



City of Manitowoc

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

Meeting Minutes - Draft

Library Board

Monday, November 24, 2025

5:00 PM

Manitowoc Public Library Board Room
and Remotely via Zoom

1.) Call to Order

The meeting was called to order by President Darian Kaderabek at 5:04 p.m.

Present: 6 - Brick, Norell, Kaderabek, Pauwels, O'Connor and Goetz

Absent: 4 - Peters, Doneff, Buchko and Able

Others present: Adams, Bialek, Gadzinski, Hansen, Verbeten, John, and Hanf

2.) Requests to Amend

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)

[25-0806](#)

- a. Regular Board Meeting - October 27, 2025
- b. Personnel Committee Meeting - November 10, 2025

Attachments: [Regular Library Board Meeting Minutes - October 27, 2025](#)
[Personnel Committee Meeting Minutes-November 10 2025](#)

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

Aye: 6 - Brick, Norell, Kaderabek, Pauwels, O'Connor and Goetz

5.) Financial Reports (action requested)

[25-0807](#)

- Budget Status - October 2025 (Fund 2810)
- Budget Status - October 2025 (Fund 2813)
- MPL Check Register - October 25, 2025 - November 21, 2025
- Financial Summary

Attachments: [Budget Status October 2025 \(Fund 2810\)](#)
[Budget Status October 2025 \(Fund 2813\)](#)
[MPL Check Register November 2025](#)
[Financial Summary October 2025](#)

**Moved by O'Connor, seconded by Brick, that the financial reports be approved.
The motion carried by the following vote:**

Aye: 6 - Brick, Norell, Kaderabek, Pauwels, O'Connor and Goetz

6.) Correspondence

[25-0808](#) a. None

7.) Administrative Reports

[25-0809](#) a. Director's Report - October 2025
b. Manager Highlights - October 2025
c. Monthly Statistics - October 2025
d. Seehafer News Articles - October 2025

Attachments: [Director's Report 11.24.25](#)
[October Manager Highlights](#)
[Monthly Stats October 2025](#)
[October 2025 Articles](#)

8.) New Business

[25-0817](#) a. 2026 Library Calendar (action requested)

Attachments: [memo.2026 Holiday and closure schedule](#)
[2026 MPL Calendar](#)

**Moved by Brick, seconded by Norell, that the 2026 library calendar be approved.
The motion carried by the following vote:**

Aye: 6 - Brick, Norell, Kaderabek, Pauwels, O'Connor and Goetz

There was a motion to amend the 2026 Library Calendar by Pauwels to include a notation on the calendar that if there is a city appreciation picnic, the library will close to the public at 5pm on that date. This motion failed due to lack of a second.

[25-0818](#) b. Closure Request (action requested)

Attachments: [memo.Closure Request](#)

**Moved by Norell, seconded by Brick, that the closure request be approved. The
motion carried by the following vote:**

Aye: 5 - Brick, Norell, Kaderabek, O'Connor and Goetz

Nay: 1 - Pauwels

[25-0819](#) c. December Board Meeting date (possible action)

Moved by Norell, seconded by Pauwels, that there will be no December 2025 meeting. This was approved and the motion carried by the following vote:

Aye: 6 - Brick, Norell, Kaderabek, Pauwels, O'Connor and Goetz

[25-0810](#) d. Facilities update - Stacey Bialek

9.) Convene in Closed Session

[25-0821](#) a. 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. Executive Director Annual Performance Evaluation

Attachments: [Performance Ratings and Competencies Definitions](#)

Moved by Norell, seconded by Brick, to convene in closed session at 5:27 p.m. This was approved and the motion carried by the following vote:

Aye: 6 - Brick, Norell, Kaderabek, Pauwels, O'Connor and Goetz

10.) Reconvene in Open Session

[25-0820](#) a. Executive Director Annual Performance Evaluation (action requested)

Moved by Norell, seconded by Brick, to reconvene in open session at 5:46 p.m. This was approved and the motion carried by the following vote:

Aye: 6 - Brick, Norell, Kaderabek, Pauwels, O'Connor and Goetz

Norell made a motion to approve the recommendation of the Personnel Committee regarding the Executive Director's Annual Review. This was seconded by Brick and was approved by the following vote:

Aye: 6 - Brick, Norell, Kaderabek, Pauwels, O'Connor and Goetz

11.) Adjournment

Moved by Norell, seconded by Brick, that this meeting be adjourned at 5:48p.m. The motion carried by the following vote:

Aye: 6 - Brick, Norell, Kaderabek, Pauwels, O'Connor and Goetz

Submitted by Olivia Hanf, Recording Secretary