



# City of Manitowoc

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

## Meeting Minutes - Draft

### Library Board

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Monday, April 23, 2018

5:00 PM

Manitowoc Public Library Board Room

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#### 1. Call to Order

The meeting was called to order by President Lee Thennes at 5:00 p.m.

**Others present:** Lee, Eisenschink, Davis, Kunde, Schreiner, Ellerman, Staveness, Bialek and Hansen

**Present:** 9 - Brey, Holschbach, Hazlewood, Vollendorf, Reinertson, Bundy-Jost, Zimmerman, Thennes and Hunter

**Absent:** 2 - Myers and Doneff

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

[18-0382](#) a. Long-Range Planning Meeting - March 26, 2018

**Attachments:** [LEGISTAR MINUTES - Long-Range Planning Committee 3-26-18](#)

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

[18-0383](#) b. Regular Board Meeting - March 26, 2018

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 3-26-18](#)

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

[18-0384](#) c. Long-Range Planning Meeting - April 9, 2018

**Attachments:** [LEGISTAR MINUTES - Long-Range Planning Committee 4-9-18](#)

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

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

[18-0385](#) a. March 2018 - Fund 2810

**Attachments:** [BUDGET STATUS - March 2018 \(Fund 2810\)](#)

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

[18-0386](#) b. March 2018 - Fund 2813

**Attachments:** [BUDGET STATUS - March 2018 \(Fund 2813\)](#)

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

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

[18-0387](#)

a. MPL Operating/Budget with the City of Manitowoc for the month of April 2018

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

Moved by Vollendorf, seconded by Holschbach, that this Action Item be approved. The motion carried. Ayes, 9. 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**

[18-0388](#)

a. Herald-Times Reporter - weekly articles from Library Director/Staff (March 2018)

**Attachments:** [HTR Articles - March 2018](#)

#### **7. Administrative Reports**

[18-0389](#)

a. Director's Report - March 2018

**Attachments:** [Dir Report - March 2018](#)

Eisenschink/Lee reported on the following:

The new One-To-One Adult Literacy Coordinator Natalie Long started March 26, 2018. We are pleased to welcome her to MPL.

All Staff meeting is schedule for Friday, April 27, 2018. The library will be closing at noon that day to allow for a 1 to 5 p.m. meeting.

May 16, 2018 is the scheduled start date for the Mural Implementation. We are currently working on finalizing the contract for this project.

Ten additional Wireless Hotspots have been purchased through Foundation funding and will be ready for circulation by May 1st.

PLSR Update: Materials Management Manager will be monitoring and reviewing reports in the absence of Library Director.

[18-0390](#) b. Manager Highlights - March 2018

**Attachments:** [Manager Highlights - March 2018](#)

[18-0391](#) c. Monthly Statistics - March 2018

**Attachments:** [Monthly Statistics - March 2018](#)

[18-0392](#) d. STAFF UPDATE - SILLI Grant SRP Marketing (Emily and Laura)

**Attachments:** [SLP Coaster](#)  
[SLP Yard Sign](#)

## 8. Committee Reports

- a. Personnel Committee
- b. Finance Committee
- c. Buildings Committee
- d. Long-Range Planning Committee - Report from Chair Patricia Zimmerman

Zimmerman reported the following: The Committee selected WILS as our consulting firm for the Strategic Planning process. A budget of \$10K has been set aside for this four phase project.

- e. Nominating Committee

## 9. Old Business

[18-0394](#) a. EPM Merger (*action requested*)

**Attachments:** [EPM-City with Library rev 2.2018 tracked changes](#)  
[EPM-City with Library rev 4.2018 Final for Board Approval](#)

Motion to approve Employee Policy Manual (FINAL REV).

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

[18-0395](#) b. EPM agreement for ongoing changes with City (*action requested*)

**Attachments:** [memo 4.2018 EPM resolution regarding updates](#)  
[res 18-0377](#)

Motion to approve agreement for ongoing changes to EPM.

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

motion carried. Ayes, 9. Nays, none

## 10. New Business

[18-0396](#) a. 2018-2019 Foundation Allocation (action requested)

**Attachments:** [2813 Excel Allocation 2018-2019](#)

Motion to approve 2018-2019 Foundation Allocation.

Moved by Hunter, seconded by Bundy-Jost, that this Action Item be approved.

The motion carried. Ayes, 9. Nays, none

[18-0397](#) b. Strategic Planning Consultant approval (*action requested*)

**Attachments:** [memo 4.2018 strategic planning](#)  
[Cost comparison WILS and Russell](#)  
[References for Russell](#)  
[References for WILS](#)  
[WILS strategic planning services](#)

Motion to approve the recommendation from the Long-Range Planning Committee to contract with WILS as our consulting firm for the strategic planning process, at a cost of approximately \$10K.

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

[18-0398](#) c. Redesign Funding and Timeline (*action requested*)

**Attachments:** [memo 4.2018 redesign funding and timeline memo](#)  
[Redesign cost analysis \(2\)](#)  
[1st Floor Color Master Plan](#)  
[Revenue and Expenses for Gala Total Compilation 2018](#)  
[Redesign Timeline](#)  
[Redesign Timeline \(2\)](#)  
[Mural Timeline](#)  
[Communication Plan](#)

Motion to approve the Redesign Funding Plan and Timeline Implementation Plan.

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

[18-0399](#) d. Approval for Bus Shelter off Franklin Street (*action requested*)

**Attachments:** [memo 4.2018 bus shelter memo](#)  
[New Bus Shelter](#)

Motion to approve bus shelter off Franklin Street.

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

## **11. Adjournment**

A motion was made by Holschbach, seconded by Hazlewood, to adjourn at 5:33 p.m. Motion carried. Ayes, 9. Nays, none

Submitted by Mary Davis, Recording Secretary