



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, March 22, 2021

5:00 PM

Manitowoc Public Library Balkansky
Community Room and Remotely via Zoom

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 by 12:00 pm the day of the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/84520061444?pwd=Z2ZKcnVkQXhBYTBqVm5QdVhhSWY2UT09>

Meeting ID: 845 2006 1444

Passcode: 576223

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 845 2006 1444

Passcode: 576223

[21-0282](#)

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

4. Approval of Minutes (action requested)

[21-0273](#) - Regular Board Meeting - February 22, 2021
- Ad Hoc COVID-19 Committee Meeting - March 3, 2021

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 2-22-2021](#)
[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 3-3-2021](#)

5. Financial Reports (action requested)

[21-0274](#) - Budget Status (Fund 2813) - January 2021
- Budget Status (Fund 2810) - February 2021
- Budget Status (Fund 2813) - February 2021
- MPL Operating Budget with the City of Manitowoc for the month of March 2021

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

6. Correspondence

[21-0275](#) a. Herald Times Reporter - weekly articles from Director/Staff (February 2021)

b. Thank you letter from The Mayor's Youth Action Council

Attachments: [HTR Articles - February 2021](#)
[Thank you letter from MYAC](#)

7. Administrative Reports

- [21-0276](#) a. Manager Highlights - February 2021
Monthly Statistics - February 2021

Attachments: [Manager Highlights - February 2021](#)
[Monthly Statistics - February 2021](#)

- [21-0277](#) b. STAFF UPDATE - Robert's Rules Refresher (Kathleen McDaniel)

Attachments: [Roberts Rules for Library](#)

8. Old Business

- [21-0278](#) a. Impact of COVID-19 on MPL Services and Staff (action requested)
- Review status of COVID-19 on MPL services and staff
- Review current MPL threat level status
- Review study room recommendation

Attachments: [Low Threat Level Status 3.3.2021](#)
[COVID 19 Metrics MPL 03.2021 for Regular Bd Mtg](#)

- [21-0279](#) b. Establish a Reserve Fund Policy (discussion)

Attachments: [memo reserve fund balance Exec Dir 3.2021](#)
[Reserve Fund Policy 3.2021](#)
[Reserve Fund Policy 8.2020](#)
[Summary Trial Balance for 11-23-2020](#)
[Retirement Pay Out Projections 10.2020](#)

9. New Business

- [21-0281](#) a. 2020 MPL analysis in regards to Wisconsin State Standards (discussion)

Attachments: [WI standards 2021 review](#)
[Copy of Targets for Tier 3 WI PL Standards\(Updated 3-4-2021\)](#)
[2020 review against state standards](#)
[WI standards appendix A](#)

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.