



City of Manitowoc

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

Meeting Agenda - Final

Library Board

Monday, March 27, 2017

5:00 PM

Manitowoc Public Library Board Room

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.

The above governmental body will meet to discuss and possibly take action on the agenda items set forth below.

1. Call to Order

2. Approval of Minutes (action requested)

[17-0320](#)

a. Finance Committee Meeting - February 27, 2017

Attachments:

[Finance Comm Mtg 2-27-17 430pm](#)

[17-0321](#)

b. Regular Board Meeting - February 27, 2017

Attachments:

[Regular Board Meeting 2-27-17 5pm](#)

[17-0350](#)

c. (REVISED) Minutes of the April 25, 2016 Regular Board Meeting

Attachments:

[REVISED MINUTES OF THE April 25, 2016 Regular Bd Mtg 5pm](#)

3. Approval of Budget Status Reports (action requested)

[17-0318](#)

a. February 2017 - Fund 2810

Attachments:

[BUDGET STATUS - February 2017 \(Fund 2810\)](#)

[17-0319](#)

b. February 2017 - Fund 2813

Attachments:

[BUDGET STATUS - February 2017 \(Fund 2813\)](#)

4. Approval of Bills/Check Register (action requested)

- [17-0342](#) a. MPL Operating/Budget with the City of Manitowoc for the month of March, 2017 (action requested)

5. Correspondence

- [17-0324](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (December 2016 thru February 2017)

Attachments: [HTR Weekly Articles \(12-16 thru 2-17\)](#)

- [17-0325](#) b. Thank you note from former MPL patron.

Attachments: [Thank you note from former MPL patron](#)

6. Administrative Reports

- [17-0326](#) a. Director's Report (February, 2017)

Attachments: [Dir Report - February 2017](#)

- [17-0327](#) b. Manager Highlights (February, 2017)

Attachments: [Manager Highlights - February 2017](#)

- [17-0328](#) c. Monthly Statistics (February, 2017)

Attachments: [Monthly Statistics - February 2017](#)

- d. Staff update - Citizenship Information Center

7. Committee Reports

- a. Personnel Committee
- b. Finance Committee
- c. Buildings Committee
- d. Long-Range Planning Committee
- e. Nominating Committee

8. New Business

[17-0334](#)

a. Agreement with Carlson Dettmann Consulting, LLC for market measurement and pay plan management services of the Library's original compensation pay plan (action requested)

Attachments:

[CARLSON DETTMANN AGREEMENT MEMO](#)

[Manitowoc Library Market Review PSA 032117](#)

[17-0335](#)

b. Review Service League of Manitowoc County grant for Wireless Hotspots (discussion)

Attachments:

[MEMO Review Service League of Manitowoc County grant for Wireless Hotspots](#)

[Manitowoc Public Library Service League Grant Application](#)

[17-0336](#)

c. Review A Community Thrives grant through USA Today for remote book vending machines for ease of access to library materials (possible action)

Attachments:

[MEMO Review A Community Thrives grant through USA Today for remote book vending machines](#)

[17-0337](#)

d. Partnership with MPSD to provide Virtual Library Cards to students beginning 2017-2018 School Year (possible action)

Attachments:

[COLLABORATION WITH MPSD VIRTUAL CARDS](#)

[Milwaukee Public Library Virtual Library Card article](#)

[17-0339](#)

e. Library Systems and Services Wisconsin marketing campaign (discussion)

Attachments:

[MEMO 2017 Library Systems and Services Marketing Campaign](#)

[Library Systems and Services article](#)

[Library Systems and Services information FYI](#)

[Cost per circ MPL \(regarding LLS\)](#)

[17-0340](#)

f. Authorize separation of 2812 Fund into 2811 and 2812 for restricted and unrestricted donations, respectively (action requested)

Attachments:

[MEMO Authorize separation of 2812 Fund into 2811 and 2812 for restricted and unrestricted donations](#)

9. Convene in Closed Session

Notice is hereby given that the above governmental body may adjourn to a closed session during the meeting as authorized by Section 19.85 (1)(c) of the Wisconsin Statutes, which authorizes the governmental body to convene in closed session 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 and Section 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The specific subject matter which will be considered in the closed session is the following:

17-0341 a. Approval to hire Processing Page in Materials Management

17-0338 b. Baker and Taylor Collection Development refund from deposit accounts

10. Reconvene in Open Session

[17-0344](#)

a. Possible action on Closed Session subject matter

11. Adjournment

If you need accommodations for this meeting, please notify the Library's ADA Manager Stacey Bialek at least 48 hours in advance of the meeting at 920-686-3008 or <sbialek@manitowoc.org>.