



# 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, October 28, 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

[19-1154](#) a. Regular Board Meeting - October 7, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 10-7-19](#)

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

[19-1155](#) a. September 2019 - Fund 2810

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

[19-1156](#) b. September 2019 - Fund 2813

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

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

- [19-1157](#) a. MPL Operating Budget with the City of Manitowoc for the month of October 2019

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

## 6. Correspondence

- [19-1158](#) a. Herald Times Reporter - weekly articles from Director/Staff (September 2019)

**Attachments:** [HTR Articles - September 2019](#)

## 7. Administrative Reports

- [19-1159](#) a. Director Report - September 2019

**Attachments:** [Dir Report - September 2019](#)

- [19-1160](#) b. Manager Highlights - September 2019

**Attachments:** [September 2019](#)

- [19-1161](#) c. Monthly Statistics - September 2019

**Attachments:** [Monthly Statistics - September 2019](#)

- [19-1162](#) d. STAFF UPDATE - Page to Clerk Transition (Sue Chaney)

## 8. New Business

- [19-1172](#) a. Budget Exception Report Quarter 3 (discussion)

**Attachments:** [Budget Exception Report September 2019](#)

- [19-1173](#) b. 2020 Staff Development and Holiday Closures (action requested)

**Attachments:** [Holidays and Special Hours 2020](#)

- [19-1174](#) c. Materials Management proposed restructure to fill open position (action requested)

**Attachments:** [memo 10.2019 Materials restructure](#)  
[MPL Librarian revised Jan 2012](#)

- [19-1175](#) d. 2020 Resource Library Agreement (action requested)

**Attachments:** [R L Agreement 2020 DRAFT](#)

- [19-1176](#) e. Safety and Security Inspection Report (discussion)

**Attachments:** [Security Safety Report 2019](#)

[19-1177](#)

f. 2019 November and December Board Meetings schedule (action requested)

Attachments:

[memo 10.2019 Fall Library Board meetings](#)

## 9. 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:

a. 2019 Library Director Annual Evaluation (action requested)

## 10. Reconvene in Open Session

[19-1163](#)

a. 2019 Library Director Annual Evaluation (action requested)

## 11. 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 [sbialek@manitowoc.org](mailto:sbialek@manitowoc.org) at least 48 hours in advance of the meeting.