



# City of Manitowoc

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

## Meeting Minutes - Final

### Library Board

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Monday, September 24, 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 Todd Holschbach at 5:02 p.m.

**Others present:** Stoeger, Engelbrecht, Hansen, Staveness, Bialek, Schreiner, and Eisenschink

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

**Absent:** 3 - Doneff, Able and Lotz

#### 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.

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

[18-0950](#) a. Regular Board Meeting - August 27, 2018

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 8-27-18](#)

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

[18-0951](#) b. Personnel Committee Meeting - September 6, 2018

**Attachments:** [LEGISTAR MINUTES - Personnel Committee Meeting 9-6-18](#)

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

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

[18-0952](#) a. August 2018 - Fund 2810

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

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

[18-0953](#) b. August 2018 - Fund 2813

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

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

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

[18-0954](#) a. MPL Operating Budget with the City of Manitowoc for the month of September 2018

**Attachments:** [Check Register September 2018](#)

Moved by Bundy-Jost, seconded by Thennes, that this Action Item be approved.  
The motion carried. Ayes, 6. Nays, none

**Aye:** 6 - Myers, Thennes, Hazlewood, Holschbach, Bundy-Jost and Schroderus

**Abstain:** 1 - Hunter

## 6. Correspondence

[18-0955](#) a. Herald Times Reporter - weekly articles from Library Director/Staff (August 2018)

**Attachments:** [HTR Articles - August 2018](#)  
[PLSR response letter from Rep Tittl](#)

## 7. Administrative Reports

[18-0956](#) a. Director Report - August 2018

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

Stoeger reported that PLSR will be making their recommendation for the system redesign in mid October.

[18-0957](#) b. Manager Highlights - August 2018

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

Stoeger reported that the Library has an intern, Carrie Bruce, from UW-Madison's MLIS program for the fall semester.

[18-0958](#) c. Monthly Statistics - August 2018

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

[18-0959](#) d. STAFF UPDATE - Redesign status (Stacey and Roxanne)

**Attachments:** [1st Floor Color Master Plan](#)  
[Redesign Timeline](#)  
[Redesign Timeline \(2\)](#)

## 8. Committee Reports

- a. Personnel Committee - Report from Trustee Hunter

This was discussed in agenda item 10c and in closed session.

- b. Finance Committee

Nothing to report.

- c. Buildings Committee

Nothing to report.

- d. Long-Range Planning Committee

Nothing to report.

- e. Nominating Committee

Nothing to report.

## 9. Old Business

[18-0961](#)

- a. 2019 Budget (discussion)

**Attachments:** [2018-2019 Budget Worksheet %increase-decrease 8.2018 \(2\)](#)  
[2018 reimbursement levels for counties](#)  
[ALICE report 2018](#)  
[MPL Total circ Jan-Aug 2015-2018](#)  
[memo 9.2018 2019 budget revisions](#)  
[Budget Memo talking points](#)  
[Budget letter to Co Executive](#)

The board agreed to a second round of additional budget revisions in the amount of \$15,582 to help close the \$70,000 budget gap. The revisions include a \$5,582 reduction in expenses and increasing the amount taken from the reserve fund by \$10,000.

Also, a list of possible revenue streams was presented to the board.

The board agreed to send a letter to the County Executive, County Board Chair and County Supervisors thanking them for their continued support and seeking additional funding beyond the already 100%. If that is not

feasible, would they consider spreading the \$70,792 reduction in funding to MPL over the course of several years.

Trustees will be contacting their Alderpersons to advocate for the Library.

## 10. New Business

- [18-0962](#) a. Wisconsin State Standards - Manitowoc Public Library (discussion)

**Attachments:** [wisconsin public library standards 6th edition 2018 final](#)  
[WI standards MPL 9.2018](#)

- [18-0963](#) b. 2019 Resource Library Agreement (*action requested*)

**Attachments:** [R L Agreement 2019 For Board Approval](#)

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

- [18-0964](#) c. Human Resources Software - Kronos (discussion)

**Attachments:** [memo 9.2018 human resources software Kronos](#)

## 11. Convene in Closed Session

**Moved by Thennes, seconded by Hazlewood, to convene in closed session at 5:57 p.m. The motion carried with a roll call vote:**

**Aye:** 7 - Myers, Thennes, Hunter, Hazlewood, Holschbach, Bundy-Jost and Schroderus

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. Library Director Mid-Year Performance Evaluation

(No minutes taken for Closed Session portion)

## 12. Reconvene in Open Session

**Moved by Schroderus, seconded by Hazlewood, to reconvene in open session at 6:05 p.m. The motion carried by the following vote:**

**Aye:** 7 - Myers, Thennes, Hunter, Hazlewood, Holschbach, Bundy-Jost and Schroderus

- [18-0965](#) a. Possible action on Closed Session subject matter (action requested)

**Motion to approve the Personnel Committee's mid-year performance evaluation of the Library Director.**

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

### **13. Adjournment**

A motion was made by Schroderus, seconded by Hunter, to adjourn at 6:06 p.m.  
The motion carried. Ayes, 7. Nays, none

Submitted by Lori Engelbrecht, Recording Secretary