



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, November 22, 2021

5:00 PM

Manitowoc Public Library Board
Room and Remotely via Zoom

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 the Board 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: +1 312 626 6799 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. 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. Discussion of Executive Director search

5. Reconvene in Open Session

6. Approval of Minutes (action requested)

[21-1084](#) - Regular Board Meeting - October 25, 2021

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 10-25-2021](#)

7. Financial Reports (action requested)

[21-1086](#) - Budget Status - October 2021 (Fund 2810)
- Budget Status - October 2021 (Fund 2813)
- MPL Operating Budget with the City of Manitowoc for the month of November 2021

Attachments: [BUDGET STATUS - October 2021 \(Fund 2810\)](#)
[BUDGET STATUS - October 2021 \(Fund 2813\)](#)
[Monthly Check Register - November 2021](#)

8. Correspondence

[21-1091](#) a. Seehafer News Articles for October 2021

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

[21-1089](#) b. Thank you note from CASA

Attachments: [Thank you note from CASA](#)

[21-1139](#) c. Thank you letter from InCourage

Attachments: [Thank you letter from InCourage](#)

9. Administrative Reports

- [21-1093](#) a. Manager Highlights - October 2021
Monthly Statistics - October 2021
COVID 19 Metrics MPL 11.2021

Attachments: [Manager Highlights - October 2021](#)
[Monthly Statistics - October 2021](#)
[COVID 19 Metrics MPL 11.2021 for November 22, 2021 Reg Bd Mtg](#)

- [21-1094](#) b. STAFF UPDATE - Library Floor Plan (Amy E) and Tour offered after meeting adjourns

Attachments: [1st Floor Color Master](#)
[2nd Floor Plan 2021](#)

10. New Business

- [21-1098](#) a. 2022 Staff Development and Holiday Closures (action requested)

Attachments: [Holidays and Special Hours 2022](#)

11. Old Business

- [21-1096](#) a. Executive Director search (possible action)

- [21-1138](#) b. Virtual Library Cards discussion (possible action)

Attachments: [VLC School Communication](#)
[Parental Controls on Libby Handout](#)

12. 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.