



# City of Manitowoc

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

## Meeting Minutes - Draft

### Library Board

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Monday, January 22, 2018

5:00 PM

Manitowoc Public Library Board Room

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#### 1. Call to Order

The meeting was called to order by Vice President Jim Brey at 5:00 p.m.

**Others present:** Stoeger, Davis, Kunde, Petersen (MCLS) and Schreiner

**Present:** 8 - Brey, Hazlewood, Vollendorf, Reinertson, Bundy-Jost, Myers, Zimmerman and Hunter

**Absent:** 3 - Holschbach, Thennes and Doneff

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

[18-0065](#) a. Regular Board Meeting - December 18, 2017

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 12-18-17](#)

Moved by Vollendorf, seconded by Hazlewood, that this Action Item be approved.  
The motion carried. Ayes, 8. Nays, none

[18-0066](#) b. Personnel Committee Meeting - December 20, 2017

**Attachments:** [LEGISTAR MINUTES - Personnel Committee Meeting 12-20-17](#)

Moved by Reinertson, seconded by Myers, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

#### 3. Approval of Budget Status Reports (action requested)

[18-0063](#) a. December 2017 - Fund 2810

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

Moved by Vollendorf, seconded by Zimmerman, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

[18-0064](#) b. December 2017 - Fund 2813

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

Moved by Vollendorf, seconded by Hunter, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none

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

[18-0076](#)

a. MPL Operating/Budget with the City of Manitowoc for the month of December 2017 (FINAL)

**Attachments:** [Monthly Check Register - December 2017 \(FINAL\)](#)

**Moved by Vollendorf, seconded by Zimmerman, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none**

[18-0067](#)

b. MPL Operating /Budget with the City of Manitowoc for the month of January 2018

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

**Moved by Vollendorf, seconded by Bundy-Jost, that this Action Item be approved. The motion carried. Ayes, 8. Nays, none**

## 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

[18-0068](#)

a. Herald Times Reporter - weekly articles from Library Director/Staff (December 2017)

**Attachments:** [HTR Articles - December 2017](#)

## 7. Administrative Reports

[18-0069](#)

a. Director's Report - December 2017

**Attachments:** [Dir Report - December 2017](#)

Stoeger reported on the following:

Library Director and Children's Services Manager met with MPSD staff in December 2017. They would like to periodically meet to discuss future partnerships and to continue growing the relationship between the library and school district.

Manitowoc Public Library was nominated for several awards through the Chamber. Due to staff time, only one of the nomination applications was completed, the Cooperation Award for our Virtual Library Card partnership with MPSD. Winners will be announced at the Chamber's Annual Banquet in February.

Met with Cycropia Aerial Dance to assess our space and their needs.

Library Director and Management Team have developed the library's 2018 goals: Focus on the 1st Floor Redesign project; meeting the needs of our community; continue to nurture and improve our team-oriented work environment.

Great Decisions 2018 begins Monday, February 5th.

National Library Week planning continues, in collaboration with Lester Public Library.

Ribbon cutting for re-opening on Thursdays, scheduled for Thursday, February 15th at Noon.

[18-0070](#)

b. Manager Highlights - December 2017

**Attachments:** [Manager Highlights - December 2017](#)

[18-0071](#)

c. Monthly Statistics - December 2017

**Attachments:** [Monthly Statistics - December 2017](#)

[18-0073](#)

d. STAFF UPDATE - MCLS Library Director, Becky Petersen

## 8. Committee Reports

### a. Personnel Committee

Trustee Reinertson reported for the Personnel Committee - the following three items were discussed at the meeting:

1. Library Director Performance Evaluation - to be discussed in the closed session portion of this agenda.

2. Employee Policy Manual merger - Library Director will continue to work on this, to be brought back to the Personnel Committee in February 2018.

3. Current Management opening - Library Director will pursue filling this position by January/February.

### b. Finance Committee

Nothing to report.

### c. Buildings Committee

Nothing to report.

## d. Long-Range Planning Committee

Nothing to report.

## e. Nominating Committee

Nothing to report.

## 9. New Business

[18-0072](#)

a. 2018 Staff Development Days at MPL - Library Closure (*possible action*)

**Attachments:** [MEMO 1 2018 2018 all staff development days](#)

**Motion to close the Library on April 20, 2018 and September 21, 2018 from Noon until 6:00 p.m., for the purpose of Staff Development Days.**

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

**Excused:** 1 - Bundy-Jost

## 10. Convene in Closed Session

**Moved by Hunter, seconded by Vollendorf, to convene in closed session at 5:43 p.m. The motion carried with a roll call vote:**

**Aye:** 7 - Brey, Hazlewood, Vollendorf, Reinertson, Myers, Zimmerman and Hunter

**Excused:** 1 - Bundy-Jost

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:

## a. Library Director 2017 Performance Evaluation

(No minutes taken for the Closed Session portion)

## 11. Reconvene in Open Session

**Moved by Reinertson, seconded by Zimmerman, to reconvene in open session at 6:11 p.m. The motion carried with a roll call vote:**

**Aye:** 7 - Brey, Hazlewood, Vollendorf, Reinertson, Myers, Zimmerman and Hunter

**Excused:** 1 - Bundy-Jost

[18-0075](#)

a. Possible action on Closed Session subject matter

**Motion to accept recommendation from Personnel Committee, to increase Library Director salary from Step 2 to Step 4 of the 2017 Pay Plan, retroactive to January 1, 2018 and Step 4 of the new pay plan as of July 1, 2018.**

**Moved by Hazlewood, seconded by Hunter, that this Action Item be approved.  
The motion carried by the following vote:**

**Aye:** 6 - Hazlewood, Vollendorf, Reinertson, Myers, Zimmerman and Hunter

**Nay:** 1 - Brey

**Excused:** 1 - Bundy-Jost

**Motion to approve Library Director Performance Evaluation as submitted by Personnel Committee.**

**Moved by Vollendorf, seconded by Zimmerman, that this action item be approved. The motion carried. Ayes, 7. Nays, none**

**Excused:** 1 - Bundy-Jost

## **12. Adjournment**

**A motion was made by Hazlewood, seconded by Hunter, to adjourn at 6:15 p.m.  
The motion carried. Ayes, 7. Nays, none**

**Excused:** 1 - Bundy-Jost

Submitted by Mary Davis, Recording Secretary