



City of Manitowoc

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

Meeting Minutes - Final

Library Board

Monday, November 22, 2021

5:00 PM

Manitowoc Public Library Board
Room and Remotely via Zoom

1. Call to Order

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

Others present: Lee, Eisenschink, Hansen, Davis, John, Marchant M, Braunel C, Sitkiewitz E

Present: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

Absent: 2 - Doneff and Thennes

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.

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

(No minutes taken during Closed Session)

Moved by Czekala, seconded by Hunter, to convene in closed session at 5:06 p.m. The motion carried with a roll call vote:

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

5. Reconvene in Open Session

Moved by Czekala, seconded by Neuenfeldt, to reconvene in open session at 5:39

p.m. The motion carried with a roll call vote:

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

6. Approval of Minutes (action requested)

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

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

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

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

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](#)

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

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

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](#)

Motion to amend the document Holidays and Special Hours 2022 to read that we will be open regular hours on Friday, December 23, 2022 and Friday, December 30, 2022.

Moved by Pauwels, seconded by Czekala, that this amendment be approved. The motion carried. Aye: 8; Nay: none; Abstain: 1 (Trustee Neuenfeldt)

Motion to approve the amended document Holidays and Special Hours 2022, to include we will be open regular hours on Friday, December 23, 2022 and Friday, December 30, 2022. The motion carried by the following vote:

Aye: 8 - Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

Abstain: 1 - Neuenfeldt

11. Old Business

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

Motion to repost the Executive Director position in January 2022.

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

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

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

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

No Action Taken

12. Adjournment

Motion was made by Neuenfeldt, seconded by Hunter, to adjourn at 6:29 p.m. The motion carried with a roll call vote:

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

Submitted by Mary Davis, Recording Secretary