



# City of Manitowoc

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

## Meeting Agenda

### Library Board

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Monday, October 28, 2024

5:00 PM

Manitowoc Public Library Board Room  
and Remotely via Zoom

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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/86998312878?  
pwd=B4zK9HDbmoxeeimaPINrkL752uWH95.1](https://us06web.zoom.us/j/86998312878?pwd=B4zK9HDbmoxeeimaPINrkL752uWH95.1)

Meeting ID: 869 9831 2878

Passcode: 110008

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)**

- [24-1876](#)
- a. Regular Board Meeting - September 23, 2024
  - b. Long Range Planning Committee Meeting - October 10, 2024
  - c. Personnel Committee Meeting - October 22, 2024

**Attachments:**     [Regular Library Board Meeting Minutes - September 23, 2024](#)  
[Long-Range Planning Committee Meeting Minutes October 10 2024 Draft](#)  
[Personnel Committee Meeting Minutes October 22 2024 Draft](#)

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

- [24-1877](#)
- Budget Status - September 2024 (Fund 2810)
  - Budget Status - September 2024 (Fund 2813)
  - MPL Check Register: September 21, 2024 - October 25, 2024
  - Financial Summary

**Attachments:**     [Budget Status - September 2024 \(Fund 2810\)](#)  
[Budget Status - September 2024 \(Fund 2813\)](#)  
[MPL Check Register October 2024](#)  
[Financial Reports October 2024](#)

**6.) Correspondence**

- [24-1878](#)
- a. Correspondence\_LK

**Attachments:**     [Correspondence\\_LK](#)

**7.) Administrative Reports**

- [24-1879](#)
- a. Director's Report - September 2024
  - b. Manager Highlights - September 2024
  - c. Monthly Statistics - September 2024
  - d. Seehafer News Articles - September 2024

**Attachments:**     [Director's Report 10.28.24](#)  
[September Manager Highlights](#)  
[Monthly September Stats 2024](#)  
[September 2024 Articles](#)

**8.) New Business**

- [24-1950](#)
- a. 2025 Holiday and Closure Schedule (action requested)

**Attachments:**     [memo.2025 Holidays and closures](#)  
[2025 MPL Calendar](#)

[24-1951](#) b. Facilities Plan Request (action requested)

**Attachments:** [memo.facility remodel plan](#)  
[facility remodel plan](#)

[24-1952](#) c. Long-Range Planning Committee Update - Margaret Pauwels

[24-1953](#) d. Personnel Committee Update - Abbey Quistorf

[24-1954](#) i. 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:

1. Executive Director Annual Performance Review (action requested)

[24-1955](#) ii. Reconvene in Open Session

[24-1956](#) iii. Action on Closed Session Subject Matters

## 9.) Old Business

[24-1880](#) a. Facilities and Building Updates - Stacey Bialek

## 10.) 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.