



City of Manitowoc

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

Meeting Minutes

Library Board

Monday, October 26, 2020

5:00 PM

Remotely via Zoom

1. Call to Order

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

Others present: Stoeger, Davis, John, Schreiner and Eisenschink

Present: 8 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Hansen, Hunter and Thennes

Absent: 3 - Hazlewood, Martell and Doneff

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.

None

4. Approval of Minutes

[20-1058](#)

- Regular Board Meeting - September 28, 2020
- Personnel Committee Meeting - October 7, 2020
- Ad Hoc COVID-19 Committee Meeting - October 14, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 9-28-2020](#)
[LEGISTAR MINUTES - Personnel Committee Meeting 10-07-2020](#)
[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 10-14-2020](#)

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

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

5. Financial Reports

- [20-1059](#)
- Budget Status (Fund 2810) - September 2020
 - Budget Status (Fund 2813) - September 2020
 - MPL Operating Budget with the City of Manitowoc for the month of October 2020

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

**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, Neuenfeldt, Quistorf, McVeigh, Hansen, Hunter and Thennes

6. Correspondence

- [20-1060](#)
- a. Herald Times Reporter - Weekly articles from Director/Staff (September 2020)

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

7. Administrative Reports

- [20-1061](#)
- a. Director Report
Manager Highlights
Monthly Statistics

Attachments: [September 2020 - 10.2020 - Dir Report \(10-26-20\)](#)
[September 2020 - Manager Highlights \(10-26-20\)](#)
[Facebook Engagement Stats - Promotions Sept 2020](#)
[Facebook Engagement Stats - Programs Sept 2020](#)
[Monthly Stats 2020](#)
[Monthly Stats July 2020 \(wi-fi stats\)](#)
[Monthly Stats - August 2020 \(wi-fi stats\)](#)

Stoeger reported on the following:

- The city is currently revamping their orientation process for new city employees. Each department was asked to create a short video introducing their department and role within the city. MPL video can be viewed by clicking on the following link <https://prezi.com/v/dpuvux-c6dlv/>.

- Also, included in this report is an updated organizational chart. New employees will be able to see how the organization is outlined and where they sit within it and to identify Managers and their departments.

- [20-1062](#)
- b. STAFF UPDATE - Materials Request Form online (Laura)

Attachments: [ONLINE ILL REQUEST FORM ATTACHMENT FOR 10-26-20 Board Meeting](#)

8. Old Business

[20-1063](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)

Attachments: [COVID19 Resources for ad hoc committee 9.14.2020](#)
[COVID 19 Resouces for ad hoc committee 10.12.2020](#)
[statewide public library curbside 10.2020](#)
[Medium Threat Level \(10-26-20\)](#)
[Low Threat Level \(10-26-20\)](#)
[High Threat Level\(10-26-20\)](#)
[Lifted Threat Level\(10-26-20\)](#)
[DHS Slowing the Spread gating metrics](#)
[COVID Metrics to Consider for Analysis 10.2020](#)
[Medium Threat Level status 10.2020](#)

Motion to move the library to Medium Threat Level, per recommendation by the Ad Hoc COVID-19 Committee, until such a time we ascertain that we can go back to Low Threat Level.

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

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

9. New Business

[20-1064](#) a. 2021 Resource Library Agreement (action requested)

Attachments: [R L Agreement 2021 DRAFT \(10-26-20\)](#)

Motion to approve the Resource Library Agreement as presented.

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

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

[20-1065](#) b. Quarter 3 Budget Exception Report (discussion)

Attachments: [QTR 3 - 2020-Budget Exception Report](#)

Informational purposes only.

[20-1066](#) c. Self-Care days 2021 (possible action)

Attachments: [memo 9.2020 Self-Care Days 2021](#)

Motion to approve the request for Self-Care Days 2021, with the addition of a third day for Managers.

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

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

10. Convene in Closed Session

Moved by Neuenfeldt, seconded by Hunter, to convene in closed session at 5:37 p.m. The motion carried by the following vote:

Aye: 8 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, 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 will be considered in closed session is the following:

- a. Promotion/Hire of Close Relative - Materials Department
- b. 2020 Executive Director Annual Evaluation

(No minutes taken during closed session)

11. Reconvene in Open Session

Moved by Bundy-Jost, seconded by Hunter, to reconvene in open session at 5:49 p.m. The motion carried by the following vote:

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

[20-1067](#)

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

Motion to approve the hire 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: 8 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Hansen, Hunter and Thennes

[20-1068](#)

- b. 2020 Executive Director Annual Evaluation (action requested)

Motion to approve the 2020 Executive Director Annual Evaluation.

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

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

12. Adjournment

Motion was made by Neuenfeldt, seconded by Hunter, to adjourn at 5:53 p.m. The motion carried by the following vote:

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

Submitted by Mary Davis, Recording Secretary