



City of Manitowoc

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

Meeting Minutes - Draft

Library Board

Monday, September 23, 2024

5:00 PM

Manitowoc Public Library Board Room
and Remotely via Zoom

1.) Call to Order

The meeting was called to order by Vice President Pam Brick at 5:02 p.m

Present: 7 - Quistorf, Brick, Peters, Doneff, Pauwels, Able and Marchant

Absent: 3 - Norell, Kaderabek and Buchko

Others present: Adams, Bialek, and Gadzinski

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)

[24-1806](#)

- a. Regular Board Meeting - August 26, 2024
- b. Finance Committee Meeting - September 18, 2024

Attachments: [Regular Library Board Meeting Minutes - August 26, 2024](#)

[Finance Committee Meeting Minutes - September 18 2024](#)

Moved by Able, seconded by Marchant, that the minutes be approved. The motion carried by the following vote:

Aye: 7 - Quistorf, Brick, Peters, Doneff, Pauwels, Able and Marchant

5.) Financial Reports (action requested)

[24-1807](#)

- Budget Status - August 2024 (Fund 2810)
- Budget Status - August 2024 (Fund 2813)
- MPL Check Register: August 24, 2024 - September XX, 2024
- Financial Summary

- Attachments:** [Budget Status - August 2024 \(Fund 2810\)](#)
[Budget Status - August 2024 \(Fund 2813\)](#)
[MPL Check Register September 2024](#)
[Financial Reports September 2024](#)

Moved by Marchant, seconded by Doneff, that the Financial Reports be approved. The motion carried by the following vote:

Aye: 7 - Quistorf, Brick, Peters, Doneff, Pauwels, Able and Marchant

6.) Correspondence

- [24-1808](#) a. Correspondence_MR
b. Correspondence_CD

- Attachments:** [Correspondence_MR](#)
[Correspondence_CD](#)

7.) Administrative Reports

- [24-1809](#) a. Director's Report - August 2024
b. Manager Highlights - August 2024
c. Monthly Statistics - August 2024
d. Seehafer News Articles - August 2024

- Attachments:** [Director's Report 9.23.24](#)
[August Manager Highlights](#)
[Monthly Stats August 2024](#)
[August 2024 Articles](#)

8.) New Business

- [24-1842](#) a. Resource Library Agreement 2025 (action requested)

- Attachments:** [Resource Library Agreement 2025](#)

Moved by Able, seconded by Marchant, that the Resource Library Agreement for 2025 be approved. The motion carried by the following vote:

Aye: 7 - Quistorf, Brick, Peters, Doneff, Pauwels, Able and Marchant

- [24-1843](#) b. Finance Committee - Chris Able

- [24-1848](#) i. Update

- Attachments:** [Fine Free Information Sept 2024](#)

- [24-1849](#) ii. 2025 Budget (action requested)

Attachments: [2025 Budget Worksheet 2](#)

Moved by Quistorf, seconded by Peters, that the 2025 Budget be approved. The motion carried by the following vote:

Aye: 7 - Quistorf, Brick, Peters, Doneff, Pauwels, Able and Marchant

[24-1850](#)

iii. Allocation of Reserve Funds for HVAC Rooftop Unit and Controls Replacement (action requested)

Attachments: [Memo Reserve Funds_Sept2024](#)

Moved by Able, seconded by Brick, that the Allocation of Reserve Funds for the HVAC Rooftop Unit and Controls Replacement be approved. The motion carried by the following vote:

Aye: 7 - Quistorf, Brick, Peters, Doneff, Pauwels, Able and Marchant

[24-1844](#)

c. Personnel Committee Update - Abbey Quistorf

[24-1845](#)

d. Long-Range Planning Committee Update - Margaret Pauwels

9.) Old Business

[24-1810](#)

a. Facilities and Building Updates - Stacey Bialek

10.) Adjournment

Moved by Peters, seconded by Brick, that this meeting be adjourned. The motion carried by the following vote:

Aye: 7 - Quistorf, Brick, Peters, Doneff, Pauwels, Able and Marchant

Submitted by Olivia Hanf, Recording Secretary