



Memorandum

To: Manitowoc Library Board of Trustees
From: Karin Adams, Executive Director
Re: Informational Updates
Date: April 27, 2026

1. I will be out of town May 18 – 25 for a family get together in memory of my father. I would like to suggest canceling the May Library Board meeting (scheduled for May 18 due to Memorial Day). The Library Board can call an emergency meeting with 48 hours' notice if necessary.
 2. A message from Eric Nycz, City Attorney: "With the switch over to Office 365, I just want to remind everyone that our work here is all subject to open records requests made pursuant to Chapter 19 of the Wisconsin Statutes. City emails are saved and backed up by IT. If you access your email/calendar/work documents **on a non-City device you must understand that you are opening up your non-City device up to inspection for open records requests."**
- a. You can access your City email via the web from any device; that access is using the cloud. Using the Outlook app on any mobile device would mean giving that device up in the event of an open records request.
3. And finally, I want to share that our IT Systems Administrator, Max John, has submitted his resignation; his last day with the City/Library will be May 16. In his last weeks on the job, we are actively turning over his knowledge base to Karen Hansen and myself and working with MPU and the City for immediate IT help and solutions in his absence. I will continue to have conversations with the City about a long-term plan and report to the Board any updates as we move forward.
 4. Reminder: Michelle Doneff and Stephanie Peters Board seats term on 6/01/26.

Darian Kaderabek and Pam Brick have both served 3 years as President and Vice President; we will need to appoint new members in July. Chris Able can serve one more year as Treasurer.