



City of Manitowoc

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

Meeting Agenda - Final

Library Board

Monday, February 26, 2018

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)

[18-0136](#) a. Regular Board Meeting - January 22, 2018

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 1-22-18](#)

[18-0137](#) b. Personnel Committee Meeting - February 13, 2018

Attachments: [LEGISTAR MINUTES - Personnel Committee Meeting 2-13-18](#)

3. Approval of Budget Status Reports (action requested)

[18-0150](#) a. December 2017 (FINAL) - Fund 2810

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

[18-0151](#) b. December 2017 (FINAL) - Fund 2813

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

[18-0139](#) c. January 2018 - Fund 2810

Attachments: [BUDGET STATUS - January 2018 \(Fund 2810\)](#)

[18-0140](#) d. January 2018 - Fund 2813

Attachments: [BUDGET STATUS - January 2018 \(Fund 2813\)](#)

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

- [18-0141](#) a. MPL Operating/Budget with the City of Manitowoc for the month of February 2018

Attachments: [Monthly Check Register - February 2018](#)

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

- [18-0142](#) a. Herald-Times Reporter - weekly articles from Library Director/Staff (January 2018)

Attachments: [HTR Articles - January 2018](#)

7. Administrative Reports

- [18-0143](#) a. Director's Report - January 2018

Attachments: [Dir Report - January 2018](#)

- [18-0144](#) b. Manager Highlights - January 2018

Attachments: [Manager Highlights - January 2018](#)

- [18-0145](#) c. Monthly Statistics - January 2018

Attachments: [Monthly Stats 2018](#)

- [18-0146](#) d. STAFF UPDATE - SILLI Grant Sow and Grow

8. Committee Reports

- a. Personnel Committee - Report from Trustee Reinertson
- b. Finance Committee
- c. Buildings Committee
- d. Long-Range Planning Committee

- e. Nominating Committee

9. Old Business

[18-0187](#)

- a. 2018 Staff Development Days at MPL - Library Closures (action requested)

Attachments: [memo 2.2018 modify April all staff meeting](#)

10. New Business

[18-0188](#)

- a. Employee Policy Manual merger (possible action)

Attachments: [CURRENT LIBRARY EPM pre-merger - Employee Policy Manual September 2018](#)
[memo 2.2018 EPM updates with City merger](#)
[EPM-City with Library rev 2.2018](#)

[18-0189](#)

- b. Backfill Literacy Coordinator position to allow for one week overlap (action requested)

Attachments: [memo 2018 Literacy Coordinator Overlap](#)

[18-0190](#)

- c. Cost analysis for 1st Floor Redesign (discussion)

Attachments: [redesign cost analysis](#)

[18-0192](#)

- d. Approve revised Job Description for Guard/Custodian (action requested)

Attachments: [Guard.custodian draft \(003\)](#)

[18-0193](#)

- e. Approve 2017 Annual Report for submission to DPI (action requested)

Attachments: [2017 annual report draft](#)
[2017 Review](#)

[18-0194](#)

- f. Summer Intern 2018 (action requested)

Attachments: [memo 2018 summer intern](#)

11. 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, 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. The specific subject matter that may be considered in closed session is the following:

g. Approve hire of processing page in Materials Management

12. Reconvene in Open Session

[18-0191](#)

g. Approve hire of processing page in Materials Management (action requested)

13. 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>.