



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, July 27, 2020

5:00 PM

Manitowoc Public Library Balkansky Community
Room/remotely via GoToMeeting

1. Call to Order

The meeting was called to order by President Chris Able at 5:00 p.m.

Others present: Stoeger, Davis, John, Hansen, Bialek, Lee, McDaniel (City Attorney), Blatz (Intern) and Bartlein (Intern)

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

Absent: 2 - Hazlewood and Doneff

2. Procedural Comments or Requests to Amend

None

3. Public Comment

Members of the public are invited to speak at the Manitowoc Public Library Board of Trustees meeting each month on any matter related to oversight of Manitowoc Public Library. 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.

Please refer to the two attached submissions received via email.

[20-0755](#)

Attachments: [PUBLIC COMMENT for 7-27-2020](#)
[PUBLIC COMMENT 2 for 7-27-2020](#)

4. Minutes (action requested)

[20-0670](#) Regular Board Meeting - June 22, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 6-22-2020](#)

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

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

[20-0754](#) Finance Committee Meeting - July 22, 2020

Attachments: [LEGISTAR MINUTES - Finance Comm Mtg 7-22-2020](#)

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

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

5. Financial Reports (action requested)

[20-0671](#) Budget Status - June 2020 (Fund 2810)

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

**Moved by Bundy-Jost, 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, Hansen, Hunter and Thennes

[20-0676](#) Budget Status - June 2020 (Fund 2813)

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

**Moved by Bundy-Jost, 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, Hansen, Hunter and Thennes

[20-0677](#) MPL Operating Budget with the City of Manitowoc for the month of July 2020

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

**Moved by Bundy-Jost, 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, Hansen, Hunter and Thennes

6. Correspondence

[20-0745](#) a. Herald Times Reporter - weekly articles from Director/Staff (June 2020)

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

7. Administrative Reports

- [20-0683](#) a. Director Report
Manager Highlights
Monthly Statistics

Attachments: [Dir Report - June 2020](#)
[Manager Highlights - June 2020](#)
[Monthly Stats June 2020](#)
[Facebook Engagement Stats - Posts June 2020](#)
[Facebook Engagement Stats - Programs June 2020](#)
[Facebook Engagement Stats - Promotions June 2020](#)

Stoeger reported on the following:

COVID-19 is the highlight of 2020, as we try to stay true to our mission of serving the community. Although the amount of offered programming is down by 30%, the attendance for what we are offering onsite and virtually is up by 40%, which shows the value of what we are providing.

Art at MPL: Lakeshore Artist's Guild set up an art display at the library, to be displayed until September 2.

Onboarding process: Amy and Lisa have been working on developing and revising our onboarding process for new personnel. This new structure will help set staff up for success as we continue to build a positive work culture.

- [20-0686](#) b. STAFF UPDATE - 2020 summer interns (Lydia and Hayley)

Attachments: [Board of Trustees Presentation 2020](#)
[Medium Threat Level draft](#)
[High Threat Level draft](#)

8. Old Business

- [20-0746](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)

Attachments: [MPL COVID-19 Transition Plan 7.2020 track changes](#)
[MPL COVID-19 Transition Plan 7.2020](#)
[COVID19 emergency planning threat levels](#)
[Res Requiring Face Masks in City Buildings 7.2020](#)

Motion to approve the amended Transition Plan through Friday, September 11, 2020.

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

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

9. New Business

[20-0747](#) a. 2020-2021 Library Board Committee appointments (action requested)

Attachments: [TRUSTEE CONTACT LIST 2020-2021](#)

Motion to approve the Library Board Committee appointments, to include the addition of Ad Hoc COVID-19 Committee.

Moved by Quistorf, seconded by Hansen, that this Communication be approved. The motion carried by the following vote:

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

[20-0748](#) b. 2021 Budget (discussion)

Attachments: [2020-2021 Budget Worksheet BOARD \(2\)](#)
[Manitowoc County - 6-18-20](#)
[debt service funds 2014-2023](#)

Discussion only.

[20-0749](#) c. Quarter 2 Exception Report (discussion)

Attachments: [QTR 2 - 2020-Budget Exception Report](#)

Informational purposes only.

[20-0750](#) d. Revisions to MPL Board bylaws (action requested)

Attachments: [BYLAWS approved June 2017](#)

No action taken at this time.

[20-0751](#) e. Backfill Public Services Assistant (action requested)

Attachments: [7.2020 Backfill PS Assistant](#)

Motion to approve the backfill of one 20-hour per week assistant position in Public Services.

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

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

10. Adjournment

Motion was made by Hunter, seconded by Neuenfeldt, to adjourn at 6:11 p.m. The motion carried by the following vote:

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

Submitted by Mary Davis, Recording Secretary