



# City of Manitowoc

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

## Meeting Minutes - Draft

### Library Board

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Monday, August 27, 2018

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

The meeting was called to order by President Todd Holschbach at 5:00 p.m.

Others present: Stoeger, Davis, Kunde, Hansen, Staveness, Lee, Bialek, Smith, Meier, and Schreiner

Present: 7 - Myers, Thennes, Hunter, Holschbach, Bundy-Jost, Lotz and Schroderus

Absent: 3 - Doneff, Hazlewood and Able

#### 2. Approval of Minutes

[18-0836](#) a. Regular Board Meeting - July 30, 2018

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 7-30-18](#)

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

[18-0837](#) b. Finance Committee Meeting - August 16, 2018

**Attachments:** [LEGISTAR MINUTES - Finance Comm Mtg 8-16-18](#)

Moved by Bundy-Jost, seconded by Thennes, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

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

[18-0838](#) a. July 2018 - Fund 2810

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

Moved by Bundy-Jost, seconded by Hunter, that this Action Item be approved.  
The motion carried. Ayes, 7. Nays, none

[18-0839](#)

b. July 2018 - Fund 2813

Attachments: [BUDGET STATUS - July 2018 \(2813\)](#)

Moved by Bundy-Jost, seconded by Schroderus, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

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

[18-0840](#)

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

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

Moved by Bundy-Jost, seconded by Hunter, that this Action Item be approved.  
The motion carried. Ayes, 7. 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

[18-0841](#)

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

Attachments: [HTR Articles - July 2018](#)

Items of note from the July, 2018 HTR Articles:

Krazy Daze Used Book Sale - Record setting sales bringing in over \$4K.

MPL Touch the Trucks - Over 900 in attendance. This was a great collaboration with local entities and will now become an annual event at the library.

Teens, learn all about robots at Manitowoc library - Funding for the purchase of these robots was provided by a generous donor.

Manitowoc library carnival offers family fun - Over 2,000 in attendance.

## 7. Administrative Reports

[18-0842](#) a. Director Report - July 2018

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

Stoeger reported on the following:

The new Literacy Coordinator Jo Ann Dent, will be starting her new role here at MPL on August 14, 2018.

Pinecrest Historical Village and the library are working together on an idea to allow patrons to check out a pass to the museum through the library.

MPL Strategic Planning: Steering Committee has been selected and will start to move forward with the planning process. First piece will be in September with the Staff, to get feedback on what they feel are our strengths and weaknesses and opportunities for the future. From there we will start looking at getting public input in October.

The City is looking at moving toward a new Kronos timekeeping software to work with our payroll. More information and discussion at the September 24, 2018 meeting.

Virtual Library Cards: Five of the Lutheran schools in our area are interested in partnering in our VLC objective. This is a great development in providing our electronic resources to students and teachers.

[18-0843](#) b. Manager Highlights - July 2018

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

Facilities Manager Stacey Bialek formally invited the Board to attend the dedication ceremony of the new picnic table and tree planted in memory of Ann Herrmann, former Youth Services Manager.

[18-0844](#) c. Monthly Statistics - July 2018

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

[18-0845](#) d. STAFF UPDATE - Summer Reading Program recap

## 8. Committee Reports

a. Personnel Committee

This Committee will meet on September 6, 2018 at 4:30 p.m.

b. Finance Committee - Report from Chair Bundy-Jost

The Committee met on August 16, 2018 to discuss the 2019 Budget. The Finance Committee voted to approve the current draft budget and to present to the full board at the August 27, 2018 meeting.

c. Buildings Committee

Nothing to report.

d. Long-Range Planning Committee

Nothing to report.

e. Nominating Committee

Nothing to report.

## 9. Old Business

[18-0878](#) a. Trustee Training Week (discussion)

**Attachments:** [TTW Flier 2018](#)

Trustee Hunter participated in two sessions - "Effective Boards Have Effective Meetings!" and "Wisconsin Public Library Standards, 6th Edition for Trustees"

## 10. New Business

[18-0879](#) a. 2019 Budget (*action requested*)

**Attachments:** [memo 8.2018 budget 2019](#)  
[2018-2019 Budget Worksheet %increase-decrease 8.2018 \(2\)](#)  
[2019 county funding](#)

Motion to amend the Finance Committees original recommendation by decreasing the following line items: 2810-57240-534812 Programming and Promotion to \$3,800 instead of 5,000; 2810-57330-531271 Technical Services and Supplies to \$15,000 instead of 16,000; 2810-57330-533700 Staff Development to \$800 instead of 1,800; increase 2810-57400-492200 Transfer from Special Revenue Fund to \$30,000 instead of 20,000 and decrease 2810-57400-411100 Property Taxes to \$1,732,404 instead of 1,745,604, to be submitted to the Mayor.

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

[18-0880](#)b. Letter in response to PLSR (*possible action*)**Attachments:** [PLSR letter on letterhead 2](#)

Motion to send response letter to PLSR Steering Committee, local Legislators, and State Superintendent as proposed.

Moved by Myers, seconded by Bundy-Jost, that this Action Item be approved. The motion carried. Ayes, 7. Nays, none

[18-0881](#)

c. 2018-2019 Library Board committee appointments

**Attachments:** [TRUSTEE CONTACT LIST 2018-2019](#)

No action required.

## 11. Adjournment

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

Submitted by Mary Davis, Recording Secretary