



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, April 26, 2021

5:00 PM

Remotely via Zoom

Public Comment/Viewing available onsite

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 email a message to kstoeger@manitowoc.org by 12:00 p.m. Central the day of the meeting. Emailed public comment will be attached to the agenda and made part of the public record.

Join Zoom Meeting

<https://zoom.us/j/97480454279?pwd=K3pkRStaUERnWmQ1TjNhbnlLVnNVQT09>

Meeting ID: 974 8045 4279

Passcode: 053712

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 974 8045 4279

Passcode: 053712

[21-0329](#)

Previously submitted public comment

Attachments:[PUBLIC COMMENT ALA.Manitowoc.WI](#)[PUBLIC COMMENT Collins](#)[PUBLIC COMMENT DeAngelo](#)[PUBLIC COMMENT Deena](#)[PUBLIC COMMENT Diaz](#)[PUBLIC COMMENT Erdmann](#)[PUBLIC COMMENT Erdmann 2](#)[PUBLIC COMMENT Gadd](#)[PUBLIC COMMENT Harris](#)[PUBLIC COMMENT Hollahan](#)[PUBLIC COMMENT Hunner](#)[PUBLIC COMMENT Iverson](#)[PUBLIC COMMENT Jerale](#)[PUBLIC COMMENT Kaderabek](#)[PUBLIC COMMENT Kiel](#)[PUBLIC COMMENT Kohlbeck](#)[PUBLIC COMMENT Lee E](#)[PUBLIC COMMENT Lee](#)[PUBLIC COMMENT Loritz](#)[PUBLIC COMMENT Lyons](#)[PUBLIC COMMENT Marquardt](#)[PUBLIC COMMENT Moore](#)[PUBLIC COMMENT Salm](#)[PUBLIC COMMENT Simons](#)[PUBLIC COMMENT Stecker](#)[PUBLIC COMMENT Stuebs](#)[PUBLIC COMMENT Sweetman](#)[PUBLIC COMMENT Turnbull](#)[PUBLIC COMMENT Weyer](#)[PUBLIC COMMENT Wolf](#)[PUBLIC COMMENT Wurm](#)[PUBLIC COMMENT Zipperer](#)**4. Approval of Minutes (action requested)**

- [21-0330](#) - Regular Board Meeting - March 22, 2021
- Ad Hoc COVID-19 Committee Meeting - April 7, 2021

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 3-22-2021](#)
[LEGISTAR MINUTES - Ad Hoc COVID-19 Comm Mtg 4-7-2021](#)

5. Financial Reports (action requested)

- [21-0331](#) - Budget Status (Fund 2810) - March 2021
- Budget Status (Fund 2813) - March 2021
- Undesignated Reserve Fund 2021
- MPL Operating Budget with the City of Manitowoc for the month of April 2021

Attachments: [BUDGET STATUS - March 2021 \(Fund 2810\)](#)
[BUDGET STATUS - March 2021 \(Fund 2813\)](#)
[Undesignated reserve fund 2021 balance](#)
[Monthly Check Register - April 2021](#)

6. Correspondence

- [21-0332](#) a. Herald Times Reporter - weekly articles from Director/Staff (March 2021)

b. Thank you letter from Patron

Attachments: [HTR Articles - March 2021](#)
[THANK YOU NOTE from Kathy Protsman](#)

7. Administrative Reports

- [21-0333](#) a. Director Report - March 2021
Manager Highlights - March 2021
Monthly Statistics - March 2021

Attachments: [Dir Report - March 2021](#)
[Updated Impact Snapshot - 2020 revised](#)
[Manager Highlights - March 2021](#)
[Project READY Staff Development Information](#)
[Manitowoc xLetter of Support for Project READY \(1\)](#)
[Monthly Statistics - March 2021](#)

- [21-0335](#) b. STAFF UPDATE - Collection Development (Lisa Pike)

Attachments: [Collection Development Policy 4-8-10](#)
[Collection Development Practices-Board Presentation-4-26-21](#)

8. Old Business

[21-0334](#)

- a. Impact of COVID-19 on MPL Services and Staff (action requested)
- Review phased approach to extending Library hours
 - Review sanitization of collections
 - Review limited capacity of Library building
 - Review status of COVID on MPL services and staff
 - Review regular meeting schedule for COVID ad hoc committee meetings

Attachments:

[memo staff capacity and footfall statistics 4.2021](#)
[Low Threat Level Status 4.2021 \(Ad Hoc 4-7-2021\)](#)
[Board AdHoc Committee Memo on changing Sanitization Schedules](#)
[Daily Cleaning Schedule \(002\)4.2021](#)
[Weekly Cleaning Schedule \(002\) 4.2021](#)
[COVID 19 Metrics MPL 4.2021 FOR 4-26-21 Regular Bd Mtg](#)

[21-0349](#)

- b. Establish a Reserve Fund Policy (action requested)

Attachments:

[Undesignated reserve fund 2021 balance](#)
[Retirement Pay Out Projections 10.2020](#)
[Reserve Fund Policy 3.2021](#)
[memo reserve fund balance Exec Dir 3.2021](#)

[21-0350](#)

- c. Revision to 2020 Annual Report for submission to DPI (discussion)

Attachments:

[DPI Annual Report 2020](#)

9. New Business

[21-0351](#)

- a. Budget Exception Report - Quarter 1 (discussion)

Attachments:

[QTR 1 - 2021 Budget Exception Report](#)

[21-0352](#)

- b. 2021 Foundation allocation (action requested)

Attachments:

[2021 Foundation allocation](#)

[21-0354](#)

- c. Special Event Parking Lot Closure Request - Balloon Glow (action requested)

Attachments:

[Balloon Glow 08-20-21](#)

[21-0355](#) d. Special Event Parking Lot Request - Farmer's Market
(action requested)

Attachments: [Downtown Manitowoc Farmers Market](#)
[Downtown Farmers Market 5-1-21 to 10-30-21](#)

[21-0359](#) e. Approve three-year lease with Manitowoc-Calumet Library System
(action requested)

Attachments: [LEASE AGREEMENT 2021](#)
[LEASE AGREEMENT 2021 Draft](#)

[21-0407](#) f. Email accounts for Library Board members (discussion) (as requested
by Trustee Martell)

[21-0408](#) g. Zoom meeting for Library Board (discussion) (as requested by Trustee
Czekala)

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.