



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, April 22, 2024

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.

Join Zoom Meeting

[https://us06web.zoom.us/j/81034540587?](https://us06web.zoom.us/j/81034540587?pwd=azNKeEZxQWdodzk3SIZOejJCd2puQT09)

[pwd=azNKeEZxQWdodzk3SIZOejJCd2puQT09](https://us06web.zoom.us/j/81034540587?pwd=azNKeEZxQWdodzk3SIZOejJCd2puQT09)

Meeting ID: 810 3454 0587

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.) Approval of Minutes (action requested)[24-1365](#)

- a. Regular Board Meeting - March 25, 2024
- b. Long Range Planning Meeting - April 11, 2024

Attachments:

[Regular Library Board Meeting Minutes - March 25, 2024](#)
[Long-Range Planning Meeting Minutes - April 11, 2024](#)

5.) Financial Reports (action requested)[24-1366](#)

- Budget Status - March 2024 (Fund 2810)
- Budget Status - March 2024 (Fund 2813)
- MPL Check Register: March 23, 2024 - April 19, 2024
- Financial Summary

Attachments:

[Budget Status - March 2024 \(Fund 2810\)](#)
[Budget Status - March 2024 \(Fund 2813\)](#)
[MPL Check Register April 2024](#)
[Financial Reports April 22, 2024](#)

6.) Correspondence[24-1367](#)

- a. Correspondence BM

Attachments:

[Correspondence BM](#)

7.) Administrative Reports[24-1368](#)

- a. Director's Report - March 2024
- b. Manager Highlights - March 2024
- c. Monthly Statistics - March 2024
- d. Seehafer News Articles - March 2024
- e. Jobs around the Library - Summer Reading Program Updates, Sharon Verbeten

Attachments:

[Director's Report 4.22.24](#)
[March Manager Highlights](#)
[Monthly Stats March 2024](#)
[March 2024 articles pdf](#)

8.) New Business (action requested)[24-1369](#)

- a. Long-Range Planning Committee Update with Recommendation - Chris Able (action requested)

Attachments:

[Manitowoc Public Library - WiLS Strategic Planning Proposal](#)

[24-1410](#)

- b. Meeting Room Policy (action requested)

Attachments: [Meeting Room Policy_Redline](#)
 [Meeting Room Policy_Clean](#)

9.) Convene in Closed Session

[24-1411](#)

a. 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:

i. Public Services Department Update

10.) Reconvene in Open Session

[24-1412](#)

a. Reconvene in Open Session

[24-1413](#)

b. Possible Action on Public Services Department Update

11.) Old Business

[24-1370](#)

- a. Facilities and Building Updates - Stacey Bialek
- b. Trustee Manual Review: Chapters 26 & 27

Attachments: [Wisconsin Trustee Essential Handbook link](#)

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.