



City of Manitowoc

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

Meeting Minutes - Draft

Library Board

Wednesday, April 5, 2017

5:00 PM

Manitowoc Public Library Board Room

Special Board Meeting

1. Call to Order

The meeting was called to order by President Fred Hazlewood at 5:01 p.m.

Others present: Stoeger, Davis, Kunde, Staveness and Patrick Glynn (Carlson Dettmann)

Present: 9 - Brey, Hunter, Thennes, Kornely, Doneff, Hazlewood, Vollendorf, Myers and Zimmerman

Absent: 2 - Holschbach and Reinertson

2. Approval of Minutes (action requested)

[17-0357](#)

a. Finance Committee Meeting - February 27, 2017

Moved by Zimmerman, seconded by Kornely, that this Action Item be approved.
The motion carried. Ayes, 9. Nays, none

[17-0358](#)

b. Regular Board Meeting - February 27, 2017

Moved by Zimmerman, seconded by Kornely, that this Action Item be approved.
The motion carried. Ayes, 9. Nays, none

[17-0356](#)

c. (REVISED) Minutes of the April 25, 2016 Regular Board Meeting

Moved by Zimmerman, seconded by Kornely, that this Action Item be approved.
The motion carried. Ayes, 9. Nays, none

3. Approval of Budget Status Reports (action requested)

[17-0359](#)

a. February 2017 - Fund 2810

Moved by Vollendorf, seconded by Hunter, that this Action Item be approved. The motion carried. Ayes, 9. Nays, none

[17-0360](#)

b. February 2017 - Fund 2813

Moved by Vollendorf, seconded by Hunter, that this Action Item be approved. The

motion carried. Ayes, 9. Nays, none

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

[17-0361](#)

a. MPL Operating/Budget with the City of Manitowoc for the month of March, 2017 (*action requested*)

Moved by Vollendorf, seconded by Thennes, that this Action Item be approved.
The motion carried. Ayes, 9. Nays, none

5. New Business

[17-0362](#)

a. Agreement with Carlson Dettmann Consulting, LLC for market measurement and pay plan management services of the Library's original compensation pay plan (Patrick Glynn) (*action requested*)

Moved by Hunter, seconded by Thennes, that this Action Item be approved. The motion carried. Ayes, 9. Nays, none

[17-0363](#)

b. Review A Community Thrives grant through USA Today for remote book vending machines for ease of access to library materials (*possible action*)

Motion to approve we pursue "A Community Thrives" grant through USA Today for remote book vending machines.

Moved by Kornely, seconded by Hunter, that this Action Item be approved. The motion carried. Ayes, 9 Nays, none

[17-0364](#)

c. Partnership with MPSD to provide Virtual Library Cards to students beginning 2017-2018 School Year (*possible action*)

Motion to allow the Director to implement this partnership with MPSD to provide virtual library cards to students beginning with the 2017-2018 school year.

Moved by Brey, seconded by Vollendorf, that this Action Item be approved. The motion carried. Ayes, 9. Nays, none

[17-0365](#)

d. Authorize separation of 2812 Fund into 2811 and 2812 for restricted and unrestricted donations, respectively (*action requested*)

Motion to authorize the separation of Fund 2812 into 2811 and 2812, with \$7500 to be moved from 2812 into 2811 for the starting Restricted Memorial Fund balance, with the remaining balance to stay in 2812 Unrestricted Donations Fund. Both accounts will be interest bearing.

Moved by Vollendorf, seconded by Zimmerman, that this Action Item be approved. The motion carried. Ayes, 9. Nays, none

6. Convene in Closed Session

Notice is hereby given that the above governmental body may adjourn to 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 and Section 19.85 (1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever, competitive or bargaining reasons require a closed session. The specific subject matter which will be considered in the closed session is the following:

17-0366 a. Approval to hire Processing Page in Materials Management

17-0367 b. Baker and Taylor Collection Development refund from deposit accounts

Moved by Vollendorf, seconded by Doneff, to convene in closed session at 5:35 p.m. The motion carried by the following vote:

Aye: 9 - Brey, Hunter, Thennes, Kornely, Doneff, Hazlewood, Vollendorf, Myers and Zimmerman

7. Reconvene in Open Session

Moved by Thennes, seconded by Brey, to reconvene in open session at 5:40 p.m. The motion carried by the following vote:

Aye: 9 - Brey, Hunter, Thennes, Kornely, Doneff, Hazlewood, Vollendorf, Myers and Zimmerman

[17-0368](#)

a. Possible action on Closed Session subject matter

a. Motion to approve the hiring of a Materials Processing Page who is related to a current employee.

Moved by Zimmerman, seconded by Vollendorf, that this Action Item be approved. The motion carried. Ayes, 9. Nays, none

[17-0416](#)

b. Possible action on Closed Session subject matter

b. Motion to accept refund from Baker & Taylor, to be put back into Fund 2810, to be used for electronic resources and to designate funds in 2813 for Collection Development.

Moved by Vollendorf, seconded by Thennes, that this Action Item be approved. The motion carried. Ayes, 9. Nays, none

8. Adjournment

A motion was made by Kornely, seconded by Hunter, to adjourn at 5:41 p.m.

Submitted by Mary Davis, Recording Secretary