

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
BOARD OF TRUSTEES  
October 28, 2013

**BOARD MEMBERS:**

*Present:* Brandel, Gratz, Hazlewood, Hunter, Kornely, Reinertson, Stokes and Vollendorf

*Absent:* Hennessey and Holschbach

**OTHERS PRESENT:** Stewart, Davis, Stodola, Juza, Eisenschink, Herrmann, Horbeck, A. Koch, Shallue, Penckofer, Horstketter, M. Reno, Cerkas, J. Reno, Reimer, Nickels, S. Koch, and Schreiner

*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, October 28, 2013.*

**MINUTES:** A motion was made by Kornely, seconded by Reinertson, to approve the minutes of the September 23, 2013 Regular Board meeting and the October 16, 2013 Buildings Committee meeting. Motion carried.

**FINANCIAL MANAGEMENT REPORT:** A motion was made by Kornely, seconded by Gratz, to approve the Financial Management Report for the month of September 2013 in the amount of \$175,698.99. 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 October 2013 in the amount of \$59,966.15. Motion carried.

**PUBLIC COMMENT:** Linda Horbeck addressed the board on behalf of the library assistants.

**TRUSTEE EDUCATION:** Trustee Gratz volunteered to review Chapter 23 *Dealing with Challenges to Materials and Policies* at the November 25, 2013 meeting.

**DIRECTOR'S REPORT:** Stewart reported she has contacted several people from the community in regards to the vacant Trustee position.

**COMMITTEE REPORTS:**

*Buildings Committee report provided by Trustee Vollendorf:*

- Three key items in lighting project; cost, aesthetics, and maintenance
- Proposals submitted were open ended, asked both Graybar and Wasmer for bottom line cost
- Possible response from both companies by end of week
- Another meeting will be scheduled

*Personnel Committee report* provided by Trustee Gratz:

- Revised job description for the Clerk position; allows more flexibility
- Board is responsible for determining the wage of the Clerk position
- Committee will decide what comparables to use in determining wage; comparing library size, not city
- The report from Carlson Dettmann Consulting will be completed by November 27, 2013

**OLD BUSINESS:**

*a. Revised Library Card Policy* – A motion was made by Brandel, seconded by Vollendorf, to accept revised library card policy. Motion carried.

*b. Revisions to 2014 Budget* – Stewart began by noting the revised budget reduces the 2014 expenses by \$83,725 and maintains current services and hours of operation. The Board is concerned that if we cut services, would we remain a quality institution. The Board plans on attending the November 2013 Finance Committee meeting (library on agenda), allowing time for input.

The Board agreed they would not make any decision on revisions until the report was received from Carlson Dettman.

There being no further business to come before the Board, a motion was made by Gratz, seconded by Reinertson, to adjourn. Motion carried. The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary