

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES
January 28, 2013

The regular meeting of the Manitowoc Public Library Board of Trustees was called to order in the Board Room at Manitowoc Public Library by Vice President David Gratz at 5:30 p.m., Monday, January 28, 2013.

TRUSTEES PRESENT: Brandel, Gratz, Hazlewood, Holschbach, Kornely, Stokes, and Vollendorf

TRUSTEES ABSENT: Hennessey, Hunter, and Sczygelski

OTHER PRESENT: Stewart, Davis, and Ellen Reinertson (MPSD)

MINUTES: A motion was made by Holschbach, seconded by Vollendorf, to approve the minutes of the December 17, 2012 Personnel Committee Meeting. Motion carried.

A motion was made by Holschbach, seconded by Vollendorf, to approve the minutes of the December 17, 2012 Regular Board Meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Kornely, seconded by Stokes, to approve the Financial Management Report for the month of December 2012 in the amount of \$359,593.93. Motion carried.

CHECK REGISTER: A motion was made by Kornely, seconded by Holschbach, to approve the Manitowoc Public Library operating check register for the month of December 2012 (**Final**) in the amount of \$116,375.25. Motion carried.

A motion was made by Kornely, seconded by Holschbach, to approve the Manitowoc Public Library Foundation Checking check register for the month of January 2013 in the amount of \$1,626.11. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE: Copies of thank you notes were included in the board packets.

TRUSTEE EDUCATION: Trustee Brandel reviewed Chapter 20 *The Library Board and Building Accessibility* from the Trustee Essentials Handbook.

DIRECTOR'S REPORT: A copy of the December 17, 2012 – January 18, 2013 Director's Report and manager highlights were included in the board packets.

Stewart talked about implementing a Vacation Donation Policy. Staff interested in participating would donate vacation time to a pool set up for use by staff members going through extenuating circumstances and need extra benefit time. The City of Manitowoc suggests implementing this policy when necessary, on a case by case. The Board is not interested in this policy at this time.

Stewart informed the Board that when they approved the revised vacation benefits accrual for Exempt Employees and Professional Librarians at the November 26, 2012 meeting, the result was three managers ended up losing one week of vacation. The intention was for the new vacation accrual to begin with employees hired after January 1, 2012. The board consensus was to pass this on to the Personnel Committee for discussion.

Stewart introduced the new MPSD representative to the board, Ellen Reinertson, Librarian from Wilson Junior High.

OLD BUSINESS: There was some discussion regarding the 2013 Budget, including the payout for the circulation manager position which had not been included in the budget projections for 2013. Another possible change that could impact personnel expenditures for 2013 is a proposed change in the health plan. The City employees have already moved to a plan that increased deductibles. Steve Corbeille, city finance director, advised that the library move to this plan in July when the Police and Fire make the change.

NEW BUSINESS: A motion was made by Brandel, seconded by Vollendorf, so move to approve the Board President to sign Department of Public Instruction annual report. Motion carried.

Stewart updated the Board regarding the Automation Project Expenditure Report. A Technician from Bibliotheca will be here on January 29, 2013 to check on the equipment which is not operating to our satisfaction and also to work on the security gates.

There being no further business to come before the Board, a motion was made by Brandel, seconded by Kornely, to adjourn. Motion carried. The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary