



# 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, June 28, 2021

5:00 PM

Manitowoc Public Library Balkansky  
Community Room and Remotely via Zoom

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#### 1. Call to Order

The meeting was called to order by President Chris Able at 5:00 p.m.

**Others present:** Stoeger, Davis, John, Eisenschink, Lee, Bialek, Menk, Muench, N  
Kahn, L Lonergan, Sitkiewitz and Scherer

**Present:** 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, Thennes, Czekala,  
McMeans, Able and Pauwels

#### 2. Requests to Amend

None

#### 3. Public Comment

Members of the public are invited to speak at the Manitowoc Public Library Board of Trustees meeting each month on any matter related to the oversight of Manitowoc Public Library. 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.

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

[21-0611](#) - Regular Board Meeting - May 24, 2021  
- Nominating Committee Meeting - June 23, 2021

**Attachments:** [LEGISTAR MINUTES - Regular Board Meeting 5-24-2021](#)  
[LEGISTAR MINUTES - Nominating Committee Meeting 6-23-2021](#)

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

**Aye:** 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, Thennes, Czekala,  
McMeans, Able and Pauwels

#### 5. Financial Reports (action requested)

[21-0612](#) - Budget Status (Fund 2810) - May 2021  
- Budget Status (Fund 2813) - May 2021  
- MPL Operating Budget with the City of Manitowoc for the month of June  
2021

**Attachments:** [BUDGET STATUS - May 2021 \(Fund 2810\)](#)  
[BUDGET STATUS - May 2021 \(Fund 2813\)](#)  
[Monthly Check Register - June 2021](#)

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

**Aye:** 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, Thennes, Czekala, McMeans, Able and Pauwels

## 6. Correspondence

[21-0613](#) a. Seehafer News - weekly articles from Director/Staff (May 2021)

**Attachments:** [Seehafer News Articles - May 2021](#)

[21-0620](#) b. Trustee training

**Attachments:** [Winnefox Library System online workshops](#)  
[Trustee Training Week 2021](#)

[21-0621](#) c. Previously submitted public correspondence

**Attachments:** [PUBLIC Correspondence Aguilar](#)  
[PUBLIC Correspondence Schulz](#)  
[Judith Perlman letter - June 28 correspondence](#)

## 7. Administrative Reports

[21-0614](#) a. Director Report - May 2021  
Manager Highlights - May 2021  
Monthly Statistics - May 2021

**Attachments:** [Dir Report - May 2021](#)  
[Manager Highlights - May 2021](#)  
[Monthly Statistics - May 2021](#)

Stoeger reported on the following:

Two conference proposals have been submitted to Wisconsin Library Association. One of which focuses on our work around establishing metrics for analysis of e-resources, programming, and collection development. This is a great way to highlight for other libraries across the state, the innovative ways MPL is providing library resources to our community.

A request was made for further information about monthly statistics from other libraries.

[21-0615](#)

b. STAFF UPDATE - SILLI Grant Recipient: Cubelets - Nate/Susie

**Attachments:** [SILLI Grant Cubelets report to the Library Board](#)

## 8. Old Business

[21-0616](#)

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

**Attachments:** [MPL COVID-19 Transition Plan 6.2021](#)[COVID 19 Metrics MPL 6.2021 for June 28, 2021 Regular Bd Mtg](#)

**Motion to approve the request to transition back to normal operations, with updates to be reported in the monthly Director Report.**

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

**Aye:** 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, Thennes, Czekala, McMeans, Able and Pauwels

[21-0617](#)

b. Email Accounts for Library Board members (action requested)

**Attachments:** [Visual Table](#)

**Motion to approve the individual email accounts for each Board member along with a separate form for public correspondence submission.**

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

**Aye:** 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, Thennes, Czekala, McMeans, Able and Pauwels

## 9. New Business

[21-0618](#)

a. Nomination of Officers 2021-2022 (action requested)

**Moved by Thennes, seconded by Quistorf, that this Action Item be approved.**

**Library Board President Chris Able called for someone to cast a unanimous motion to accept the nominated slate of Officers for 2021-2022: President: Chris Able; Vice-President: Patrick Neuenfeldt; Treasurer: Tammy McVeigh, this motion was made by Trustee Czekala. The motion carried by the following vote:**

**Aye:** 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, Thennes, Czekala, McMeans, Able and Pauwels

## 10. Adjournment

**Motion was made by Czekala, seconded by Neuenfeldt, to adjourn at 5:41 p.m.  
The motion carried by the following vote:**

**Aye:** 11 - Neuenfeldt, Quistorf, McVeigh, Martell, Doneff, Hunter, Thennes, Czekala, McMeans, Able and Pauwels

Submitted by Mary Davis, Recording Secretary