



# City of Manitowoc

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

## Meeting Agenda

### Library Board

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Monday, February 22, 2021

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/83706871324?pwd=b2V3bzkreG1nMlIZYkxanUlocVUrdz09>

Meeting ID: 837 0687 1324

Passcode: 894266

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

Meeting ID: 837 0687 1324

Passcode: 894266

[21-0183](#)

**Attachments:** [PUBLIC COMMENT 1 via email for 2-22-2021 Regular Bd Mtg](#)  
[PUBLIC COMMENT 2 via email for 2-22-2021 Regular Bd Mtg](#)  
[PUBLIC COMMENT 3 via email for 2-22-2021 Regular Bd Mtg](#)  
[PUBLIC COMMENT 4 via email for 2-22-2021 Regular Bd Mtg](#)  
[PUBLIC COMMENT 5 via email for 2-22-2021 Regular Bd Mtg](#)  
[PUBLIC COMMENT 6 via email for 2-22-2021 Regular Bd Mtg](#)  
[PUBLIC COMMENT 7 via email for 2-22-2021 Regular Bd Mtg](#)  
[PUBLIC COMMENT 8 via email for 2-22-2021 Regular Bd Mtg](#)

**4. Approval of Minutes (action requested)**

[21-0182](#) - Regular Board Meeting - January 25, 2021  
- Ad Hoc COVID-19 Committee Meeting - February 3, 2021

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 1-25-2021](#)  
[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 2-3-2021](#)

**5. Financial Reports (action requested)**

[21-0184](#) - Budget Status (Fund 2810) - December 2020 (FINAL)  
- Budget Status (Fund 2813) - December 2020 (FINAL)  
- Budget Status (Fund 2810) - January 2021  
- MPL Operating Budget with the City of Manitowoc for the month of February 2021

**Attachments:** [BUDGET STATUS - December 2020 FINAL \(Fund 2810\)](#)  
[BUDGET STATUS - December 2020 FINAL \(Fund 2813\)](#)  
[BUDGET STATUS - January 2021 \(Fund 2810\)](#)  
[Monthly Check Register - February 2021](#)

**6. Correspondence**

[21-0185](#) a. Herald Times Reporter - weekly articles from Director/Staff (January 2021)

**Attachments:** [HTR Articles - January 2021](#)

[21-0190](#) b. Thank you note from library patron

**Attachments:** [Thank you note from library patron](#)

**7. Administrative Reports**

- [21-0186](#) a. Manager Highlights - January 2021  
Monthly Statistics - January 2021

**Attachments:** [January 2021 Monthly Report - Youth](#)  
[January 2021 Monthly Report - Maintenance](#)  
[January 2021 Monthly Report - Public Services](#)  
[January 2021 Monthly Report - Materials](#)  
[Monthly Statistics - January 2021](#)

- [21-0187](#) b. STAFF UPDATE - Memory Kits (Amy)

**Attachments:** [STAFF UPDATE - Memory Kit Brochure](#)

## 8. Old Business

- [21-0188](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)  
-Review MPL low threat level document

**Attachments:** [Low Threat Level Status 2.2021 \(includes updates from 2.3.2021 Ad Hoc COVID 19 Metrics MPL 02.2021 Update for 2-22-2021 Regular Bd Mtg](#)  
[COVID 19 METRICS UPDATE for 2-3-2021 mtg](#)

## 9. New Business

- [21-0189](#) a. Approve 2020 Annual Report for submission to DPI (action requested)

**Attachments:** [MPL DPI Annual Report 2020 - DRAFT](#)

## 10. 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.