

MEMORANDUM

To: Manitowoc Library Board of Trustees
From: Karin Adams, Executive Director
RE: Trustee Bylaws Update
Date: July 22, 2024

I am proposing the removal of the Building and Maintenance Committee as a Standing Committee in the Bylaws of the Manitowoc Public Library Board of Trustees.

- ARTICLE IV. – COMMITTEES – Section 4. Building and Maintenance Committee

This Committee has not met since 2013. I have now implemented a regular update from the Library Facilities Manager at the monthly Library Board meetings, informing the Board of everything that is happening with the Library building, grounds, and maintenance.

If the Standing Committee of Building and Maintenance is eliminated, I would suggest that a Special Committee be formed, per Section 7: Special Committees, when the need arises, to address a particular Building or Maintenance project or situation.