

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES
February 25, 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 President Linda Hunter at 5:30 p.m., Monday, February 25, 2013.

TRUSTEES PRESENT: Hazlewood, Hennessey, Holschbach, Hunter, Reinertson, Stokes, and Vollendorf

TRUSTEES ABSENT: Brandel, Gratz, Kornely, and Sczygelski

OTHERS PRESENT: Stewart, Davis, Kevin Crawford (Orion Representative), and Brad Yaggie (Orion Representative)

It was by unanimous consent to move agenda item 9f Review interior lighting needs before the standard order of business.

Kevin Crawford of Orion Energy Systems presented his proposal for improving the interior lighting on the main floor of the library. Brad Yaggie, Energy Consultant for Orion, presented a model of the lighting fixture, detailing the design, cost effectiveness, and long-term sustainability. It was suggested by Crawford that the Board visit the Bitter Neumann Furniture and Appliance Store in Manitowoc to view a similar example of what the lighting would look like.

MINUTES: A motion was made by Stokes, seconded by Hennessey, to approve the minutes of the January 28, 2013 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 (**FINAL**) December 2012 in the amount of \$512,309.39. Motion carried.

A motion was made by Stokes, seconded by Hennessey, to approve the Financial Management Report for the month of January 2013 in the amount of \$132,739.91. 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 February 2013 in the amount of \$40,598.45. 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 February 2013 in the amount of \$2,804.39. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE : A thank you letter from the MPSD 4K program was included in the board packets.

DIRECTOR'S REPORT : A copy of the January/February 2013 Director's Report and manager highlights were included in the board packets.

Stewart reported that the Personnel Committee met prior to this meeting. Each board member

would be receiving a Director Evaluation form to fill out and mail back to Trustee Holschbach by March 15, 2013 for tabulation and summary.

Stewart commented she has contacted Engberg Anderson, the original Architects of MPL, for input into creating spaces for quiet and social activities. Engberg will also submit a proposal to look at the interior lighting.

Stewart is still in communication with Bibliotheca personnel regarding the dissatisfaction of the recently installed equipment.

OLD BUSINESS: A memo regarding the 2013 Budget was enclosed in the board folders. Director Stewart will be confirming the budget and requesting the Finance Committee meet sometime in March 2013.

Manitowoc-Calumet Library System officially agreed to continue discussion with Eastern Shores Library System regarding a merger.

NEW BUSINESS: A motion was made by Vollendorf, seconded by Stokes, so move to approve the request to endorse Statement for DPI Annual Report-indicating that MCLS did not provide effective leadership and adequately meet the needs of the Library. Motion carried.

A motion was made by Holschbach, seconded by Stokes, so move to approve the carry forward of funds from 2012 to 2013. Motion carried.

A motion was made by Vollendorf, seconded by Hazlewood, so move to approve the Vacation time accruals for Exempt staff, with the **added wording to include "those hired in or before 2009"**. **Trustee Hennessey stated it was not the board's intention to take away vacation accrual from staff.** Staff should be grandfathered in so their vacation accrual rates are not reduced and they accrue vacation at the same rate as the rate at hire. Motion carried.

Stewart announced IT Manager Margie Verhelst would be leaving at the end of March 2013.

A motion was made by Hazlewood, seconded by Holschbach, to approve \$6K be moved from the Foundation checking account to the Literacy Donations account. Motion carried.

A motion was made by Holschbach, seconded by Hazlewood, so move to have the Buildings Committee review the interior lighting needs with further discussion. Motion carried.

There being no further business to come before the Board, a motion was made by Holschbach, seconded by Hazlewood, to adjourn. Motion carried. The meeting adjourned at 6:55 p.m.
Respectfully submitted,

Mary Davis, Recording Secretary