



City of Manitowoc

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

Meeting Agenda

Library Board

Monday, November 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)

[17-1111](#) a. Regular Board Meeting - October 23, 2017

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 10-23-17](#)

3. Approval of Budget Status Reports (action requested)

[17-1121](#) a. October 2017 - Fund 2810

Attachments: [BUDGET STATUS - October 2017 \(Fund 2810\)](#)

[17-1122](#) b. October 2017 - Fund 2813

Attachments: [BUDGET STATUS - October 2017 \(Fund 2813\)](#)

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

[17-1123](#) a. MPL Operating/Budget with the City of Manitowoc for the month of November 2017

Attachments: [Monthly Check Register - November 2017](#)

5. Public Comment

Members of the public will be permitted to speak at the Manitowoc Public Library Board of Trustees meeting each month on any matter of public interest. 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.

6. Correspondence

- [17-1124](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (October 2017)

Attachments: [HTR Articles - October 2017](#)

7. Administrative Reports

- [17-1125](#) a. Director's Report - October 2017

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

- [17-1126](#) b. Manager Highlights - October 2017

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

- [17-1129](#) c. Monthly Statistics - October 2017

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

- [17-1130](#) d. STAFF UPDATE - Public Service Desk duties

8. Committee Reports

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

9. Old Business

- [17-1157](#) a. 2018 Budget modifications (action requested)

Attachments: [2017-2018 Budget Worksheet - original](#)
[2017-2018 Budget Worksheet 11 2017 - updated](#)

[17-1158](#)

b. Opening on Thursdays implementation (discussion)

Attachments:[Copy of Opening on Thursdays approved recommendations](#)**10. New Business**[17-1154](#)

a. 2018 Holiday Schedule (action requested)

Attachments:[Holidays and Special Hours 2018](#)[17-1159](#)

b. Updated Performance Evaluation forms for 2018 (action requested)

Attachments:[Perf Eval Form Template FINAL rev 7 2017](#)[compensation policy update 9 2017](#)[Job Knowledge Performance Standards Development Form](#)[Productivity-teamwork-attendance Performance Standards Development Form](#)[Following policies and procedures Performance Standards Development Form](#)[Professionalism Performance Standards Development Form](#)[Communication-customer service Performance Standards Development Form](#)**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>.

***Next regular meeting: Monday, December 18, 2017 at 5:00 p.m.**