

MINUTES OF THE MEETING OF
THE MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 22, 2010

The regular meeting of the Manitowoc Public Library Board of Trustees was called to order in the Board Room at Manitowoc Public Library by President David Gratz at 5:34 p.m., Monday, November 22, 2010.

TRUSTEES PRESENT: Gratz, Hazlewood, Kornely, Pfeffer, Schmidt, Sczygelski, Stokes, and Vollendorf

TRUSTEES ABSENT: Diedrich, Kadow, and Waldron

OTHERS PRESENT: Stewart, Davis, Cerkas, Koch, Eisenschink, Herrmann, and Muchin Young

MINUTES: A motion was made by Hazlewood, seconded by Vollendorf, to approve the minutes of the October 25, 2010 Board of Trustees regular meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Pfeffer, seconded by Schmidt, to approve the Financial Management Report for the month of October, 2010 in the amount of \$189,573.07. Motion carried.

CHECK REGISTER: A motion was made by Pfeffer, seconded by Stokes, to approve the Manitowoc Public Library operating check register for the month of November, 2010 in the amount of \$38,691.68. Motion carried.

A motion was made by Pfeffer, seconded by Kornely, to approve the Manitowoc Public Library Foundation check register for the month of November, 2010 in the amount of \$1,061.36. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE: None

COMMITTEE REPORTS: Trustee Kornely reported on the Personnel Committee meeting which was scheduled prior to the regular meeting.

DIRECTOR'S REPORT: Copies of the Director's Report for the period October, 2010 thru November, 2010 were included in the board packets, as well as Department Managers' Reports for the month of October, 2010.

TRUSTEE MANUAL: Trustee Sczygelski reported on Chapter 10, "Developing Essential Library Policies", highlighting that a Board does not author policies, they only approve them.

Trustee Hazlewood volunteered to report on Chapter 11, "Planning for the Library's Future", at the December, 2010 meeting.

OLD BUSINESS: Stewart reported that the City Council has not yet approved the Mayor's Budget; Budget was submitted with a requested 2% increase in appropriations for the Library.

NEW BUSINESS: A motion was made by Vollendorf, seconded by Sczygelski, so move we adopt the **2011 Holiday Closings and Special Hours**. Motion carried.

A motion was made by Vollendorf, seconded by Kornely, so move we approve the **Request to Close Library for Staff Development ½ day**. Motion carried.

The Board agreed to refer the **Dress guidelines Policy** back to the Director to discuss with staff.

A motion was made by Schmidt, seconded by Vollendorf, so move we adopt the **Employee Use of Library Equipment Policy**. Motion carried.

A motion was made by Schmidt, seconded by Sczygelski, to approve the seven Job Descriptions (**Coordinator of Public Services; Coordinator of Technical Services; Coordinator of Collection Development; Youth Services Manager; Information Technology Technician; Business Office Aide; and Marketing Technician**) with changes noted. Motion carried.

The next meeting of the Board of Trustees will be Monday, December 20, 2010 at 5:30 p.m.

There being no further business to come before the Board, a motion was made by Kornely, seconded by Sczygelski, to adjourn. Motion carried. The meeting adjourned at 6:29 p.m.

Respectfully submitted,

Mary Davis,
Recording Secretary