



# City of Manitowoc

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

## Meeting Minutes - Final

### Library Board Long-Range Planning Committee

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Thursday, July 12, 2018

4:00 PM

Manitowoc Public Library

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#### 1. Call to Order

The meeting was called to order by Trustee Barb Bundy-Jost at 4:00 p.m.

Others present: Stoeger, Davis, and Lotz

Present: 3 - Hazlewood, Doneff and Bundy-Jost

#### 2. Public Comment

Members of the public will be permitted to speak at the Manitowoc Public Library Long-Range Planning Committee meeting 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.

#### 3. Old Business

[18-0697](#)

a. Strategic Plan Development and Outline - conference call with WILS (*action requested*)

Motion to accept the recommendation of refining our MOU (memo of understanding), with the exception of Phase 2 - Community Assessment - bullet point #2: Random and #3: Other Language. Also, in Phase 3 - Strategic Plan Development - take out bullet point #2: Develop Foundational Elements of Strategic Plan. We will leave in bullet point #4 of Phase 3 - Implementation, Communication and Ongoing Planning Process Development, as an optional. The Committee will submit an updated MOU to the Library Board at the July 23, 2018 meeting.

Moved by Bundy-Jost, seconded by Doneff, that this Action Item be approved.  
The motion carried. Ayes, 3. Nays, none

#### 4. New Business

[18-0698](#)

a. Strategic Plan Steering Committee (*discussion/possible action*)

The Long-Range Planning Committee would like to have the following on the Strategic Plan Steering Committee:

Two - Board Members  
One - Foundation Board Member  
One - Friends of the Library Member  
One - Library Director  
One - Staff Member

Three - Community Members to include the Mayor

Discussion only, no action taken.

[18-0699](#)

b. Second Entrance on Quay Street (discussion)

**Attachments:** [2nd Entrance Project](#)

The Committee recommends we move this to the full board for further discussion.

## Adjournment

A motion was made by Hazlewood, seconded by Doneff, to adjourn at 5:05 p.m.  
The motion carried. Ayes, 3. Nays, none

Submitted by Mary Davis, Recording Secretary