



# City of Manitowoc

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

## Meeting Minutes

### Library Board

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Monday, October 28, 2019

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 5:00 p.m.

**Others present: Stoeger, Davis, Bialek, Chaney and Gollata**

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

**Absent:** 2 - Hazlewood 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

[19-1154](#) a. Regular Board Meeting - October 7, 2019

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 10-7-19](#)

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

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

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

[19-1155](#) a. September 2019 - Fund 2810

**Attachments:** [BUDGET STATUS - September 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 - Doneff, Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

[19-1156](#) b. September 2019 - Fund 2813

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

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

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

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

[19-1157](#) a. MPL Operating Budget with the City of Manitowoc for the month of October 2019

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

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

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

## 6. Correspondence

[19-1158](#) a. Herald Times Reporter - weekly articles from Director/Staff (September 2019)

**Attachments:** [HTR Articles - September 2019](#)

## 7. Administrative Reports

[19-1159](#) a. Director Report - September 2019

**Attachments:** [Dir Report - September 2019](#)

Stoeger reported on the following:

MPL has won first place in the Battle of the Books competition for the sixth year in a row. Participants include teens from all six libraries of MCLS.

This year celebrates 60 years of the Evergleam Tree! In collaboration with MCHS and Barb Bundy-Jost, the library will have on display three holiday vignettes starting November 25. The display will highlight the 1960's and will include an Evergleam forest.

2020 Budget: All budget documents have been submitted to the Mayor, with final approval of the budget to be voted on at the November 18, 2019 City Council meeting.

Enclosed in the board packet was a compilation of statistics including checkouts, card registrations and average gate count for the weekends before, during and after Windigo Fest.

[19-1160](#) b. Manager Highlights - September 2019

**Attachments:** [September 2019](#)

Stoeger reported on the following:

A patron contacted the ILL Department to inquire about our book discussion kits. She had recently suffered a tragic loss and wanted to start her own book discussion group. Laura was also helpful in directing this patron to our Lakeshore Grief Support Group that meets at the library the first Monday of each month at 6 pm.

[19-1161](#) c. Monthly Statistics - September 2019

**Attachments:** [Monthly Statistics - September 2019](#)

[19-1162](#) d. STAFF UPDATE - Page to Clerk Transition (Sue Chaney)

## 8. New Business

[19-1172](#) a. Budget Exception Report Quarter 3 (discussion)

**Attachments:** [Budget Exception Report September 2019](#)

Informational purposes only.

[19-1173](#) b. 2020 Staff Development and Holiday Closures (action requested)

**Attachments:** [Holidays and Special Hours 2020](#)

**Motion to approve the 2020 Holidays and Special Hours calendar.**

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

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

[19-1174](#) c. Materials Management proposed restructure to fill open position (action requested)

**Attachments:** [memo 10.2019 Materials restructure](#)  
[MPL Librarian revised Jan 2012](#)

**Motion to approve the restructure of positions in Materials Management, to include, elimination of Assistant Materials Manager position and create Collection Development Librarian position.**

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

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

[19-1175](#) d. 2020 Resource Library Agreement (action requested)

**Attachments:** [R L Agreement 2020 DRAFT](#)

**Motion to approve the 2020 Resource Library Agreement.**

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

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

[19-1176](#) e. Safety and Security Inspection Report (discussion)

**Attachments:** [Security Safety Report 2019](#)

Discussion only.

[19-1177](#) f. 2019 November and December Board Meetings schedule (action requested)

**Attachments:** [memo 10.2019 Fall Library Board meetings](#)

The regular board meetings for November and December 2019 will remain as scheduled on the fourth Monday of each month.

No action taken.

**9. Convene in Closed Session**

**Moved by Lotz, seconded by Quistorf, to convene in closed session at 5:48 p.m. The motion carried by the following vote:**

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

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, 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. 2019 Library Director Annual Evaluation (action requested)

(No minutes taken during Closed Session portion)

**10. Reconvene in Open Session**

**Moved by Able, seconded by Lotz, to reconvene in open session at 5:56 p.m. The motion carried by the following vote:**

**Aye:** 7 - Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

**Excused:** 1 - Doneff

[19-1163](#)

a. 2019 Library Director Annual Evaluation (action requested)

**Motion to approve the Library Board finalize the 2019 Library Director Annual Evaluation to reflect both scores and ratings of exceeds expectations.**

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

**Aye:** 7 - Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

**Excused:** 1 - Doneff

## 11. Adjournment

**Motion was made by Quistorf, seconded by Lotz, to adjourn at 5:58 p.m. The motion carried by the following vote:**

**Aye:** 7 - Thennes, Hunter, Able, Holschbach, Bundy-Jost, Lotz and Quistorf

**Excused:** 1 - Doneff

Submitted by Mary Davis, Recording Secretary