

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
December 16, 2013

BOARD MEMBERS:

Present: Brandel, Gratz, Hazlewood, Holschbach, Hunter, Kornely, Stokes, and Vollendorf

Absent: Hennessey and Reinertson

OTHERS PRESENT: Stewart, Davis, Juza, Eisenschink, M. Nickels, Horbeck, Cerkas, 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, December 16, 2013.

MINUTES: A motion was made by Vollendorf, seconded by Holschbach, to approve the minutes of the November 25, 2013 Buildings Committee meeting and the November 25, 2013 Regular Board 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 November 2013 in the amount of \$164,205.62. 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 December 2013 in the amount of \$65,256.03. Motion carried.

PUBLIC COMMENT: Chris Cerkas addressed the board on behalf of the assistants, with Ann Koch and Linda Horbeck showing their support.

CORRESPONDENCE: Thank you notes from MPL staff and Lakeshore Holiday Parade Committee was included in the board packet.

TRUSTEE EDUCATION: Trustee Hazlewood volunteered to review Chapter 24 from the Trustee Essentials Handbook - *Library Friends and Library Foundations* to be presented at the January 27, 2014 meeting.

DIRECTOR'S REPORT:

- ✓ Stewart reported the trees along Eighth Street will be replaced in the spring with redbud trees donated by the Isaac Walton League.

- ✓ Stewart commented on the youth circulation statistic chart included in the director's report, noting print materials are more popular than non-print. An identical chart is being created for adult circulation statistics also.
- ✓ Stewart talked about the *Outlook for Manitowoc Public Library* letter included in the director's report. Several board members suggested adding changes to the letter before posting on library e-news.
- ✓ Stewart mentioned the Calumet County libraries are still pursuing joining the Outagamie Waupaca Library System (OWLS) by 2015. If Calumet County joins OWLS, Manitowoc County would have 18 months to join another system. Trustee Holschbach commented he would add this to the County Board agenda.
- ✓ Anne Juza explained the "Holiday Gift Box Giveaway".
- ✓ Trustee Brandel asked for explanation on the LARS reserve fund. Stewart explained that funds for ILS/technology projects are paid to the system for technology upgrades and the Board of Trustees controls use of funds.

NEW BUSINESS:

a. 2014 Resource Library Agreement/Memo of Understanding/Libraries Automated Resource Sharing (LARS) Agreement revision – A motion was made by Vollendorf, seconded by Gratz, so move to approve. Motion carried.

OLD BUSINESS:

a. Buildings Committee report/select vendor for interior lighting project – Provided by Trustee Vollendorf – made comparison of light output submitted by both proposals. A motion was made by Vollendorf, seconded by Gratz, move to recommend we pursue Graybar proposal, with contract to indicate that last 25% to be paid when project is complete and meets specifications. Motion carried.

b. Request to transfer funds from undesignated reserves (2810-00000-342900) for lighting project to the Automation Project account (2810-57311-48100) – A motion was made by Hunter, seconded by Stokes, to approve the request to transfer \$20K from undesignated reserves to the Automation Project account for the lighting project. Motion carried.

c. Revisions to 2014 Budget – A motion was made by Brandel, seconded by Stokes, to accept recommendation as laid out in memo dated December 12, 2013. Motion carried.

There being no further business to come before the Board, a motion was made by Brandel, seconded by Gratz, to adjourn. Motion carried. The meeting adjourned at 7:11 p.m.

Respectfully submitted,

Mary Davis,
Recording Secretary