



City of Manitowoc

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

Meeting Minutes - Final

Library Board

Monday, December 21, 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: Eisenschink, Lee, Davis, John, Hansen and Bialek

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

Absent: 3 - Hazlewood, Doneff and Hansen

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.

[20-1172](#)

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](#)

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

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

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](#)

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

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

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](#)

Motion to approve the recommendation from the Ad Hoc COVID-19 Committee to include: do not recommend providing appointment based computer access at this time, with continued investigation into feasibility of other options for future implementation at Medium Level; and to maintain medium threat level status.

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

Aye: 7 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Hunter and Thennes

Nay: 1 - Martell

[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](#)

Motion to refer the Fund Balance Policy to the Library Finance Committee for final input and bring back to the full board for approval.

**Moved by Thennes, seconded by Quistorf, that this Communication be approved.
The motion carried by the following vote:**

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

9. Adjournment

Motion was made by Bundy-Jost, seconded by Hunter, to adjourn at 5:16 p.m. The motion carried by the following vote:

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

Submitted by Mary Davis, Recording Secretary