

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
BOARD OF TRUSTEES  
April 22, 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 5:35 p.m., Monday, April 22, 2013.

**TRUSTEES PRESENT:** Brandel, Gratz, Hennessey, Holschbach, Hunter, Kornely, Reinertson, Stokes, and Vollendorf

**TRUSTEES ABSENT:** Hazlewood and Sczygelski

**OTHERS PRESENT:** Stewart, Davis, and Muchin Young

**MINUTES:** A motion was made by Kornely, seconded by Brandel, to approve the minutes of the March 25, 2013 Buildings Committee, Personnel Committee, and 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 March 2013 in the amount of \$188,940.38. 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 April 2013 in the amount of \$24,053.80. 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 April 2013 in the amount of \$2,612.22. Motion carried.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** A thank you note from The Community Partnership for Children of Manitowoc County and thank you letter from Teen Associate, Ann Juza was included in the board packets. Members of the board were pleased by the efforts of all involved.

**COMMITTEE REPORTS:** Trustee Brandel reported on behalf of the Finance Committee which met prior to this meeting. The committee discussed a reasonable fund balance target for the Undesignated Reserve Fund; what the restrictions are to the Gift Fund; the City being responsible for the library building maintenance; and the committee to come up with an appropriate balance level to recommend to the City Council.

**TRUSTEE EDUCATION:** Trustee Reinertson volunteered to report on Chapter 21 *The Library Board and Accessible Services* at the May 20, 2013 meeting.

**DIRECTOR'S REPORT:** A copy of the March 2013 Director's Report and manager highlights was included in the board packets.

- ✦ Stewart reported that IT manager, Hannah Severson and Paul Onufrak of ESLS made some adjustments to the library's wireless connection; which seems to have made some improvement.
- ✦ We are still having issues with the Bibliotecha equipment and the security gates going off.
- ✦ The public internet computer usage is decreasing.
- ✦ We are now collecting the number of hours spent on staff development.

**OLD BUSINESS:**

- a. 2013 Budget: the annual bill received from MCLS for library software will be about \$15,000 down from \$30,000.
- b. Potential merger between ESLS and MCLS: Stewart reported that the directors of libraries from both systems met on April 16 to discuss the potential merger. There is some concern that a new system would not be created if the current staff were just rolled into the new organization. If the merger takes place, it would be the first in the state. The County Board of Supervisor's will be the deciding vote on the merger.
- c. Review interior lighting needs: After much discussion regarding the library's lighting needs, it was decided by unanimous consent that the board would like the Buildings Committee and Stewart to explore more options (consultants) including MPU, Conservation and Efficiency Coordinator and to review each specific proposal received, to be certain of what each one would cover. The list of priorities for the lighting include: effectiveness, efficiency, ease of maintenance and aesthetics.

**NEW BUSINESS:**

- a. Health Plan options: The board had many questions regarding the new proposed health plan that the Police and Fire departments will be moving to in July 2013, with the City strongly encouraging the Library to do the same. Trustees Holschbach and Vollendorf expressed concerns about increasing the deductible for the staff. The board asked Stewart to invite HR Generalist, Jeri Johnson to the May 20, 2013 meeting to look at the potential cost if the Library employees are not included in the city group for health insurance. Trustees Gratz, Kornely and Hunter expressed concern that the group of 19 library employees would be a small group and the premium cost would be much higher for the employees.
- b. A motion was made by Stokes, seconded by Vollendorf, so move to approve, with noted additional changes, the new Library Card Policy. Motion carried.
- c. A motion was made by Brandel, seconded by Kornely, so move to approve the Foundation Funding Plan for 2013. Motion carried.

d. A motion was made by Brandel, seconded by Kornely, so move to approve the May meeting be moved to Monday, May 20, 2013. Motion carried.

There being no further business to come before the Board, a motion was made by Kornely, seconded by Holschbach, to adjourn. Motion carried. The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Mary Davis,  
Recording Secretary