



City of Manitowoc

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

Meeting Minutes - Draft

Library Board

Monday, June 24, 2024

5:00 PM

Manitowoc Public Library Board Room
and Remotely via Zoom

1.) Call to Order

The meeting was called to order by President Darian Kaderabek at 5:00p.m.

Present: 7 - Quistorf, Brick, Kaderabek, Buchko, Pauwels, Able and Marchant

Absent: 3 - Peters, Doneff and Norell

Others present: Adams, Bialek, Verbeten, Gadzinski, Plekan, Hanf, Pennefeather.

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)

- [24-1579](#)
- a. Regular Board Meeting - May 20, 2024
 - b. Long Range Planning Meeting - June 13, 2024
 - c. Nominating Committee - June 20, 2024

Attachments: [Regular Library Board Meeting Minutes - May 20, 2024](#)
[Long-Range Planning Committee Meeting Minutes - June 13, 2024](#)
[Nominating Committee Meeting Minutes - June 20, 2024](#)

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

Aye: 6 - Quistorf, Brick, Kaderabek, Pauwels, Able and Marchant

Abstain: 1 - Buchko

5.) Financial Reports (action requested)

- [24-1580](#)
- Budget Status - May 2024 (Fund 2810)
 - Budget Status - May 2024 (Fund 2813)

- MPL Check Register: May 18, 2024 - June 21, 2024
- Financial Summary

Attachments: [Budget Status - May 2024 \(Fund 2810\)](#)
[Budget Status - May 2024 \(Fund 2813\)](#)
[MPL Check Register June 2024](#)
[Financial Reports June 24, 2024](#)

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

Aye: 6 - Quistorf, Brick, Kaderabek, Pauwels, Able and Marchant

Abstain: 1 - Buchko

6.) Correspondence

[24-1581](#) None.

7.) Administrative Reports

[24-1582](#)

- a. Director's Report - May 2024
- b. Manager Highlights - May 2024
- c. Monthly Statistics - May 2024
- d. Seehafer News Articles - May 2024
- e. Jobs around the Library - Introducing Olivia Hanf, promoted to Public Services Associate

Attachments: [Director's Report 6.24.24](#)
[May Manager Highlights](#)
[Monthly Stats May 2024](#)
[May 2024 Articles](#)

8.) New Business (action requested)

[24-1583](#) a. Long Range Planning Committee Update - Chris Able

[24-1603](#) b. Nominating Committee Update - Darian Kaderabek

[24-1634](#) c. Finance Committee meeting date

Finance Committee Meeting scheduled for July 22, 2024.

[24-1604](#) d. Employee Policy Manual Revisions from City Human Resources (action requested)

Attachments: [memo.employee policy manual revisions](#)
[EMP with revisions for next update 2](#)

Moved by Marchant, seconded by Able, that the Employee Policy Manual Revisions from City Human Resources be approved. The motion carried by the following vote:

Aye: 5 - Quistorf, Brick, Kaderabek, Able and Marchant

Nay: 1 - Pauwels

Abstain: 1 - Buchko

[24-1635](#) e. Revised Drug and Alcohol-Free Workplace Policy (action requested)

Attachments: [memo.DA free workplace policy](#)
[DA Policy Revised with Alcohol language](#)

Moved by Marchant, seconded by Brick, that the Revised Drug and Alcohol-Free Workplace Policy be approved. The motion carried by the following vote:

Aye: 6 - Quistorf, Brick, Kaderabek, Pauwels, Able and Marchant

Abstain: 1 - Buchko

[24-1636](#) f. Proposal to close for annual employee picnic (action requested)

Attachments: [memo.employee picnic closure](#)

Moved by Able, seconded by Brick, to close the library at 5:00p.m. on August 1, 2024, for the employee city picnic with the understanding that we will include a notification of this closure in future November meetings when we approve all other closures, be approved. The motion carried by the following vote:

Aye: 7 - Quistorf, Brick, Kaderabek, Buchko, Pauwels, Able and Marchant

9.) Old Business

[24-1584](#) a. Facilities and Building Updates - Stacey Bialek

10.) Adjournment

Moved by Buchko, seconded by Able, that this meeting be adjourned at 5:41p.m be adjourned. The motion carried by the following vote:

Aye: 7 - Quistorf, Brick, Kaderabek, Buchko, Pauwels, Able and Marchant

Submitted by Olivia Hanf, Recording Secretary