



# City of Manitowoc

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

## Meeting Agenda

### Library Board

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Monday, July 26, 2021

5:00 PM

Manitowoc Public Library Balkansky  
Community Room and Remotely via Zoom

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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.

This meeting is being conducted both in Balkansky Community Room at Manitowoc Public Library and via Zoom to maximize opportunities for residents to attend. Those attending the meeting via Zoom who wish to give public comment are asked to keep their microphone muted until public comment is opened to improve audio quality for all attendees. Those using their phone to call in may hit \*6 to mute and unmute themselves.

**Meeting ID: 974 8045 4279**

**Passcode: 053712**

**Call in:**

**+13126266799,,97480454279#,,,,\*053712# US (Chicago)**

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.

- 4. Approval of Minutes (action requested)**

- [21-0680](#) - Regular Board Meeting - June 28, 2021  
- Personnel Committee Meeting - July 21, 2021

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 6-28-2021](#)  
[LEGISTAR MINUTES - Personnel Committee Meeting 7-21-2021](#)  
[Library Director Process 2021](#)  
[Library Executive Director 10071](#)

## 5. Financial Reports (action requested)

- [21-0681](#) - Budget Status - June 2021 (Fund 2810)  
- Budget Status - June 2021 (Fund 2813)  
- MPL Operating Budget with the City of Manitowoc for the month of July 2021

**Attachments:** [BUDGET STATUS - June 2021 \(Fund 2810\)](#)  
[BUDGET STATUS - June 2021 \(Fund 2813\)](#)  
[Monthly Check Register - July 2021](#)

## 6. Correspondence

- [21-0682](#) a. Seehafer News - weekly articles from Director/Staff (June 2021)

**Attachments:** [Seehafer News Articles - June 2021](#)

- [21-0683](#) b. Thank you letter from the Village of Whitelaw

**Attachments:** [Village of Whitelaw letter](#)

- [21-0684](#) c. Previously submitted public correspondence

**Attachments:** [Public Correspondence - Van Slooten](#)

## 7. Administrative Reports

- [21-0685](#) a. Director Report - June 2021  
Manager Highlights - June 2021  
Monthly Statistics - June 2021

**Attachments:** [Dir Report - June 2021](#)  
[COVID 19 Metrics MPL 7.2021 for July 26, 2021 Regular Bd Mtg](#)  
[Manager Highlights - June 2021](#)  
[Monthly Statistics - June 2021](#)

- [21-0686](#) b. STAFF UPDATE - Summer Interns - Ashley/Trenton

**Attachments:** [Staff Update\\_WAICU Summer Interns](#)

## 8. New Business

[21-0687](#)

a. Quarter 2 Exception Report (discussion)

**Attachments:**

[QTR 2 - 2021 Budget Exception Report](#)

[21-0688](#)

b. 2021-2022 Library Board Committee appointments (discussion)

[21-0707](#)

c. Plans for Director Duties and Replacement

- Step Up recognition for interim duties for Department Heads (possible closed session)
- Director Replacement Timeline (discussion)

## 9. Convene in Closed Session

Notice is hereby given that the above governmental body may adjourn into a closed session during the meeting as authorized by Section 19.85(1)(c) of the Wisconsin Statutes, for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The specific subject matter that may be considered in closed session is the following:

a. Step Up recognition for interim duties for Department Heads

## 10. Reconvene in Open Session

[21-0708](#)

a. Step Up recognition for interim duties for Department Heads (action requested)

## 11. 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.