitowoc for the month of June 2020

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

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

Aye: 9 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

6. Correspondence

[20-0628](#) a. Herald Times Reporter - weekly articles from Director/Staff (March, April, May 2020)

Attachments: [HTR Articles - March 2020](#)

[HTR Articles - April 2020](#)

[HTR Articles - May 2020](#)

[20-0629](#) b. Advocacy supplement

Attachments: [Advocacy supplement Positioning the Library for a Post-pandemic Sustainable Future](#)

7. Administrative Reports

[20-0623](#) a. Director Report - May 2020

Attachments: [May 2020 - 6.2020 Transition to Online Digital Services](#)

Stoeger reported on the following:

We would like to welcome to the Library Board of Trustees the new City Council Representative Courtney Hansen.

After 71 days of closure to the public, Manitowoc Public Library has re-opened its doors as of May 26.

In the month of May all revisions to MPL Job Descriptions were completed.

MPL completed and submitted the requested Online Services Audit.

MPL Signage Committee continued to meet in May and plan to contract with Wisconsin Literacy for their wayfinding services. They will be completing an outside audit and recommendation.

[20-0624](#) b. Manager Highlights - May 2020

Attachments: [May 2020](#)

Stoeger reported on the following:

May highlights show the success we've had with transitioning services to online format.

[20-0625](#) c. Monthly Statistics - May 2020

Attachments: [Monthly Statistics - May 2020](#)
[Facebook Engagement Stats - May 2020 Programs](#)
[Facebook Engagement Stats - May 2020 Posts](#)
[Facebook Engagement Stats - May 2020 Promotions](#)

Stoeger reported on the following:

Library programming in the month of May was down by -39.47%, yet attendance was up 90.59%, this due to Facebook live events being so

popular with our patrons who really enjoy being able to connect from their homes.

[20-0626](#) d. STAFF UPDATE - Beanstack (Julia)

8. Committee Reports

[20-0627](#) a. Nominating Committee Meeting - June 8, 2020 (Trustee Hazlewood)

Stoeger reported for this Committee. The Nominating Committee has recommended the following slate of officers for 2020-2021, to be voted on by full board in item #10b of this agenda.

President: Chris Able
Vice-President: Patrick Neuenfeldt
Secretary/Treasurer: Barb Bundy-Jost

9. Old Business

[20-0630](#) a. Impact of COVID-19 on MPL Services and Staff (possible action)

Attachments: [COVID19 emergency planning threat levels](#)
[MPL COVID-19 Transition Plan 6.2020](#)
[Wisconsin Public Libraries Reopening Guide \(1\)](#)
[WI PL Reopening Guide At-A-Glance \(1\)](#)

Motion to adopt the modified MPL COVID-19 Service Plan thru August 3, 2020.

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

Aye: 9 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

10. New Business

[20-0631](#) a. Trustee Training - August 2020 (discussion)

Attachments: [wispublib Trustee Training Week 2020 - Registration Now Open!](#)

[20-0632](#) b. Nomination of Officers for 2020-2021 (action requested)

Motion to approve the Nominating Committee's recommended slate of Officers for 2020-2021:

President: Chris Able
Vice-President: Patrick Neuenfeldt
Secretary/Treasurer: Barb Bundy-Jost

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

Aye: 9 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

[20-0634](#) c. Employee Policy Manual updates (discussion)

Attachments: [Employee Policy Manual Recommended Revisions 6.2020](#)

11. Adjournment

**Motion was made by Neuenfeldt, seconded by Bundy-Jost, to adjourn at 6:03 p.m.
The motion carried by the following vote:**

Aye: 9 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

Submitted by Mary Davis, Recording Secretary