



City of Manitowoc

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

Meeting Minutes - Final

Library Board

Monday, March 22, 2021

5:00 PM

Manitowoc Public Library Balkansky
Community Room and Remotely via Zoom

1. Call to Order

The meeting was called to order by President Chris Able at 5:01 p.m.

Others present: Stoeger, Davis, Kathleen McDaniel (City Attorney), Diane Kemp, Neil Kemp, Don Zimmer, Horst Abel, Barbara Abel, Sulynn Moore, Sara Stuebs, Natasha Khan and Sonia

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

Absent: 1 - Hazlewood

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 12:00 pm the day of the meeting.

[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](#)

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

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](#)

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

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

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](#)

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

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

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](#)

Stoeger reported on the following:

The Winter Read-a-Thon ran through the month of February. With a total of 270 participants.

The American Rescue Plan was approved, with 470 million set aside for Library Arts & Humanities. It currently is at the State level, to determine how this will be disseminated. More information will be available at the April board meeting, as to what that may look like for us.

Julia Lee and Susie Menk have started the work for Project READY. Project READY stands for Project Reimagining Equity and Access for Diverse Youth. Looking at the services libraries provide and ensuring we have a variety services that meet the educational, recreational and cultural needs of our community.

[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](#)

Motion to approve the updates to the MPL Low Threat Level Document, effective immediately, to include: resume normal capacity in Study Rooms; limited in-person field trips and outreach visits allowed as approved by Executive Director.

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

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

[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](#)

For discussion only.

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](#)

For discussion only.

10. Adjournment

Motion was made by Neuenfeldt, seconded by Hansen, to adjourn at 6:16 p.m.

The motion carried by the following vote:

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

Submitted by Mary Davis, Recording Secretary