



# City of Manitowoc

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

## Meeting Minutes - Draft

### Library Board

---

Monday, February 27, 2017

5:00 PM

Manitowoc Public Library Board Room

---

#### 1. Call to Order

The meeting was called to order by President Fred Hazlewood at 5:00 p.m.

**Others present:** Stoeger, Davis, Steve Corbeille (City Finance Director), Leverenz (Library Intern), Kunde, Eisenschink, Juza, Ellerman, Gadzinski, Staveness, Schreiner and Menk

**Present:** 7 - Brey, Kornely, Holschbach, Hazlewood, Reinertson, Myers and Zimmerman

**Excused:** 4 - Hunter, Thennes, Doneff and Vollendorf

#### 2. Approval of Minutes

[17-0188](#)

a. Regular Board Meeting - January 23, 2017

Moved by Holschbach, seconded by Zimmerman, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

#### 3. Approval of Budget Status Reports

[17-0186](#)

a. December 2016 FINAL - Fund 2810.

Moved by Hazlewood, seconded by Kornely, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

[17-0187](#)

b. December 2016 FINAL - Fund 2813.

Moved by Hazlewood, seconded by Brey, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

[17-0206](#)

c. January 2017 - Fund 2813

Moved by Hazlewood, seconded by Reinertson, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

[17-0229](#)

d. January 2017 - Fund 2810

Moved by Hazlewood, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

#### 4. Approval of Bills/Check Register

[17-0249](#)

February 2017 Check Register

Moved by Hazlewood, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

**5. Public Comment (Persons wishing to address the library board may notify the board president and/or library director prior to the meeting at which they intend to speak)**

None

**6. Correspondence**

[17-0246](#)

a. Carlson Dettmann letter

Discussion regarding the Carlson Dettmann letter recommending we do a market review every 3 years due to changes in job markets.

Stoeger commented we will not change the library pay plan unless the City changes theirs. We cannot guarantee any additional funding if this change were to happen.

**7. Administrative Reports**

[17-0215](#)

a. Director's Report

Stoeger reported on the following:

Library received Hmong artifacts for use in our adult literacy program and for use at the library. These were generously donated by Nicki Davis.

Sadly we said goodbye to Ann Herrmann, Children's Services Manager who passed away on February 2.

We offered 7 additional hours to Marketing Associate Tim Gadzinski for grant writing for the library.

Interviews are scheduled for the beginning of February for the Literacy Coordinator and Children's Services Associate positions.

Stoeger participated in the Chamber Career Expo at LTC.

A Long Range Planning Committee of 1st floor has been organized, to brainstorm, research, and develop a long range plan to better utilize the first floor space.

The new AV equipment is now being installed in the Balkansky Community Room.

[17-0216](#) b. Manager Highlights

[17-0217](#) c. Monthly Statistics

d. Staff update - Marketing Department

Staff members Tim Gadzinski and Emily Ellerman presented an overview of their responsibilities and accomplishments in the Marketing Department.

## 8. Committee Reports

a. Personnel Committee

Nothing to report.

b. Finance Committee

Trustee Holschbach reported for the Finance Committee who met on February 27, 2017 at 4:30 p.m. The committee voted to rename budget lines and differentiate between restricted and non-restricted funds within the MPL Board Gift Fund. This will be brought to the full board for a vote at the March 27, 2017 meeting.

The Committee also discussed and voted to approve two other agenda items which will be discussed and voted on at the Regular Board meeting of February 27, 2016.

c. Buildings Committee

Nothing to report.

d. Long-Range Planning Committee

Nothing to report.

e. Nominating Committee

Nothing to report.

## 9. New Business

[17-0242](#) a. Revisions to April 25, 2016 minutes regarding transferring funds (City Finance Director)

Motion to correct April 25, 2016 Minutes to reflect the transfer of \$10,000 from 2813-57110-592200 (Transfer to Special Revenue Fund) to 2810-57400-492200 (Transfer from Special Revenue Fund)

Moved by Holschbach, seconded by Brey, that this Action Item be approved. The

**motion carried. Ayes, 7. Nays, none**

[17-0243](#)

b. 2016 Year end fund balances and rolling funds in 2813 (City Finance Director)

There was discussion at the Finance Committee meeting of February 27, 2017 regarding changing Foundation Fund 2813 to a Fiscal Year beginning April 1 thru March 31. This takes into consideration the Foundation makes its annual disbursement in April or May. No action taken at this time.

[17-0244](#)

c. Summer Intern 2017

Motion to approve memo dated February 27, 2017 requesting the hiring of a summer intern at Manitowoc Public Library for 19 hours per week (9 wks), to include Saturdays from 9-1 at the rate of \$14.13/hour for a total of \$2,416.23 to be paid out of 2017 Foundation Fund.

**Moved by Holschbach, seconded by Kornely, that this Communication be approved. The motion carried. Ayes, 7. Nays, none**

[17-0239](#)

d. Updated Literacy Consultant Service Agreement

Motion to approve the Literacy Consultant Service Agreement AMENDMENT #2.

**Moved by Kornely, seconded by Zimmerman, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none**

[17-0240](#)

e. Lost or unattended minor public policy

Motion to approve the Lost or Unattended Minor Policy as proposed, to include suggested changes made by City Attorney and Trustee Kornely.

**Moved by Holschbach, seconded by Reinertson, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none**

[17-0241](#)

f. Article XI Emergency Conditions - Employee Policy Manual

Motion to approve revisions to Article XI Emergency Conditions section of the Employee Policy Manual relating to a late or delayed opening of the library.

**Moved by Holschbach, seconded by Kornely, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none**

[17-0245](#)

g. Purchase options for staff ipads

Discussion regarding purchase options for staff ipads. It was suggested by the board to have the Director begin writing a policy and bring back for review at the March 2017 meeting. No action taken at this time.

[17-0247](#)

h. 2016 Manitowoc Public Library Annual Report

Motion to approve the 2016 Manitowoc Public Library Annual Report as submitted.

**Moved by Brey, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none**

[17-0250](#)

i. Discussion of Board Packet options

Motion to transition all Board of Trustee members to electronic monthly meeting packets, accessing them through the Granicus link.

**Moved by Zimmerman, seconded by Holschbach, that this Communication be approved. The motion carried. Ayes, 7. Nays, none**

## **10. Adjournment**

A motion was made by Holschbach, seconded by Kornely, to adjourn at 6:11 p.m.

**The motion carried by the following vote:**

**Aye:** 7 - Brey, Kornely, Holschbach, Hazlewood, Reinertson, Myers and Zimmerman

**Submitted by Mary Davis, Recording Secretary**