



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
[www.manitowoc.org](http://www.manitowoc.org)

## Meeting Agenda

### Library Board

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Monday, August 26, 2019

5:00 PM

Manitowoc Public Library Board Room

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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.

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

#### 1. Call to Order

#### 2. 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.

#### 3. Approval of Minutes (action requested)

[19-0910](#) a. Finance Committee Meeting - July 22, 2019

Attachments: [LEGISTAR MINUTES - Finance Comm Mtg 7-22-19](#)

[19-0911](#) b. Regular Board Meeting - July 22, 2019

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 7-22-19](#)

[19-0921](#) c. Personnel Committee Meeting - August 6, 2019

Attachments: [LEGISTAR MINUTES - Personnel Committee Meeting 8-6-19](#)

#### 4. Approval of Budget Status (action requested)

[19-0912](#) a. July 2019 - Fund 2810

Attachments: [BUDGET STATUS - July 2019 \(Fund 2810\)](#)

[19-0913](#) b. July 2019 - Fund 2813

Attachments: [BUDGET STATUS - July 2019 \(Fund 2813\)](#)

## 5. Approval of Bills/Check Register (action requested)

[19-0914](#) a. MPL Operating Budget with the City of Manitowoc for the month of August 2019

Attachments: [Monthly Check Register - August 2019](#)

## 6. Correspondence

[19-0915](#) a. Herald Times Reporter - weekly articles from Director/Staff (July 2019)

Attachments: [HTR Articles - July 2019](#)

[19-0916](#) b. Invite to DAP Gallery (Julia)

## 7. Administrative Reports

[19-0917](#) a. Director Report - July 2019

Attachments: [Dir Report - July 2019](#)  
[PLSR update from DPI 8.2019](#)

[19-0918](#) b. Manager Highlights - July 2019

Attachments: [Manager Highlights - July 2019](#)

[19-0919](#) c. Monthly Statistics - July 2019

Attachments: [Monthly Statistics - July 2019](#)

[19-0920](#) d. STAFF UPDATE - Summer Reading Program update (Karen and Julia)

## 8. Committee Reports

a. Finance Committee - July 22, 2019 (Trustee Bundy-Jost)

b. Personnel Committee - August 6, 2019 (Trustee Thennes)

## 9. Old Business

[19-0922](#) a. Special Events Library Parking Lot Closure Guidelines (discussion)

Attachments: [Special Events Guideline 8.2019](#)

**10. New Business**[19-0923](#)

a. Performance Management and Pay Revisions (action requested)

**Attachments:**[2019 Recommendations Comp Plan Perf Management DRAFT](#)  
[Compensation Plan Structure Performance Management Recommendations](#)[19-0925](#)

b. 2020 Budget (action requested)

**Attachments:**[memo 8.2019 Library Outside Book Return options](#)  
[MPL Advocacy Document\(2\)](#)  
[2019-2020 Budget Worksheet BOARD](#)[19-0926](#)

c. Personnel incentive for 2020 circulation goal (action requested)

**Attachments:**[memo 8.2019 Personnel Incentive for 2020 Circulation Goal](#)[19-0927](#)

d. Mobile Device Usage Agreement (possible action)

**Attachments:**[Mobile Device Usage Agreement 8.2019](#)[19-0928](#)

e. Placement in connection with Host Agency Agreement with Curative Connections (discussion)

**Attachments:**[20190617095931160 SSAI SCSEP Host Agency Agreement](#)[19-0929](#)

f. 2019-2020 Committee Appointments by Library Board President (discussion)

[19-0930](#)

g. EPM Proposed Revision Article XI: Emergency Conditions (discussion)

**Attachments:**[EPM-City with Library Final 7.1.2018](#)  
[Emergency Conditions](#)**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, 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:

[19-0809](#)

a. 2019 Mid-Year Evaluation of Library Director (action requested)

[19-0924](#)

b. Upcoming retirement and interim staff plan (possible action)

**12. Reconvene in Open Session**

[19-0809](#)

a. 2019 Mid-Year Evaluation of Library Director (action requested)

[19-0924](#)

b. Upcoming retirement and interim staff plan (possible action)

**13. 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.