



City of Manitowoc

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

Meeting Minutes - Final

Library Board

Monday, July 26, 2021

5:00 PM

Manitowoc Public Library Balkansky
Community Room and Remotely via Zoom

1. Call to Order

The meeting was called to order by President Chris Able at 5:03 p.m.

Others present: Stoeger, Davis, John, Eisenschink, Lee, Hansen, Bialek, Barb Bundy-Jost, Bernard Nelson, Patty Marquardt, Natasha Khan, Megan Marchant and Darian Kaderabek.

Present: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

Absent: 2 - Doneff and Thennes

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)

- [21-0680](#)
- Regular Board Meeting - June 28, 2021
 - Personnel Committee Meeting - July 21, 2021

Attachments: [LEGISTAR MINUTES - Regular Board Meeting 6-28-2021](#)
[LEGISTAR MINUTES - Personnel Committee Meeting 7-21-2021](#)
[Library Director Process 2021](#)
[Library Executive Director 10071](#)

Motion was made by McMeans, seconded by Neuenfeldt to approve the minutes from the Regular Board Meeting of June 28, 2021 and Personnel Committee Meeting of July 21, 2021 as presented.

Motion to amend the Minutes from the Regular Board Meeting of June 28, 2021 with additional language under item #7 Administrative Reports - Monthly Statistics: Request was made for further information about monthly statistics from other libraries.

Moved by Pauwels, seconded by McMeans, that this Amendment be approved.
The motion carried. Aye: 9; Nay: none

Motion to approve the amended minutes from the Regular Board Meeting of June 28, 2021, to include the following additional language: Request was made for further information about monthly statistics from other libraries, and approval of the Personnel Committee meeting of July 21, 2021. The motion carried by the following vote:

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

5. Financial Reports (action requested)

- [21-0681](#)
- Budget Status - June 2021 (Fund 2810)
 - Budget Status - June 2021 (Fund 2813)
 - MPL Operating Budget with the City of Manitowoc for the month of July 2021

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

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

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

6. Correspondence

- [21-0682](#)
- a. Seehafer News - weekly articles from Director/Staff (June 2021)

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

- [21-0683](#)
- b. Thank you letter from the Village of Whitelaw

Attachments: [Village of Whitelaw letter](#)

- [21-0684](#)
- c. Previously submitted public correspondence

Attachments: [Public Correspondence - Van Slooten](#)

7. Administrative Reports

- [21-0685](#)
- a. Director Report - June 2021
Manager Highlights - June 2021
Monthly Statistics - June 2021

Attachments: [Dir Report - June 2021](#)
[COVID 19 Metrics MPL 7.2021 for July 26, 2021 Regular Bd Mtg](#)
[Manager Highlights - June 2021](#)
[Monthly Statistics - June 2021](#)

Nothing to report.

[21-0686](#) b. STAFF UPDATE - Summer Interns - Ashley/Trenton

Attachments: [Staff Update](#) [WAICU Summer Interns](#)

8. New Business

[21-0687](#) a. Quarter 2 Exception Report (discussion)

Attachments: [QTR 2 - 2021 Budget Exception Report](#)

(Discussion only)

[21-0688](#) b. 2021-2022 Library Board Committee appointments (discussion)

(Discussion only)

[21-0707](#) c. Plans for Director Duties and Replacement
- Step Up recognition for interim duties for Department Heads
(possible closed session)
- Director Replacement Timeline (discussion)

Motion to approve a 10% step up pay recognition for Department Heads in the interim period, effective August 5 through the first date of hire for the new Director.

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

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

9. Convene in Closed Session

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. Step Up recognition for interim duties for Department Heads

No Closed Session

10. Reconvene in Open Session

[21-0708](#)

a. Step Up recognition for interim duties for Department Heads (action requested)

No Action taken from Closed Session

11. Adjournment

Motion was made by Neuenfeldt to adjourn at 5:36 p.m. The motion carried by the following vote:

Aye: 9 - Neuenfeldt, Quistorf, McVeigh, Martell, Hunter, Czekala, McMeans, Able and Pauwels

Submitted by Mary Davis, Recording Secretary