



City of Manitowoc

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

Meeting Minutes - Final

Library Board

Thursday, April 2, 2020

4:00 PM

Remotely via GoToMeeting

1. Call to Order

The meeting was called to order by President Todd Holschbach at 4:00 p.m.

Others present: Stoeger, Davis, Bialek, Eisenschink, Lee, Hansen and Kathleen McDaniel (City Attorney)

Present: 9 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

Absent: 2 - Doneff and McVeigh

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.

Manitowoc Public Library Board of Trustees meeting
Thu, Apr 2, 2020 4:00 PM - 6:00 PM (CDT)

Public comment may be made by calling in to 920-686-3037 and leaving a message, or emailing a message to kstoeger@manitowoc.org by 4:00 pm the day of the meeting.

None

3. Approval of Minutes (action requested)

[20-0313](#) a. Regular Board Meeting - February 24, 2020

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 2-24-2020](#)

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

Aye: 9 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

4. Approval of Budget Status (action requested)

[20-0314](#) a. February 2020 - Fund 2810

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

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

Aye: 9 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

[20-0315](#) b. February 2020 - Fund 2813

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

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

Aye: 9 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

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

[20-0316](#) a. MPL Operating Budget with the City of Manitowoc for the month of March, 2020

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

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

Aye: 9 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

6. Correspondence

[20-0317](#) a. Herald Times Reporter - weekly articles from Director/Staff (February 2020)

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

7. Old Business

[20-0322](#) a. Activity area on north lawn (possible action)

Attachments: [Manitowoc Library Sona QTN-04559](#)

[Yalp Sona Info](#)

[EN_SONA_Brochure_pages-lr](#)

[Manitowoc_3d](#)

[Manitowoc Public Library REV D-Site Plan](#)

After continued discussion with the Mayor and city staff, it was decided to postpone this project until 2021.

No Action Taken.

8. New Business

20-0320

a. Impact of COVID-19 on MPL Services and Staff (possible action)

Attachments: [Temporary Telework Arrangements COVID-19 3.2020](#)
[Work From Home Guidelines and Procedures 3.2020](#)
[Final FFCRA FMLA Sick Leave Policy 3.2020](#)
[FFCRA Overview Matrix](#)

Stoeger along with the management team updated the board on the many adjustments being made to services and procedures at MPL due to the current health crisis.

- The library is closed until April 24, 2020
- Due dates for all materials have been extended until 6/1/2020
- Book drop is open for returns
- Holds placed will be pulled and captured, currently the hold will remain on the holds shelf until April 15, we are looking at extending beyond that
- Working on Online Programming, virtual field trips, partnering with MPSD to get withdrawn books in to the hands of kids
- Putting Idea Box tools in the hands of staff to get better acquainted with
- Using new products for cleaning and revising cleaning schedules

The board continued discussion concerning County funding in 2022 and how this will be affected. Also, how to address the issue of staffing beyond April 24th.

By consensus it was decided to reaccess at the end of April and continue discussion at the April 27, 2020 board meeting.

No Action Taken.

20-0321

b. Transition of Board President (possible action)

Current Board President Todd Holschbach has announced his resignation from the library board, with the April 2, 2020 meeting being his last. Trustee Bundy-Jost has graciously agreed to be the liaison to the board until a new president is appointed.

No action take.

9. Adjournment

**A motion was made by Able, seconded by Bundy-Jost, to adjourn at 5:06 p.m.
The motion carried by the following vote:**

Aye: 9 - Thennes, Hunter, Hazlewood, Able, Holschbach, Bundy-Jost, Lotz, Neuenfeldt and Quistorf

Submitted by Mary Davis, Recording Secretary

