



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, August 24, 2020

5:00 PM

Manitowoc Public Library Balkansky
Community Room and via GoToMeeting

1. Call to Order

The meeting was called to order by President Chris Able at 5:01 p.m.

Others present: Stoeger, Davis, John, Lee, Pearson, Gadzinski, Bialek, Hansen and Mayor Nickels

Present: 8 - Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

Absent: 3 - Hazlewood, Neuenfeldt and Thennes

2. 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 the 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 3:00 pm the day of the meeting.

[20-0852](#)

Attachments: [PUBLIC COMMENT 1 via email for 8-19 and 8-24 mtgs](#)

Please refer to the attached submission via email.

4. Approval of Minutes (action requested)

[20-0849](#)

- Regular Board Meeting - July 27, 2020
- Finance Committee Meeting - August 13, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 7-27-2020](#)
[LEGISTAR MINUTES - Finance Comm Mtg 8-13-2020](#)

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

Aye: 8 - Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

5. Financial Reports (action requested)

- [20-0850](#)
- Budget Status (Fund 2810) - July 2020
 - Budget Status (Fund 2813) - July 2020
 - MPL Operating Budget with the City of Manitowoc for the month of August 2020

Attachments: [BUDGET STATUS - July 2020 \(Fund 2810\)](#)
[BUDGET STATUS - July 2020 \(Fund 2813\)](#)
[MPL Check Register August 2020](#)

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

Aye: 8 - Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

6. Correspondence

- [20-0851](#)
- a. Herald Times Reporter - weekly articles from Director/Staff (July 2020)

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

7. Administrative Reports

- [20-0853](#)
- a. Director Report
 - Manager Highlights
 - Monthly Statistics

Attachments: [Dir Report - July 2020](#)
[Manager Highlights - July 2020](#)
[PUBLIC SERVICES July 2020 Monthly Report](#)
[Monthly Stats July 2020](#)
[Facebook Engagement Stats - Programs July 2020](#)
[Facebook Engagement Stats - Promotions July 2020](#)

Stoeger reported on the Manager Highlights:

- Youth Associate Lynn Christiansen, created a Social Story, intended to assist individuals who experience challenges with appropriate social communication. The story is called "This is My Library", geared towards children and serves as an introduction to what they may experience on a visit to MPL. This will be published on our website for families to preview before coming to the library.

- Youth Associate Betty Schwede, completely revamped the program 1,000 Books Before Kindergarten. With the entire north wall designated to

highlight this fabulous opportunity, participants can put their initial and track their progress.

[20-0854](#) b. STAFF UPDATE - Summer Read (Julia, Meredith and Carrie)

Attachments: [SRP Staff Update \(1\)](#)

8. Committee Reports

a. Finance Committee meeting - August 13, 2020 (Trustee Bundy-Jost)

b. Ad Hoc COVID-19 Committee meeting - August 19, 2020 (Trustee Neuenfeldt)

9. Old Business

[20-0855](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)

Attachments: [MPL COVID-19 Transition Plan 8 2020](#)
[Work From Home Guidelines and Procedures 8 2020 draft](#)
[High Threat Level](#)
[Medium Threat Level](#)
[Low Threat Level](#)
[Lifted Threat Level](#)

Motion to approve the following updated documents: MPL COVID-19 Transition Plan, Work from Home Guidelines and Procedures and MPL Threat Level Actions; High, Medium, Low and Lifted.

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

Aye: 8 - Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

[20-0856](#) b. 2021 Budget (action requested)

Attachments: [2020-2021 Budget Worksheet BOARD \(4\)](#)
[Manitowoc County - 6-18-20](#)
[debt service funds 2014-2023](#)
[Final Impact Snapshot - 2019\(2\)](#)

Motion to approve the 2021 Budget as presented, to be submitted to the City.

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

Aye: 8 - Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

[20-0857](#) c. Quarter 2 Exception Report (discussion)

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

Informational purposes only.

10. New Business

[20-0858](#) a. Removal of secretary position from Bylaws (action requested)

Attachments: [BYLAWS draft 8.2020](#)

Motion to approve the amendments to the Bylaws of MPL.

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

Aye: 8 - Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

[20-0859](#) b. Revisions to MPL Board Bylaws (action requested)

Attachments: [BYLAWS draft 8.2020](#)

[Memo re Library Bylaws and Ex Officio Status \(2\)](#)

No action taken.

[20-0860](#) c. Reserve Fund Balance (discussion)

Attachments: [memo reserve fund balance 8.2020](#)

[Fund Balance Summary](#)

[Summary Trial Balance](#)

[AGWashburn](#)

Discussion only.

[20-0861](#) d. Backfill Materials Page position (action requested)

Attachments: [memo Backfill Shelving Page 8.2020](#)

Motion to approve to backfill two 10-hour per week page positions in the Materials Department.

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

Aye: 8 - Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

11. Adjournment

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

Aye: 8 - Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

Submitted by Mary Davis, Recording Secretary