

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES
December 17, 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, December 17, 2012.

TRUSTEES PRESENT: Gratz, Hennessey, Holschbach, Hunter, Kornely, and Vollendorf

TRUSTEES ABSENT: Brandel, Hazlewood, Sczygelski, and Stokes

OTHER PRESENT: Stewart, Davis, and Muchin Young

MINUTES: A motion was made by Hennessey, seconded by Vollendorf, to approve the minutes of the November 26, 2012 Personnel Committee Meeting and the November 26, 2012 Regular Board Meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Kornely, seconded by Gratz, to approve the Financial Management Report for the month of November 2012 in the amount of \$238,923.86. Motion carried.

CHECK REGISTER: A motion was made by Kornely, seconded by Vollendorf, to approve the Manitowoc Public Library operating check register for the month of December 2012 in the amount of \$145,229.47. Motion carried.

A motion was made by Kornely, seconded by Vollendorf, to approve the Manitowoc Public Library Foundation Checking check register for the month of December 2012 in the amount of \$ 71.76. Motion carried.

PUBLIC COMMENT: None

COMMITTEE REPORTS: Trustee Holschbach reported on the Personnel Committee meeting from Monday, December 17, 2012 at 5:00 p.m. The committee took action on two items and will further address in closed session. Stewart commented the action taken was an oversight in MPL's current Employee Policy Manual and will reflect the same as City Hall's policy.

TRUSTEE EDUCATION: Demonstration of the Automated Material Handler at the conclusion of the meeting.

DIRECTOR'S REPORT : A copy of the November 17 to December 14, 2012 Director's Report and manager highlights were included in the board packets.

Stewart reported that Trustee Tom Waldron will no longer be serving on the Board. Manitowoc Public School Superintendent Mark Swanson asked Stewart if she would like him to appoint an interim; **the Board's consensus was to accept the offer.**

Stewart commented that she overlooked ordering the inventory cart from RFID Library Solutions. She explained that in 2013 we will need to use our reserve fund for this equipment, at a cost of about \$10K.

Children's Services Manager Ann Herrmann is attending training sessions in early childhood screening at Lakeshore Family Resources.

Children's Services Associate Susan Menk visited St. Francis of Assisi Catholic School to demonstrate to the teachers the resources available through MPL's website (e.g. BadgerLink) for use on the IPAD.

OLD BUSINESS: There was discussion regarding the 2013 Budget, with Stewart commenting she would have the revised figures by the January 28, 2013 board meeting. Trustee Hennessey commented the library should expect a reduction in the appropriation for 2014 with the return of the \$50,028 from the 2012 budget.

The Board suggested Stewart invite Council members to spend an hour at the new Service Center desk to become better acquainted with the library.

NEW BUSINESS: A motion was made by Vollendorf, seconded by Gratz, move to adopt the Strategic Plan 2013-2018. Discussion continued with an amendment to Goal #3: Be A Destination, removing bullet number five Improve the interior lighting. Motion carried.

A motion was made by Gratz, seconded by Hennessey, move to adopt the new Service Hours for 2013. Motion carried.

A motion was made by Hennessey, seconded by Vollendorf, move to approve the revision of the Sick Leave Payout in the Employee Policy Manual, with the removal of bullets three and five from the Sick Leave Accruals section and with the addition of the Sick Leave Payout section. Motion carried.

CLOSED SESSION: A motion was made by Vollendorf, seconded by Hennessey, to enter into closed session as authorized by Section 19.85 (1)(c) of the Wisconsin Statutes. The motion carried with a roll call vote and the Board entered into closed session at 6:07 p.m.

OPEN SESSION: A motion was made by Gratz, seconded by Holschbach, to enter into open session. Motion carried with a roll call vote and the Board reconvened in open session at 6:09 p.m.

A motion was made by Holschbach, seconded by Vollendorf, move to approve the revised salary for Assistant Coordinator of Materials. Motion carried with 5 yeas and 1 nay (Trustee Hennessey).

There being no further business to come before the Board, a motion was made by Holschbach, seconded by Kornely, to adjourn. Motion carried. The meeting adjourned at 6:12 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary

Pending Board approval
January 28, 2013