



City of Manitowoc

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

Meeting Minutes - Final

Library Board

Monday, November 23, 2020

5:00 PM

Remotely via Zoom

1. Call to Order

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

Others present: Stoeger, Davis, John, Gadzinski T, Bialek and Eisenschink

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

Absent: 2 - Hazlewood 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.

[20-1148](#)

Attachments: [PUBLIC COMMENT for Ad Hoc COVID-19 Committee Meeting 11-11-2020](#)
[PUBLIC COMMENT 1 via email for 11-23-2020 mtg](#)
[PUBLIC COMMENT 2 via email for 11-23-2020 mtg](#)
[PUBLIC COMMENT 3 via email for 11-23-2020 mtg - Library Letters](#)

4. Approval of Minutes

[20-1140](#)

-Regular Board Meeting - October 26, 2020
-Ad Hoc COVID-19 Committee Meeting - November 11, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 10-26-2020](#)
[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 11-11-2020](#)

Moved by Thennes, 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

5. Financial Reports

[20-1141](#) -Budget Status (Fund 2810) - October 2020
-Budget Status (Fund 2813) - October 2020
-MPL Operating Budget with the City of Manitowoc for the month of November 2020

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

Moved by Bundy-Jost, seconded by McVeigh, 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

[20-1142](#) a. Herald Times Reporter - Weekly articles from Director/Staff (October 2020)

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

7. Administrative Reports

[20-1143](#) a. Director Report
Manager Highlights
Monthly Statistics

Attachments: [Dir Report - October 2020](#)
[Manager Highlights - October 2020](#)
[Monthly Statistics - October 2020](#)
[Facebook Engagement Stats - October 2020 Programs](#)
[Facebook Engagement Stats - October 2020 Promotions](#)
[Monthly Statistics - October 2020 \(revised\)](#)

Stoeger reported on the following:

Director's Report:

- SILLI Grants: (supporting innovative library leadership initiative) The committee awarded the following three grants, made possible through funding from the Library Foundation - Cubelets for STEM programming, Video games for circulation, and new magazine covers. Grants will be implemented in 2021.

- Foundation Disbursement policy: The Foundation will transition from a private foundation to a public charity in 2021. In order to get that in place a Foundation Disbursement policy needed to be developed.

Manager Highlights:

- Maintenance cleaning procedures: Facilities staff break down the procedures and products they use into four categories: day-to-day cleaning, project cleaning, sanitization, and testing. Bringing increased awareness to all staff during the pandemic, the Facilities Department has done a phenomenal job.

[20-1144](#)

b. STAFF UPDATE - Giving Tuesdays Campaign (Tim)

Attachments: [Giving Tuesday Letter](#)

8. Old Business

[20-1145](#)

a. Impact of COVID-19 on MPL Services and Staff (action requested)

- Review proposed metrics for movement between COVID-19 Threat Levels
- Review of COVID-19 Threat Level planning documentation
- Review of Facial Coverings on Library Property
- Review of Library Hours for 2021

Attachments: [COVID 19 Resouces for ad hoc committee 10.12.2020](#)

[UPDATED COVID19 Metrics MPL 11.2020](#)

[DHS Slowing the Spread gating metrics \(for 11-11-2020 mtg\)](#)

[COVID Metrics to Consider for Analysis 11.2020 for 11-23-2020 mtg](#)

[Medium Threat Level for 11-23-2020 mtg](#)

[High Threat Level for 11-23-2020 mtg](#)

[Low Threat Level for 11-23-2020 mtg](#)

[Lifted Threat Level for 11-23-2020 mtg](#)

[Medium Threat Level status 11.2020 for 11-23-2020 mtg](#)

Motion to approve the recommendation from the Ad Hoc COVID-19 Committee to include: utilizing the established metrics, updated COVID-19 Threat Level planning documentation, facial coverings on library property, and library hours for 2021.

Moved by Hansen, 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

[20-1146](#)

a. 2021 Staff Development & Holiday Closures (action requested)

Attachments: [Holidays and Special Hours 2021](#)
[memo 11.2020 Holiday Revision](#)

Motion to approve the Holiday and Special Hours schedule for 2021, with consideration for the revision to Christmas 2020 and New Year's 2021.

Moved by Neuenfeldt, 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

[20-1147](#)

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](#)

Discussion only.

10. Adjournment

Motion was made by Neuenfeldt, seconded by Hunter, to adjourn at 6:27 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