



City of Manitowoc

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

Meeting Minutes - Draft

Library Board

Monday, February 25, 2019

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

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

Others present: Stoeger, Davis, Kunde, Staveness, Bialek, Lee, Eisenschink and Schreiner

Present: 8 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

Absent: 3 - Hazlewood, Lotz and Schroderus

2. Public Comment

None

3. Approval of Minutes (action requested)

[19-0202](#)

a. Regular Board Meeting - January 29, 2019

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 1-29-19](#)

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

The motion carried by the following vote:

Aye: 8 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

4. Approval of Budget Status Reports (action requested)

[19-0203](#)

a. December 2018 (FINAL) - Fund 2810

Attachments: [BUDGET STATUS - December 2018 FINAL \(Fund 2810\)](#)

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

The motion carried by the following vote:

Aye: 8 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

[19-0204](#)

b. December 2018 (FINAL) - Fund 2813

Attachments: [BUDGET STATUS - December 2018 FINAL \(Fund 2813\)](#)

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

No vote taken.

[19-0205](#) c. January 2019 - Fund 2810

Attachments: [BUDGET STATUS - January 2019 \(Fund 2810\)](#)

Moved by Bundy-Jost, seconded by Able, that this Action Item be approved. The motion carried by the following vote:

Aye: 8 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

[19-0206](#) d. January 2019 - Fund 2813

Attachments: [BUDGET STATUS - January 2019 \(Fund 2813\)](#)

Moved by Bundy-Jost, seconded by Hunter, that this Action Item be approved. The motion carried by the following vote:

Aye: 8 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

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

[19-0207](#) a. MPL Operating Budget with the City of Manitowoc for the month of February 2019

Attachments: [Monthly Check Register - February 2019](#)

Moved by Bundy-Jost, seconded by Neuenfeldt, that this Action Item be approved. The motion carried by the following vote:

Aye: 8 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

6. Correspondence

[19-0208](#) a. Herald Times Reporter - weekly articles from Director/Staff (January 2019)

Attachments: [HTR Articles - January 2019](#)

[19-0214](#) b. Legislative Day Info

Attachments: [Trustee Jim Backus has a few thoughts on why Library Legislative Day is so important](#)

Legislative Day postponed due to inclement weather. Rescheduled for Wednesday, April 3, 2019.

[19-0215](#) c. Non-Profit Organization of the Year Award

Attachments: [2018 Non-Profit Winner](#)
[congratulatory notes for non profit](#)

It is such an honor to have been nominated along with the other 15 organizations. To have received this Award is a credit to all the hard work my staff has put in.

7. Administrative Reports

[19-0209](#) a. Director Report - January 2019

Attachments: [Dir Report - January 2019](#)

Stoeger reported on the following:

We were selected to adjudicate the Scholastic writing awards, which concluded the second week in January. It was impressive to be a part of this competition, also receiving a \$2K honorarium for our participation. We're hoping this will be an annual partnership with Scholastic.

Museum adventure passes: going live in February 2019. Our first collaboration is with Pinecrest Historical Village. Families are able to checkout a pass to gain a one time entrance for free. We are hoping to add Rogers Street Fishing Village and Maritime Museum by summer 2019.

MPL Strategic Planning: meeting canceled end of January due to inclement weather, rescheduled for March 5, 2019. Will be able to do the final portion of starting to develop the Strategic Plan and in March bring the initial draft to the Library Board for review.

PLSR Update: no new information or progress to share.

[19-0210](#) b. Manager Highlights - January 2019

Attachments: [Manager Highlights - January 2019](#)

[19-0211](#) c. Monthly Statistics - January 2019

Attachments: [Monthly Statistics - January 2019](#)

[19-0212](#) d. STAFF UPDATE - Anonymous Children's Donation (Julia)

8. Committee Reports

- a. Personnel Committee - Trustee Thennes will report on the meeting of January 10, 2019

No report.

9. Convene in Closed Session

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. 2018 Library Director Performance Evaluation
- b. 2019 Library Director Goal Setting

(No minutes taken during Closed Session portion)

Moved by Hunter, seconded by Able, to convene in closed session at 5:32 p.m. The motion carried with a roll call vote:

Aye: 8 - Thennes, Doneff, Hunter, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

10. Reconvene in Open Session

Moved by Able, seconded by Bundy-Jost, to reconvene in open session at 5:55 p.m. The motion carried with a roll call vote:

Aye: 7 - Thennes, Doneff, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

Excused: 1 - Hunter

19-0213

- a. Possible action on Closed Session subject matter (action requested)

Motion to unanimously accept the Personnel Committees report.

Moved by Thennes, seconded by Able, that this Action Item be approved. The motion carried by the following vote:

Aye: 7 - Thennes, Doneff, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

Excused: 1 - Hunter

11. New Business

19-0216

- a. Approve 2018 Annual Report for submission to DPI (action requested)

Attachments: [annual report ready to be signed](#)

Motion to approve 2018 Annual Report for submission to DPI.

Moved by Thennes, seconded by Neuenfeldt, that this Action Item be approved. The motion carried by the following vote:

Aye: 7 - Thennes, Doneff, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

Excused: 1 - Hunter

12. Adjournment

A motion was made by Neuenfeldt, seconded by Bundy-Jost, to adjourn at 6:00 p.m. The motion carried by the following vote:

Aye: 7 - Thennes, Doneff, Able, Holschbach, Bundy-Jost, Neuenfeldt and Quistorf

Excused: 1 - Hunter

Submitted by Mary Davis, Recording Secretary