

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES
November 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 Linda Hunter at 5:30 p.m., Monday, November 26, 2012.

TRUSTEES PRESENT: Gratz, Hazlewood, Hennessey, Holschbach, Hunter, Sczygelski, Stokes, Vollendorf, and Waldron.

TRUSTEES ABSENT: Brandel and Kornely

OTHER PRESENT: Stewart, Davis and Muchin Young

MINUTES: A motion was made by Hennessey, seconded by Waldron, to approve the minutes of the October 22, 2012 Regular Board meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Stokes, seconded by Hennessey, to approve the Financial Management Report for the month of October 2012 in the amount of \$181,415.40. Motion carried.

CHECK REGISTER: A motion was made by Stokes, seconded by Hennessey, to approve the Manitowoc Public Library operating check register for the month of November 2012 in the amount of \$104,235.58. Motion carried.

A motion was made by Stokes, seconded by Hennessey, to approve the Manitowoc Public Library Foundation Checking check register for the month of November 2012 in the amount of \$14,517.32. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE: Copies of comments submitted by patrons regarding the location of the large print section were included in the board packets.

COMMITTEE REPORTS: Trustee Holschbach reported for the Personnel Committee who met Monday, November 26, 2012 at 4:30 p.m. and will further address in closed session.

DIRECTOR'S REPORT: A copy of the October thru November 16, 2012 Director's Report and manager highlights were included in the board packets.

Stewart reported on the upcoming Public Information Sessions scheduled for Monday, December 3rd at 3 p.m., Tuesday, December 4th at 11 a.m., and Thursday, December 6th at 6 p.m. The sessions will be held in the Franklin Street Room. There will be a Power Point presentation followed by a demonstration of the new materials handler.

The second week in December Voyager Woodworks and Supply will be installing the new service desk. Burger Boat has offered to store the current circulation desk and

kiosk which is the shelving unit facing the entrance. Stewart indicated these pieces may be used in other ways in the Library.

December 17th Bibliotecha will be installing the new self check stations.

Stewart was contacted by Kevin Glaeser of DPW in regards to the trees along Eighth Street causing the sidewalks to buckle. The Board feels this is not a pressing issue at this time. The question of who paid for the original trees was asked.

NEW BUSINESS: A motion was made by Holschbach, seconded by Vollendorf, to approve the Meeting Room Policy revisions. Motion carried.

A motion was made by Hennessey, seconded by Holschbach, to approve the request to transfer funds (\$31,864) from Library fund balance (undesignated reserves) to Automation Computer Supplies (57310-531910). Motion carried.

Discussion of service hours included a review of Saturdays, Sundays and the summer and winter hours. Trustee Gratz expressed benefits of keeping hours consistent throughout the year. Stewart will bring more data to the December meeting regarding use patterns.

A motion was made by Hennessey, seconded by Stokes, to approve the 2013 Holiday and Service Hours schedule (to be reviewed in December). Motion carried.

A motion was made by Holschbach, seconded by Gratz, to approve as recommended by the Personnel Committee, the Job Descriptions for Coordinator of Materials and Assistant Coordinator of Materials. Motion carried.

A motion was made by Hennessey, seconded by Holschbach, to approve as recommended by the Personnel Committee, the changes in the Employee Policy Manual as stated. Motion carried.

A motion was made by Hennessey, seconded by Vollendorf, to approve as recommended by the Personnel Committee, the Time-Off benefits for Exempt Employees and Professional Librarians. Motion carried.

OLD BUSINESS: A motion was made by Stokes, seconded by Hennessey, to approve the current three employees enrolled in the MLIS program, be grandfathered in to the Growing Librarians Campaign and to be revisited at a later date for future candidates. Motion carried.

There was discussion and input regarding a letter presented by Stewart, in consultation with Board President, to the Mayor addressing the \$50,028 that was transferred from the Library reserve fund to the City reserve fund. Consensus indicated the action taken by the Mayor was a violation of Wisconsin Statute. Trustee Hazlewood expressed concern regarding the legal implications of the Mayor's action. Trustees asked Stewart to include in the letter "we expect the funds to be returned". Trustees asked President Hunter to send letter on their behalf.

CLOSED SESSION: A motion was made by Vollendorf, seconded by Gratz, to enter into closed session as authorized by Sections 19.85 (1)(c), (1)(e), and 111.70 of the Wisconsin Statutes. The motion carried with a roll call vote and the Board entered into closed session at 6:43 p.m.

OPEN SESSION: A motion was made by Sczygelski, seconded by Holschbach, to enter into open session. Motion carried with a roll call vote and the Board reconvened in open session at 7:04 p.m.

A motion was made by Hennessey, seconded by Hazlewood, to approve the layoff of the Circulation Supervisor. Motion carried. Trustees Vollendorf and Sczygelski abstained from the vote.

A motion was made by Hennessey, seconded by Hazlewood, to approve the base salary for Coordinator of Materials at \$51K and Assistant Coordinator of Materials at \$45K. Motion carried.

There being no further business to come before the Board, a motion was made by Stokes, seconded by Hazlewood, to adjourn. Motion carried. The meeting adjourned at 7:06 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary