



City of Manitowoc

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

Meeting Minutes - Final

Library Board

Monday, April 25, 2022

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: Eisenschink, Lee, Hansen, Bialek, Davis, John, Khan N, Schafer A, Scherer R

Present: 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, McMeans, Able, Pauwels, Marchant and Kaderabek

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)

- [22-0338](#)
- Regular Board Meeting - February 28, 2022
 - Personnel Committee Meeting - March 7, 2022
 - Personnel Committee Meeting - March 14, 2022
 - Regular Board Meeting - March 28, 2022
 - Personnel Committee Meeting - April 1, 2022
 - Special Meeting - April 11, 2022

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 2-28-2022](#)
[LEGISTAR MINUTES - Personnel Committee Meeting 3-7-2022](#)
[LEGISTAR MINUTES - Personnel Committee Meeting 3-14-2022](#)
[LEGISTAR MINUTES - Regular Board Meeting 3-28-2022](#)
[LEGISTAR MINUTES - Personnel Committee Meeting 4-1-2022](#)
[LEGISTAR MINUTES - Special Meeting 4-11-2022](#)

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

Aye: 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, McMeans, Able, Pauwels, Marchant and Kaderabek

5. Financial Reports (action requested)

- [22-0339](#)
- Budget Status - January 2022 (Fund 2813)
 - Budget Status - February 2022 (Fund 2810)
 - Budget Status - February 2022 (Fund 2813)
 - MPL Operating Budget with the City of Manitowoc for the month of March 2022
 - Budget Status - March 2022 (Fund 2810)
 - Budget Status - March 2022 (Fund 2813)
 - MPL Operating Budget with the City of Manitowoc for the month of April 2022

Attachments: [BUDGET STATUS - January 2022 \(Fund 2813\)](#)
[BUDGET STATUS - February 2022 \(Fund 2810\)](#)
[BUDGET STATUS - February 2022 \(Fund 2813\)](#)
[Monthly Check Register - March 2022](#)
[BUDGET STATUS - March 2022 \(Fund 2810\)](#)
[BUDGET STATUS - March 2022 \(Fund 2813\)](#)
[Monthly Check Register - April 2022](#)

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

Aye: 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, McMeans, Able, Pauwels, Marchant and Kaderabek

6. Correspondence

- [22-0340](#) a. Seehafer News Articles for March 2022

Attachments: [Seehafer News Articles - March 2022](#)

- [22-0375](#) b. Julia Lee Resignation Letter

Attachments: [Resignation Letter](#)

- [22-0376](#) c. Public Correspondence

Attachments: [Public Correspondence - Faust](#)

7. Administrative Reports

- [22-0351](#) a. Manager Highlights - March 2022
Monthly Statistics - March 2022

Attachments: [Manager Highlights - March 2022](#)
[Monthly Statistics - March 2022](#)

8. New Business

[22-0353](#) a. Budget Exception Report 2022 - Quarter 1 (discussion)

Attachments: [QTR 1 - 2022 Budget Exception Report](#)

[22-0365](#) b. Special Event Parking Lot Closure request - Balloon Glow (action requested)

Attachments: [Lakeshore Balloon Glow 8-19-22](#)

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

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

Aye: 10 - Neuenfeldt, McVeigh, Martell, Doneff, Hunter, McMeans, Able, Pauwels, Marchant and Kaderabek

Abstain: 1 - Quistorf

[22-0373](#) c. EPM Email Signatures (action requested)

Attachments: [MEMO about EPM email signatures](#)

[Revised EPM with tracked changes for 4-2022](#)

[Updated EPM Document link](#)

Motion to approve the exclusion of the Library from EPM email signatures.

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

Aye: 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, McMeans, Able, Pauwels, Marchant and Kaderabek

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. Discussion regarding filling the position of Executive Director (discussion)

(No minutes taken during Closed Session)

Moved by Pauwels, seconded by Neuenfeldt, to convene in closed session at 5:21 p.m. The motion carried with a roll call vote:

Aye: 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, McMeans, Able, Pauwels, Marchant and Kaderabek

10. Reconvene in Open Session

Moved by McMeans, seconded by Kaderabek, to reconvene in open session at 6:08 p.m. The motion carried with a roll call vote:

Aye: 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, McMeans, Able, Pauwels, Marchant and Kaderabek

11. Old Business

[22-0374](#)

a. Appointment of Executive Director (possible action)

Motion to approve we move forward with the hire of Jennifer Goodland as Executive Director, pending a successful completion of graduate program, transcripts and academic records, with a start date of June 1, 2022.

Moved by Martell, seconded by Quistorf, that this Action Item be approved. The motion failed by the following vote:

Aye: 4 - Quistorf, Martell, Hunter and McMeans

Nay: 5 - Neuenfeldt, McVeigh, Doneff, Able and Pauwels

Abstain: 2 - Marchant and Kaderabek

12. Point of Privilege

President Able (discussion)

13. Adjournment

Moved by Neuenfeldt, seconded by Martell, to adjourn at 6:20 p.m. The motion carried by the following vote:

Aye: 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, McMeans, Able, Pauwels, Marchant and Kaderabek

Submitted by Mary Davis, Recording Secretary