



# City of Manitowoc

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

## Meeting Minutes - Final

### Library Board

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Monday, January 24, 2022

5:00 PM

Manitowoc Public Library Balkansky  
Community Room and Remotely via Zoom

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#### 1. Call to Order

The meeting was called to order by President Chris Able at 5:04 p.m.

**Others present:** Eisenschink, Lee, Bailek, Hansen, Davis, John, McDaniel K, Khan N, Schafer A, Gadzinski M, Scherer R, Schreiner L, Kaderabek D, Marquardt P, Nelson B, Lock N, Sustman J, Wellner D, Fishbeck K, Estes D, Estes J, Juchniewich P, Kaderabek-Vel A, Kempf M, Kempf J, Hollahan J, Hollahan J

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

**Absent:** 1 - McMeans

#### 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. Approval of Minutes (action requested)

[22-0041](#) - Regular Board Meeting - November 22, 2021

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 11-22-2021](#)

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

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

#### 5. Financial Reports (action requested)

[22-0042](#) - Budget Status - November 2021 (Fund 2810)  
- Budget Status - November 2021 (Fund 2813)  
- MPL Operating Budget with the City of Manitowoc for the month of December 2021  
- MPL Operating Budget with the City of Manitowoc for the month of (FINAL) December 2021

- Budget Status - December 2021 (Fund 2810)
- Budget Status - December 2021 (Fund 2813)
- MPL Operating Budget with the City of Manitowoc for the month of January 2022

**Attachments:** [BUDGET STATUS - November 2021 \(Fund 2810\)](#)  
[BUDGET STATUS - November 2021 \(Fund 2813\)](#)  
[BUDGET STATUS - December 2021 \(Fund 2810\)](#)  
[BUDGET STATUS - December 2021 \(Fund 2813\)](#)  
[Monthly Check Register - December 2021](#)  
[Monthly Check Register - December 2021 \(FINAL\)](#)  
[Monthly Check Register - January 2022](#)

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

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

## 6. Correspondence

- [22-0046](#) a. Seehafer News Articles - November 2021  
Seehafer News Articles - December 2021

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

- [22-0047](#) b. Thank you card from Care 4 Kids Campaign

**Attachments:** [Thank you card from Care 4 Kids Campaign](#)

- [22-0072](#) c. Thank you letter from The Salvation Army

**Attachments:** [Thank you letter from The Salvation Army 2021](#)

## 7. Administrative Reports

- [22-0050](#) a. Manager Highlights - November 2021  
Manager Highlights - December 2021  
Monthly Statistics - November 2021  
Monthly Statistics - December 2021  
COVID 19 Metrics MPL 01.2022

**Attachments:** [Manager Highlights - November 2021](#)  
[Manager Highlights - December 2021](#)  
[Monthly Statistics - November 2021](#)  
[Monthly Statistics - December 2021](#)  
[COVID 19 Metrics MPL 01.2022](#)

[22-0051](#) b. STAFF UPDATE - MCLS Services Update (Becky Scherer)

**Attachments:** [New at MCLS in 2022](#)

## 8. New Business

[22-0083](#) a. Personnel Committee Appointments (Requested by President Able)

[22-0084](#) b. Forwarding Emails

**Attachments:** [Outlook Email Forwarding Instructions](#)

[22-0048](#) c. Employee Policy Manual (action requested)

**Attachments:** [Memo to Council re EPM Revisions 12.2021](#)  
[DRAFT EPM Rev Dec 2021 Final Changes for Council Approval](#)  
[\\_Current\\_EPM-12-2021 \(2\)](#)

**Motion to amend the Employee Policy Manual, Article 27:Secondary Employment (pg 43), change the wording of the second to last sentence to Library employees must "notify" Library Director, striking "obtain permission".**

**Moved by Pauwels. Failed for lack of second.**

**Motion to approve revised Employee Policy Manual as presented.**

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

[22-0049](#) d. Social Media Policy (action requested)

**Attachments:** [City Social Media Policy Memo](#)  
[Social Media Policy October 21 \(1\)](#)

**Motion to accept the leadership's recommendation that Manitowoc Public Library employees be exempt from the City's social media policy. With the library's social media policy being revised for submission for board approval at a later date.**

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

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

[22-0054](#) e. Fine Free Friday (action requested)

**Attachments:** [Fine Free Fridays](#)

**Motion to accept the recommendation from the leadership team of Fine Free Fridays.**

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

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

[22-0070](#) f. Lost\_Unattended Child Policy (action requested)

**Attachments:** [Lost unattended child policy](#)

**Motion to accept the amended Lost/Unattended Child Policy.**

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

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

[22-0069](#) g. Intellectual Freedom Policy (action requested)

**Attachments:** [Intellectual Freedom Policy](#)

**Motion to adopt the Intellectual Freedom Policy.**

**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, Doneff, Hunter, Czekala, Able and Pauwels

## 9. Old Business

[22-0085](#) a. Filtering Options for Minor Patrons (requested by Trustee Pauwels)/Restricting Access to Library Resources (discussion)

## 10. Adjournment

**Motion was made by Czekala, seconded by Neuenfeldt, to adjourn at 6:46 p.m. The motion carried with the following vote:**

**Aye:** 7 - Neuenfeldt, Quistorf, McVeigh, Doneff, Hunter, Czekala and Able

**Nay:** 2 - Martell and Pauwels

Submitted by Mary Davis, Recording Secretary