



City of Manitowoc

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

Meeting Minutes - Draft

Library Board

Monday, February 24, 2020

5:00 PM

Manitowoc Public Library Board Room

1. Call to Order

The meeting was called to order by Secretary/Treasurer Barb Bundy-Jost at 5:01 p.m.

Others present: Stoeger, Davis, Eisenschink, and Bialek

Present: 7 - Thennes, Hunter, Hazlewood, Able, Bundy-Jost, Quistorf and McVeigh

Absent: 4 - Doneff, Holschbach, Lotz and Neuenfeldt

2. 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.

None

3. Approval of Minutes (action requested)

[20-0192](#) a. Regular Board Meeting - January 27, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 1-27-20](#)

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

Aye: 7 - Thennes, Hunter, Hazlewood, Able, Bundy-Jost, Quistorf and McVeigh

4. Approval of Budget Status (action requested)

[20-0194](#) a. December 2019 (FINAL) - Fund 2810

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

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

Aye: 7 - Thennes, Hunter, Hazlewood, Able, Bundy-Jost, Quistorf and McVeigh

[20-0195](#) b. December 2019 (FINAL) - Fund 2813

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

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

Aye: 7 - Thennes, Hunter, Hazlewood, Able, Bundy-Jost, Quistorf and McVeigh

[20-0196](#) c. January 2020 - Fund 2810

Attachments: [BUDGET STATUS - January 2020 - Fund 2810](#)

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

Aye: 7 - Thennes, Hunter, Hazlewood, Able, Bundy-Jost, Quistorf and McVeigh

[20-0197](#) d. January 2020 - Fund 2813

Attachments: [BUDGET STATUS - January 2020 - Fund 2813](#)

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

Aye: 7 - Thennes, Hunter, Hazlewood, Able, Bundy-Jost, Quistorf and McVeigh

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

[20-0216](#) a. MPL Operating Budget with the City of Manitowoc for the month of February 2020

Attachments: [Monthly Check Register - February 2020](#)

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

Aye: 7 - Thennes, Hunter, Hazlewood, Able, Bundy-Jost, Quistorf and McVeigh

6. Correspondence

[20-0193](#) a. Herald Times Reporter - weekly articles from Director/Staff (January 2020)

Attachments: [HTR Articles - January 2020](#)

[20-0202](#) b. United States Coast Guard letter

Attachments: [Coast Guard thank you](#)

[20-0203](#) c. Openings on COLAND

Attachments: [Council on Library and Network Development COLAND openings](#)

7. Administrative Reports

[20-0198](#)

a. Director Report - January 2020

Attachments: [Dir Report - January 2020](#)[Manitowoc Public Library eNPS Document 2.2020](#)[Wisconsin Libraries by the Numbers 2020](#)[MPL Impact Snapshot](#)[Impact Stories 2019](#)[State aid invested in library systems 2020](#)[ribbon cutting map](#)

Stoeger reported on the following:

Early Morning Learning (EMLs) opportunities: These learning opportunities are designed as a quick training led by staff with a focus on a variety of procedures throughout the building.

In January the management team discussed and brainstormed ideas from the book *The Customer Focused Library*, knowing that in 2020, we will be focusing on customer service standards.

eNPS (net promoter score) survey, in collaboration with The Chamber and Leede Research, was conducted in December 2019 for staff at MPL . The final results show that 100% of our staff are promoters of the library.

[20-0199](#)

b. Manager Highlights - January 2020

Attachments: [Manager Highlights - January 2020](#)

Stoeger reported on the following:

New Teen Associate hired: The Youth department is excited to welcome Carrie Bruce as our new teen associate. Her first day as an official member of the MPL team will be February 11th.

WAICU (Wisconsin Association of Independent Colleges) Intern Update: The Youth department is happy to announce we have hired Hayley Bartlein who will be graduating this year from Carroll University. She will start as our summer intern on May 26th.

Lisa Pike, former Teen Associate, started in her new role as Materials Librarian.

Maintenance Department: The guard-custodian position has been filled. We welcome Chuck Bradl who will start in this position on February 3rd.

[20-0200](#) c. Monthly Statistics - January 2020

Attachments: [Monthly Statistics - January 2020](#)

[20-0201](#) d. STAFF UPDATE - Facilities update (Stacey)

8. Old Business

[20-0204](#) a. Activity area on north lawn (possible action)

Attachments: [Layout 12.2019](#)

No updates received to date. No action taken.

9. New Business

[20-0205](#) a. Library policy review regarding fines and fees (possible action)

Attachments: [Mobile Device Usage Agreement 1.2020](#)

[Computer Use Policy June 2008](#)

[Meeting Rooms Policy May 2015](#)

[using your library card](#)

[removing barriers to access](#)

[We Wanted Our Patrons Back Public Libraries Scrap Late Fines To Alleviate Inequity](#)

[Kaukauna Public Library Joins Movement To Eliminate Late Fees](#)

[join the fine free movement article](#)

[Fine History and Presentation September 2019 Madison](#)

[ALA CD 38 RESOLUTION ON MONETARY LIBRARY FINES AS A FORM OF SOCIAL JUSTICE Revised 1_27_0](#)

The board recommends the President appoint a subcommittee to discuss the matter further. No action taken.

[20-0206](#) b. Approve 2019 Annual Report for submission to DPI (action requested)

Attachments: [2019 annual report draft](#)

Motion to approve the 2019 Annual Report for submission to DPI.

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

Aye: 7 - Thennes, Hunter, Hazlewood, Able, Bundy-Jost, Quistorf and McVeigh

[20-0207](#) c. Public Library System Redesign (PLSR) Update for February 2020 (discussion)

Attachments: [PLSR Update 2.2020](#)

Discussion only.

10. Adjournment

Motion was made by Hazlewood, seconded by Thennes, to adjourn at 5:37 p.m.

The motion carried by the following vote:

Aye: 7 - Thennes, Hunter, Hazlewood, Able, Bundy-Jost, Quistorf and McVeigh

Submitted by Mary Davis, Recording Secretary