

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE  
AUGUST 12, 2013

The meeting of the Committee of the Whole was called to order in the Board Room at Manitowoc Public Library by President Linda Hunter at 3:30 p.m., Monday, August 12, 2013.

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

**TRUSTEES ABSENT:** Hazlewood, Kornely, Stokes and Reinertson

**OTHERS PRESENT:** Stewart and Davis

#2 Request to participate in City of Manitowoc, WI Classification/Compensation Study

A copy of the *Professional Service Agreement between the City of Manitowoc Public Library Board of Trustees and Carlson Dettmann Consulting, LLC* was included in the board packets. Stewart commented that both Appleton and Oshkosh Municipalities and Public Libraries participated in a similar study about a year ago. The purpose of the study will be to provide a comprehensive assessment of the Library's current classification/compensation/benefits program, as well as market analysis for wages in comparable jobs.

A motion was made by Brandel, seconded by Hennessey, to accept the *Professional Service Agreement* with Carlson Dettmann Consulting, LLC with the following changes – fourth **WHEREAS** take out **like with the Client's positions** and section 2. Scope of Services letter j) take out **(To the extent that wages are bargained collectively, these are intended to guide future negotiations.)** Motion carried.

#3 Review 2014 Proposed Budget

The Committee reviewed the proposed Budget for 2014. There was discussion regarding the balance remaining in the Reserve Fund at the end of 2013. Trustee Hennessey suggested we budget the reserve to last at least three years. Stewart reported we would need to get a 10% increase in appropriations to maintain the fund balance in the undesignated reserves. Stewart's budget meeting with the Mayor is scheduled for Tuesday, August 27, 2013.

Stewart discussed the reduction in reimbursement from Manitowoc County for 2014 is a result of the reduction in both appropriation and expenses. The County is only obligated to reimburse for "check-outs" across the desk, not electronic use. The statute mandates a 70% reimbursement but Manitowoc County has consistently been reimbursing at 100%. Trustees asked to see the formula.

Trustees Gratz and Brandel asked Stewart to communicate to the Mayor that even with a reduction in expenditures in the past few years, the reduction in appropriation is concerning.

By consensus, Trustees asked Stewart to submit the budget requesting a 3% increase in appropriation.

There being no further business to come before the Committee, a motion was made by Brandel, seconded by Hennessey, to adjourn. Motion carried. The meeting adjourned at 4:58 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary