

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
March 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, March 25, 2013.

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

TRUSTEES ABSENT: Hennessey, Reinertson, and Sczygelski

OTHERS PRESENT: Stewart

MINUTES: A motion was made by Vollendorf, seconded by Holschbach, to approve the minutes of the February 25, 2013 Personnel Committee meeting, the February 25, 2013 Regular Board meeting, and the March 4, 2013 Buildings Committee 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 February 2013 in the amount of \$166,878.52. Motion carried.

CHECK REGISTER: A motion was made by Kornely, seconded by Stokes, to approve the Manitowoc Public Library operating check register for the month of March 2013 in the amount of \$58,684.53. 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 March 2013 in the amount of \$7,501.71. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE : A thank you note from Assistant Coordinator of Materials was included in the board packets.

COMMITTEE REPORTS:

Buildings Committee: Trustee Vollendorf reported the Buildings Committee approved a motion to contract with Aurora Lighting Design for \$6500 to evaluate lighting needs and recommend a solution.

Personnel Committee: Trustee Holschbach reported the Personnel Committee reviewed the performance of Director, Cheryl Stewart and recommends a salary increase of 3%.

Committee members met with Stewart to discuss performance which is mostly positive, with some areas of improvement needed. Stewart response indicated that there was a few other management staff whose recent performance warranted a salary increase.

DIRECTOR'S REPORT :

Stewart highlighted the following from the written report:

- Community Partners in Literacy continues to be a well-received program of service.
- Volunteer Appreciation Reception will be held on April 18.
- Management team has discussed the idea of wearing shirts with MPL logo.
- Staff has been handling some difficult patrons. Stewart has set some limits on some patrons because they tend to overburden the staff with constant questions via phone and sometimes email.
- Stewart highlighted the statistical report that indicates the check out counts is decreasing yet e-book use is up. The average daily visitors to the library are 700.

OLD BUSINESS:

- a. Review of 2013 Budget; after a brief look at the enclosed chart Trustees asked Stewart to amend chart and include figures. Stewart reported she and Trustee Brandel had just met with City Finance Director, Steve Corbeille to review the undesignated reserve fund for the Library. Steve will attend an upcoming Finance Committee meeting.
- b. Potential Merger - **discussion** postponed until more information is available.
- c. Review interior **lighting needs** - **Trustee Holschbach expressed desire to use** Orion Energy Systems because it is a local business and supportive of an industry cluster. Trustees expressed concern about efficiency, service costs and aesthetic look of lighting. Another concern raised was the cost of using a consultant. Motion to table the motion **from the Buildings Committee - Gratz so moved. Seconded by Holschbach. Motion carried.**

NEW BUSINESS:

- a. Review of Health Insurance Plan options - no action.
- b. Review of "Library Card Policy" - no action.

Motion to adjourn - Bob Vollendorf. Seconded by Hunter. Motion carried at 6:45 pm.

Respectfully submitted,

Library Director/Recording Secretary,
Cherilyn Stewart