



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, September 28, 2020

5:00 PM

Manitowoc Public Library Balkansky  
Community Room and via GoToMeeting

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#### 1. Call to Order

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

**Others present:** Stoeger, Davis, John, Bialek, Lee, Pearson, Eisenschink and Mayor Nickels

**Present:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

**Absent:** 1 - Quistorf

#### 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](mailto:kstoeger@manitowoc.org) by 3:00 pm the day of the meeting.

None

#### 4. Approval of Minutes

[20-0936](#)

- Ad Hoc COVID-19 Committee Meeting - August 19, 2020
- Regular Board Meeting - August 24, 2020
- Ad Hoc COVID-19 Committee Meeting - September 16, 2020

**Attachments:** [LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 8-19-2020](#)

[LEGISTAR MINUTES - Regular Board Meeting 8-24-2020](#)

[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 9-16-2020](#)

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

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

## 5. Financial Reports

- [20-0937](#)
- Budget Status (Fund 2810) - August 2020
  - Budget Status (Fund 2813) - August 2020
  - MPL Operating Budget with the City of Manitowoc for the month of September 2020

**Attachments:** [BUDGET STATUS - August 2020 \(Fund 2810\)](#)  
[BUDGET STATUS - August 2020 \(Fund 2813\)](#)  
[Monthly Check Register - September 2020](#)

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

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

## 6. Correspondence

- [20-0938](#)
- a. Herald Times Reporter - weekly articles from Director/Staff (August 2020)

**Attachments:** [HTR Articles - August 2020](#)

## 7. Administrative Reports

- [20-0940](#)
- a. Director Report
    - Manager Highlights
    - Monthly Statistics

**Attachments:** [August 2020 - 9.2020](#)  
[August 2020 Manager Highlights](#)  
[SRP 2020 Survey Results Sept. 2020](#)  
[Monthly Statistics - August 2020](#)  
[Facebook Engagement Stats August 2020 Programs](#)  
[Facebook Engagement Stats August 2020 Promotions](#)

Stoeger reported on the following:

- In August we said goodbye to our two Library Interns. Personally, it was my absolute pleasure working with Intern Lydia Blatz during her summer practicum and look forward to see where she goes with library services, after graduation.
- We received our new shelving units for our front collections. Also, installed new light fixtures at the tables along the windows, with the ability to charge devices.
- Included in the Managers Highlights were the results of the Summer Reading Program Survey, which will be helpful in planning for next year, with a focus on higher engagement and completion.

[20-0941](#) b. STAFF UPDATE - Battle of the Books (Julia and Carrie)

**Attachments:** [Staff Update - Battle of the Books](#)

## 8. Old Business

[20-0973](#) a. 2021 Budget (action requested)

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

**Motion to approve the 2021 Budget amendment.**

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

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

[20-0974](#) b. Impact of COVID-19 on MPL Services and Staff (action requested)

**Attachments:** [MPL COVID-19 Transition Plan 9.2020 draft](#)  
[COVID19 Resources for ad hoc committee 9.2020](#)  
[COVID Committee Stats](#)  
[Pandemic Protocols - City of Manitowoc 8.2020](#)

**Motion to approve the revisions to the MPL COVID-19 Transition Plan, per recommendation of the Ad Hoc COVID-19 Committee as presented:**

- Mask/face Covering Requirement for Staff and Public - Extend the mask requirement until the end of the year and re-evaluate at the 12/2020 Ad Hoc meeting and potentially put forward another mask requirement for an additional time-frame.
- Idea Box Use - Close Idea Box for all room use and consider reopening with restrictions when move to LIFTED level.
- Donations - Donations will not be accepted through December 31, 2020. This will be re-assessed every three months. However, the Volunteer Coordinator is authorized to accept donations at her discretion.
- Dress Code modifications - In recognition of the difficult and stressful work environment during this pandemic, we will allow a more relaxed dress code during the pandemic. Staff are able to wear their SRP and City's 150th anniversary t-shirts through December 31, 2020.

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

**Aye:** 9 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Doneff, Hansen, Hunter and Thennes

Nay: 1 - Martell

## 9. New Business

[20-0978](#) a. Backfill Materials Page Position (action requested)

**Attachments:** [memo Backfill Shelving Page 9.2020](#)  
[Backfill Shelving Page 8.2020 A](#)

**Motion to approve the request to backfill Materials Page Position.**

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

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

[20-0979](#) b. Backfill Public Services Assistant Position (action requested)

**Attachments:** [memo 9.2020 Backfill PS Assistant](#)

**Motion to approve the request to backfill Public Services Assistant position.**

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

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

[20-0980](#) c. 2020 December Board meeting schedule (action requested)

**Attachments:** [memo 9.2020 December Board meeting](#)

**Motion to approve the December 28, 2020 board meeting be rescheduled for December 21, 2020.**

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

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

## 10. Convene in Closed Session

**Moved by Hunter, seconded by Hazlewood, to convene in closed session at 5:37 p.m. The motion carried with a roll call vote:**

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

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. Promotion/Hire of Close Relative - Materials Department
- b. Promotion/Hire of Close Relative - Public Services Department

(No minutes taken during Closed Session portion)

## 11. Reconvene in Open Session

**Moved by Hazlewood, seconded by Neuenfeldt, to reconvene in open session at 5:42 p.m. The motion carried with a roll call vote:**

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

[20-0982](#)

a. Promotion/Hire of Close Relative - Materials Department (action requested)

**Motion to approve the request to hire close family relative of current employee.**

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

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

[20-0983](#)

b. Promotion/Hire of Close Relative - Public Services Department (action requested)

**Motion to approve the request for promotion of close family relative of current employee.**

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

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

## 12. Adjournment

**Motion was made by Neuenfeldt to adjourn at 5:43 p.m. The motion carried by the following vote:**

**Aye:** 10 - Hazlewood, Able, Bundy-Jost, Neuenfeldt, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

Submitted by Mary Davis, Recording Secretary