



# City of Manitowoc

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

## Meeting Minutes - Final

### Library Board

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Monday, April 26, 2021

5:00 PM

Remotely via Zoom  
Public Comment/Viewing available onsite

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#### 1. Call to Order

The meeting was called to order by President Chris Able at 5:00 p.m.

**Others present:** Stoeger, Davis, John, Eisenschink, Bialek, Hansen, Lee, Pike, Kathleen McDaniel (City Attorney), Nicholas Muench, Lisa Hall, Pamela Ford, Sarah K, Deena Larsen, Kelly Wilfert, Kate, Sonia Vasquez, Natasha Kahn, Kerry Trask, Anne Schuette, Laurie Crawford, Sherrie Francar, Megan Marchant, Dan Hornung, Karen Beringer, Margaret Pauwels, Bill Pauwels, Julie Rosum, Dawn Erdmann, Sulynn Moore, John Krause, Sara Stuebs, Marilyn Weyer, Gene Weyer

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

**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 email a message to [kstoeger@manitowoc.org](mailto: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.

[21-0329](#)

Previously submitted public comments

**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](#)

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

#### **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](#)

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

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

## 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](#)

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

**Aye:** 9 - Able, Bundy-Jost, Quistorf, McVeigh, Martell, Doneff, Hunter, Thennes and Czekala

**Abstain:** 1 - Neuenfeldt

## 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](#)

Stoeger reported on the following:

Manitowoc Public Library was nominated for the Community Enhancement Award at Progress Lakeshore's Annual Excellence in Economic Development Awards Celebration being held on Tuesday, May 4 virtually.

MPL's Public Services Manager attended the Building Data Confidence workshop through DPI where she shared our Impact Snapshot. This was a great opportunity for Manitowoc Public Library to be seen as a leader in the library community. The Director from Aram Public Library followed up to ask additional questions about our Impact Snapshot and collaborations with our local school district, specifically in regards to the Summer Reading Program impact research on student test scores.

The Executive Director of the Manitowoc Symphony Orchestra is applying for a collaborative grant to support educational concerts at the library.

MPL was selected by the National Endowment for the Humanities to host their Coney Island exhibit in early 2022. We have also been selected to receive their World War I exhibit in January to March 2026. This is a great opportunity to have these National Exhibits showcased here at Manitowoc Public Library.

Manitowoc Public Library and Lester Public Library combined forces to promote literacy in our community by giving away over 300 books, information on library services, and a simple craft to participants of Grow It Forward's Pop-Up Pantry on March 29th.

[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](#)

**Motion to approve the recommendations to the MPL Low Threat Level document, from the COVID-19 Ad Hoc Committee Meeting of 4/7/2021.**

**Moved by Neuenfeldt, seconded by Quistorf, that this action item be approved.**

**Motion to amend the recommendations to include: MPL mask requirement to expire on May 25th, should the City of Manitowoc extend their mask ordinance beyond May 18th, we will reenact ours at the May 24, 2021 Regular Board Meeting.**

**Moved by Martell, seconded by Czekala. The motion failed. Aye 2 (Martell, Czekala); Nay 8 (Able, Bundy-Jost, Doneff, Hunter, McVeigh, Neuenfeldt, Quistorf, Thennes)**

**Motion to amend the recommendations to include: no mask requirement at Library Board meetings for public comment attendees.**

**Moved by Martell, seconded by Czekala. The motion failed. Aye 2 (Martell, Czekala); Nay 8 (Able, Bundy-Jost, Doneff, Hunter, McVeigh, Neuenfeldt, Quistorf, Thennes)**

**Motion to approve the recommendations to the MPL Low Threat Level document, from the COVID-19 Ad Hoc Committee Meeting of 4/7/2021.**

**Aye:** 8 - Able, Bundy-Jost, Neuenfeldt, Quistorf, McVeigh, Doneff, Hunter and Thennes

**Nay:** 2 - Martell and Czekala

**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](#)

**Motion to approve the Reserve Fund Policy as presented.**

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

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

[21-0350](#) c. Revision to 2020 Annual Report for submission to DPI (discussion)

**Attachments:** [DPI Annual Report 2020](#)

Discussion only.

## 9. New Business

[21-0351](#) a. Budget Exception Report - Quarter 1 (discussion)

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

Discussion only.

[21-0352](#) b. 2021 Foundation allocation (action requested)

**Attachments:** [2021 Foundation allocation](#)

**Motion to approve the 2021 Foundation Allocation projects recommendation, to be accomplished in 2021.**

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

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

[21-0354](#) c. Special Event Parking Lot Closure Request - Balloon Glow (action requested)

**Attachments:** [Balloon Glow 08-20-21](#)

**Motion to approve the Special Event Parking Lot Closure request for Balloon Glow.**

**Moved by Czekala, 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, Hunter, Thennes and Czekala

[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](#)

**Motion to approve the Special Event Parking Lot Request for Farmer's Market.**

**Moved by Czekala, 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, Hunter, Thennes and Czekala

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

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

**Motion to approve the changes to the three-year Lease Agreement with MCLS.**

**Moved by Czekala, 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, Hunter, Thennes and Czekala

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

Discussion only.

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

Discussion only.

## 10. Adjournment

**Motion was made by Hunter, seconded by Able, to adjourn at 7:29 p.m. The motion carried by the following vote:**

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

Submitted by Mary Davis, Recording Secretary