



City of Manitowoc

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

Meeting Minutes - Final

Library Board

Monday, February 22, 2021

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: Eisenschink, Lee, Bialek, Davis, John, Ellen Wilhelm and Julia F

Present: 10 - Hazlewood, Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

Absent: 1 - Neuenfeldt

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.

[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](#)

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 (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](#)

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

Aye: 10 - Hazlewood, Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

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](#)

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

Aye: 10 - Hazlewood, Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

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](#)

Lee reported on the following:

The Library in collaboration with Lakeshore United Visionaries, displayed a temporary mural along the eighth street windows in honor of Martin Luther King, Jr.

Winter Read-a-Thon kicked off on January 31 and runs through March 6.

Social Media numbers are up dramatically since the Pandemic. A huge kudos to our Social Media Team and Marketing Team!

[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 \(includes updates from 2.3.2021 Ad Hoc COVID-19 Comm mtg\)](#)
[COVID 19 Metrics MPL 02.2021 Update for 2-22-2021 Regular Bd Mtg](#)
[COVID 19 METRICS UPDATE for 2-3-2021 mtg](#)

Motion to approve the actions taken to the Low Threat Level Document at the February 3, 2021 Ad Hoc COVID-19 Committee Meeting.

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

Aye: 10 - Hazlewood, Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

9. New Business

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

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

Motion to approve the 2020 Annual Report for submission to DPI.

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

Aye: 10 - Hazlewood, Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hansen, Hunter and Thennes

10. Adjournment

Motion was made by Thennes to adjourn at 5:43 p.m.

Submitted by Mary Davis, Recording Secretary