

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
January 27, 2014

BOARD MEMBERS:

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

Absent: none

OTHERS PRESENT: Stewart, Davis, Mayor 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, January 27, 2014.

The Board unanimously agreed to move agenda item #5 Public Comment to the beginning of the meeting.

PUBLIC COMMENT: Mayor Nickels began by thanking the board for the opportunity to speak with them. The Mayor asked how can we work as one and improve relations between the Library and City. There was much discussion concerning the budget process and the challenges met in order to balance the Library's 2014 budget. It was agreed that Stewart would keep the Council informed by sending them monthly activity reports.

MINUTES: A motion was made by Vollendorf, seconded by Hennessey, to approve the minutes of the December 16, 2013 Buildings Committee Meeting and the December 16, 2013 Regular Board Meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Kornely, seconded by Holschbach, to approve the Financial Management Report for the month of December 2013 in the amount of \$283,709.82. Motion carried.

CHECK REGISTER: A motion was made by Kornely, seconded by Vollendorf, to approve the Manitowoc Public Library operating check register for the month of December 2013 (FINAL) in the amount of \$49,949.46 and the January 2014 in the amount of \$4,474.01. Motion carried.

A motion was made by Kornely, seconded by Vollendorf, to approve the Manitowoc Public Library Foundation Checking check register for the month of January 2014 in the amount of \$3,184.80. Motion carried.

CORRESPONDENCE: Thank you letters from Diocese of Green Bay and Wisconsin Historical Society were included in the board packets.

TRUSTEE EDUCATION: A motion was made by Kornely, seconded by Hennessey, move we suspend Chapter 24 – *Library Friends and Library Foundations* presented by Trustee Hazlewood to next month's agenda. Motion carried.

DIRECTOR'S REPORT:

- Stewart reported the vending machines in the staff lounge are not getting enough use and Scott's Vending would like to remove them. Her suggestion to the board is to have them moved to the Franklin Street room to be accessed by the public. Stewart will put on next month's agenda.
- Graybar has received the fixtures for the lighting project.
- The results from the Carlson Dettmann JDQ's will be presented to the Board following the Council presentation.
- The BCN line upgrade will begin in July, increasing bandwidth from 3 mps to 30 mps.

NEW BUSINESS:

a. Report from Personnel Committee – Chair Todd Holschbach reported for the Personnel Committee which met prior to this meeting. A motion was made by Hennessey, seconded by Vollendorf, so move entire Board to approve agenda items 9a1 (Revise Employee Policy Manual) and 9a2 (Request to provide paid time for participating in literacy tutor training). Motion carried.

b. Review of 2013 expenses – Stewart reported the budget finished at \$66K under budget, rather than the expected \$75K.

c. Review list of municipalities for statistical comparison – There was some question as to the list of cities used for comparison, with size being a factor. A motion was made by Stokes, seconded by Vollendorf, so move to make list of comparison cities of similar size to bring back to board. Motion carried.

d. Request to expend up to \$12,000 from the LARS reserve account on another 400 self-check station – A motion was made by Holschbach, seconded by Hennessey, so move to approve. Motion carried. Yeas 9 Nays 1 (Trustee Brandel).

e. Set dates for May and December 2014 meetings – A motion was made by Vollendorf, seconded by Stokes, so move we go with the proposed dates of Monday, May 19, 2014 and Monday, December 15, 2014 both at 5:30 p.m. 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 6:48 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary