



# City of Manitowoc

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

## Meeting Minutes - Final

### Library Board

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Monday, January 25, 2021

5:00 PM

Remotely via Zoom

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#### 1. Call to Order

The meeting was called to order by President Chris Able at 5:02 p.m.

**Others present:** Eisenschink, Lee, Bialek, Davis, John, Gadzinski, Tiffany Sprang, Julia, Julie Hart, Margaret Pauwels, Horst Abel, Barbara Abel, Don Zimmer and James Falkowski

**Present:** 8 - Able, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

**Absent:** 3 - Hazlewood, Bundy-Jost and Thennes

#### 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](mailto:kstoeger@manitowoc.org) by 3:00 pm the day of the meeting.

[21-0059](#)

**Attachments:** [PUBLIC COMMENT 1 via email for 01-25-2021 mtg](#)

[PUBLIC COMMENT 2 via email for 01-25-2021 mtg](#)

[PUBLIC COMMENT 3 via email for 1-25-2021 mtg](#)

[PUBLIC COMMENT 4 via email for 1-25-2021](#)

In addition to the attached public comments received via email, names of those speaking at the meeting remotely are listed in the attendance line above.

#### 4. Approval of Minutes

[21-0054](#)

- Regular Board Meeting - December 21, 2020

- Ad Hoc COVID-19 Committee Meeting - January 13, 2021

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 12-21-2020](#)

[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 1-13-2021](#)

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

**Aye:** 8 - Able, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

## 5. Financial Reports

- [21-0060](#)
- Budget Status (Fund 2810) - December 2020
  - Budget Status (Fund 2813) - December 2020
  - MPL Operating Budget with the City of Manitowoc for the month of December 2020 (FINAL)
  - MPL Operating Budget with the City of Manitowoc for the month of January 2021

**Attachments:** [BUDGET STATUS - December 2020 \(Fund 2810\)](#)

[BUDGET STATUS - December 2020 \(Fund 2813\)](#)

[Monthly Check Register - December 2020 \(FINAL\)](#)

[Monthly Check Register - January 2021](#)

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

**Aye:** 8 - Able, Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hansen and Hunter

- [21-0080](#) -Request for feedback on Reserve Fund Policy

**Attachments:** [Reserve Fund Policy 8.2020](#)

Discussion only.

## 6. Correspondence

- [21-0061](#) a. Herald Times Reporter - weekly articles from Director/Staff (December 2020)

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

- [21-0062](#) b. Thank you card from Head Start

**Attachments:** [THANK YOU CARD from Head Start](#)

## 7. Administrative Reports

- [21-0063](#) a. Manager Highlights - December 2020  
Monthly Statistics - December 2020

**Attachments:** [December Monthly Report - Maintenance](#)  
[December Monthly Report - Materials Management](#)  
[December Monthly Report - Youth Services](#)  
[December Monthly Report - Public Services](#)  
[Monthly Statistics - December 2020](#)  
[Facebook Engagement Stats - Dec 2020 Programs](#)  
[Facebook Engagement Stats - Dec 2020 Promotions](#)  
[2020 Annual Statistics - Adult Services](#)  
[2020 Annual Statistics - Youth Services](#)

Lee reported on the following:

Julie Lee and Susie Menk were chosen to be a part of Project READY! Project READY stands for Project Re-Imagining Equity and Access for Diverse Youth. Both are very excited to be part of a much needed state-wide initiative.

[21-0067](#) b. STAFF UPDATE - Winter Read-a-Thon (Julia)

**Attachments:** [Winter Read Staff Update](#)

## 8. Old Business

[21-0064](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)  
- Review current MPL threat level status

**Attachments:** [Medium Threat Level status 01.2021](#)  
[COVID 19 Metrics MPL 01.2021](#)  
[COVID 19 METRICS UPDATE for 1-25-2021 Mtg](#)

**Motion to approve the recommendation of the Ad Hoc COVID-19 Committee to include: maintain Medium Threat Level status through Monday, March 1, 2021; change complete cleaning/sanitizing of the HVAC ventilation system to "every seven weeks".**

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

**Aye:** 7 - Able, Neuenfeldt, Quistorf, McVeigh, Doneff, Hansen and Hunter

**Nay:** 1 - Martell

## 9. New Business

[21-0066](#) a. 2021 Library Legislative Day (discussion)

**Attachments:** [library legislative day 2021](#)

## 10. Adjournment

**Motion was made by McVeigh, seconded by Hansen, to adjourn at 6:10 p.m. The motion carried by the following vote:**

**Aye:** 7 - Able, Neuenfeldt, Quistorf, McVeigh, Martell, Hansen and Hunter

**Excused:** 1 - Doneff

Submitted by Mary Davis, Recording Secretary