

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
July 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 5:30 p.m., Monday, July 22, 2013.

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

TRUSTEES ABSENT: Reinertson and Vollendorf

OTHERS PRESENT: Stewart, Davis, and Muchin Young

MINUTES: A motion was made by Stokes, seconded by Hennessey, to approve the minutes of the May 20, 2013 Regular Board meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Kornely, seconded by Hennessey, to approve the Financial Management Report for the month of May 2013 in the amount of \$181,136.68. Motion carried.

A motion was made by Kornely, seconded by Hennessey, to approve the Financial Management Report for the month of June 2013 in the amount of \$185,753.38. Motion carried.

CHECK REGISTER: A motion was made by Kornely, seconded by Hennessey, to approve the Manitowoc Public Library operating check register for the month of June 2013 in the amount of \$59,226.80. Motion carried.

A motion was made by Kornely, seconded by Hennessey, to approve the Manitowoc Public Library operating check register for the month of July 2013 in the amount of \$61,307.69. Motion carried.

A motion was made by Kornely, seconded by Hennessey, to approve the Manitowoc Public Library Foundation Checking check register for the month of June 2013 in the amount of \$1,340.00. Motion carried.

A motion was made by Kornely, seconded by Hennessey, to approve the Manitowoc Public Library Foundation Checking check register for the month of July 2013 in the amount of \$1,455.20. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE: A note of thanks from the Sexual Assault Resource Center, Lakeshore Community Foundation, and Noon Rotary letter of donation and thank you was included in the board packets.

COMMITTEE REPORTS: a. Buildings Committee – Stewart reported that facilities manager, Stacey Bialek has not yet received the cost details from Graybar or Wasmer Co.; the two proposals reviewed by the committee. The Committee also requested the photometric results from Wasmer.

b. Nominating Committee – Trustee Gratz presented the nominations for the 2013-14 Officers: President – Linda Hunter; Vice-President – David Gratz; Secretary/Treasurer – Christine Kornely.

A motion was made by Hennessey, seconded by Stokes, to accept the nominations of Officers for 2013-14. Motion carried.

c. Finance Committee – Trustee Brandel reported the Gift/Memorial Fund and Undesignated Reserve Fund are considered combined, but are still short of where we should be in reserves. Committee recommends using Gift Fund in \$30K increments in the next few years. As the 2014 Budget is developed and presented it will be important for the Council to understand that balancing budget with reserve funds is not sustainable.

TRUSTEE EDUCATION: Trustee Hazlewood reviewed Chapter 22 *Freedom of Expression and Inquiry*.

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

- ✦ The 15 years on Quay Street celebration was a success and hope to repeat this event again next year.
- ✦ The Book a Librarian program has been launched.
- ✦ Stewart presented a draft plan for an employee health facility reimbursement benefit. The Personnel Committee will draft a policy.
- ✦ The new Enterprise Catalog is now up and running, offering better search options.
- ✦ Stewart will be attending a SRLAAW meeting in Wausau on August 2.
- ✦ Stewart highlighted new information for the lighting project from her written report. There is a society of illuminating engineers that may be helpful to provide engineering expertise. Trustee Kornely shared that the Domestic Violence Center is using an architecture firm gleaned from this association. Trustees agreed via consensus it would be beneficial to have engineering expertise review the proposals.

NEW BUSINESS:

a. 2014 Budget – There was much discussion regarding the 2014 Budget Instructions and Guidelines. The Committee of the Whole will meet on Monday, August 12, 2013.

b. A motion was made by Brandel, seconded by Gratz, to approve the **revised** 2013 Foundation Funding Plan. Motion carried.

There being no further business to come before the Board, a motion was made by Kornely, seconded by Hazlewood, to adjourn. Motion carried. The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary