

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
November 25, 2013

BOARD MEMBERS:

Present: Brandel, Gratz, Hazlewood, Hennessey, Holschbach, Hunter, Reinertson, and Vollendorf

Absent: Kornely and Stokes

OTHERS PRESENT: Stewart, Davis, Horbeck, Cerkas, Nickels, Juza, Eisenschink, 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, November 25, 2013.

MINUTES: A motion was made by Gratz, seconded by Holschbach, to approve the minutes of the October 28, 2013 Personnel Committee Meeting, October 28, 2013 Regular Board meeting, and November 13, 2013 Committee of the Whole meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Brandel, seconded by Gratz, to approve the Financial Management Report for the month of October 2013 in the amount of \$181,854.94. Motion carried.

CHECK REGISTER: A motion was made by Brandel, seconded by Vollendorf, to approve the Manitowoc Public Library operating check register for the month of November 2013 in the amount of \$43,276.58. Motion carried.

A motion was made by Brandel, seconded by Vollendorf, to approve the Manitowoc Public Library Foundation Checking check register for the month of November 2013 in the amount of \$1,177.32. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE: Thank you notes from staff attending WLA Conference were included in the board packets.

TRUSTEE EDUCATION: Trustee Gratz reviewed Chapter 23 *Dealing with Challenges to Materials and Policies* - noting how important it is for every library to have a written policy in place that specifies how complaints will be handled. Trustee Gratz asked Stewart to review the current *Reconsideration of Challenged Materials* policy.

DIRECTOR'S REPORT:

- Stewart commented on the new shelving units donated by Burger Boat.
- Stewart is working with Chad Scheinoha from DPW regarding a possibility of planting some different trees along Eight Street.
- Stewart has been selected to join the 2014 Bibliotheca Advisory Panel group.
- The Teen space has been moved and is in the process of being renovated.
- Stewart reported that the Calumet County libraries currently part of MCLS are looking in to joining the Outagamie Waupaca Library System.
- A memo from MCLS Board President was included in the packets regarding the revised Resource Library Agreement.

NEW BUSINESS:

*a. Personnel Committee recommends to accept revised job description of clerk position – A motion was made by Hennessey, seconded by Gratz, to approve revised job description for Clerk position with changes made to *time spent indoors* from 100% to 95%. Motion carried.*

b. Reschedule December Board of Trustees meeting – Stewart proposed December 16, 2013 at 5:30 p.m. - A motion was made by Gratz, seconded by Hennessey, so move to reschedule the December meeting to December 16, 2013 at 5:30 p.m. Motion carried.

c. Holiday Schedule for 2014 – A motion was made by Vollendorf, seconded by Hennessey, so move to accept the 2014 Holiday Schedule. Motion carried.

OLD BUSINESS:

a. 2014 Budget discussion – Discussion continued regarding the 2014 Budget. Trustees expressed concern about using the reserve fund to balance the 2014 budget. Stewart will attend the December 2, 2013 City Council Meeting.

b. Buildings Committee report on selection of vendor for Interior Lighting Project – Provided by Trustee Vollendorf – discussed the evaluation chart and the two proposals for the lighting project.

A motion was made by Hennessey, seconded by Vollendorf, to authorize Stewart to contact Graybar to negotiate price of \$16K for the lighting project and to go ahead if agreed upon. Motion carried.

There being no further business to come before the Board, a motion was made by Hennessey, seconded by Holschbach, to adjourn. Motion carried. The meeting adjourned at 7:05 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary