

MINUTES OF THE MEETING OF
THE MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES
MARCH 26, 2012

The regular meeting of the Manitowoc Public Library Board of Trustees was called to order in the Board Room at Manitowoc Public Library by President David Gratz at 5:35 p.m., Monday, March 26, 2012.

TRUSTEES PRESENT: Gratz, Hazlewood, Hennessey, Hunter, Kornely, Schmidt, and Stokes

TRUSTEES ABSENT: Sczygelski, Vollendorf, and Waldron

OTHERS PRESENT: Stewart, Davis, Eisenschink, Horbeck, Cerkas, Koch, Karlin, and Nessman

MINUTES: A motion was made by Schmidt, seconded by Stokes, to approve the minutes of the February 27, 2012 Board of Trustees regular meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Kornely, seconded by Hunter, to approve the Financial Management Report for the month of February 2012 in the amount of \$185,092.86. Motion carried.

CHECK REGISTER: A motion was made by Kornely, seconded by Hunter, to approve the Manitowoc Public Library operating check register for the month of March 2012 in the amount of \$40,801.38. Motion carried.

A motion was made by Kornely, seconded by Hunter, to approve the Manitowoc Public Library Foundation Checking check register for the month of March 2012 in the amount of \$18,322.91. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE: President Gratz read a thank you note from Stacie Karlin, technical services department head, for providing her with the opportunity to attend the PLA Conference in Philadelphia.

COMMITTEE REPORTS: Chairman Hazlewood reported on behalf of the Personnel Committee, who met Monday, March 26, 2012 at 5:00 p.m. The committee met in closed session for the purpose of evaluating the Library Director. He stated that Stewart has done a very good job and the board is in full support of her efforts.

DIRECTOR'S REPORT: A copy of the February 20 thru March 19, 2012 Director's Report, along with a monthly statistic report, was included in the board packets.

Stewart reported 95% of staff has received a performance evaluation, commenting how helpful it is to sit down and talk with the employee.

Stewart met with a representative from Leede Research regarding the retrieving of data used for Strategic Planning. The estimated cost would be between 10 and 15k. She also mentioned the City was doing a Strategic Plan of its own.

Stewart will present "*what's new at the library*" to the City Council on April 16, 2012.

TRUSTEE MANUAL REVIEW: Trustee Hunter did a thorough job of reviewing Chapter 18 *Library Board Appointments and Composition*.

Trustee Schmidt volunteered to review Chapter 19 *Library Director Certification* at the April 23, 2012 meeting.

OLD BUSINESS: A motion was made by Schmidt, seconded by Hennessey, to bring the Petitions & Solicitations Policy to the table for discussion.

A secondary motion was made by Hennessey, seconded by Stokes, to accept the Petitions & Solicitations Policy as distributed with amendments. Motion carried.

A motion was made by Kornely, seconded by Schmidt, so move to accept the revised 2012 funding plan for Manitowoc Public Library Foundation Checking account. Motion carried.

NEW BUSINESS: A motion was made by Hennessey, seconded by Hunter, so move to deny the appeal of scheduled work hours for Amy Eisenschink. Motion carried.

The next meeting of the Board of Trustees will be Monday, April 23, 2012 at 5:30 p.m.

There being no further business to come before the Board, a motion was made by Gratz, seconded by Kornely, to adjourn. Motion carried. The meeting adjourned at 6:44 p.m.

Respectfully submitted,

Mary Davis,
Recording Secretary