



# City of Manitowoc

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

## Meeting Agenda

### Library Board

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Monday, December 21, 2020

5:00 PM

Remotely via Zoom

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Pursuant to Section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Herald-Times-Reporter, the official newspaper of the City of Manitowoc, and to those news media who have filed a written request for this notice that a meeting of the **MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES** of the City of Manitowoc will be held on the date, time, and location listed above.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order
2. Requests to Amend
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.

Join Zoom Meeting

<https://us02web.zoom.us/j/88605908440?pwd=Vlh6bXB1RjdBRExSb2FId0xNWHI4UT09>

Meeting ID: 886 0590 8440

Passcode: 504298

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

Meeting ID: 886 0590 8440

Passcode: 504298

[20-1172](#)

**Attachments:** [PUBLIC COMMENT 1 via email for 12-9-2020 and 12-21-2020](#)

#### 4. Approval of Minutes

[20-1207](#) - Regular Board Meeting - November 23, 2020  
- Ad Hoc COVID-19 Committee Meeting - December 9, 2020

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 11-23-2020](#)  
[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 12-9-2020](#)

#### 5. Financial Reports

[20-1208](#) - Budget Status (Fund 2810) - November 2020  
- Budget Status (Fund 2813) - November 2020  
- MPL Operating Budget with the City of Manitowoc for the month of December 2020

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

#### 6. Correspondence

[20-1209](#) a. Herald Times Reporter - Weekly articles from Director/Staff (November 2020)

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

#### 7. Administrative Reports

[20-1210](#) a. Director Report  
Manager Highlights  
Monthly Statistics

**Attachments:** [Dir Report - November-December 2020](#)  
[Manager Highlights - November 2020](#)  
[Monthly Statistics - November 2020](#)  
[Facebook Engagement Stats - Programs November 2020](#)  
[Facebook Engagement Stats - Promotions November 2020](#)

#### 8. Old Business

[20-1212](#)

- a. Impact of COVID-19 on MPL Services and Staff (action requested)
- Review appointment based computer access
  - Review status of COVID on MPL services and staff
  - Review current MPL threat level status

**Attachments:**

[Appointment Based Computer Use Recommendations](#)  
[COVID 19 Metrics MPL 12.2020](#)  
[COVID 19 Metrics MPL 12.2020 update as of 12-17-2020](#)  
[Medium Threat Level status 12.2020](#)

[20-1213](#)

- b. Establish a Reserve Fund Policy (discussion)

**Attachments:**

[Summary Trial Balance for 11-23-2020](#)  
[Retirement Pay Out Projections 10.2020](#)  
[Reserve Fund Policy 8.2020](#)

## 9. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Manitowoc will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the Library's ADA Manager Stacey Bialek at 920-686-3008 or email <mailto:sbialek@manitowoc.org> at least 48 hours in advance of the meeting.