

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
BOARD OF TRUSTEES  
December 15, 2014

**BOARD MEMBERS:**

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

*Absent:* Hazlewood, Hennessey, Reinertson and Thennes

**OTHERS PRESENT:** Stewart, Davis, Juza 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 5:33 p.m., Monday, December 15, 2014.*

**MINUTES:** A motion was made by Vollendorf, seconded by Gratz, to approve the minutes of the November 24, 2014 Regular Board meeting. Motion carried.

**FINANCIAL MANAGEMENT REPORT:** A motion was made by Kornely, seconded by Stokes, to approve the Financial Management Report for the month of November 2014 in the amount of \$159,021.13. 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 2014 in the amount of \$52,294.77. 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 December 2014 in the amount of \$219.20. Motion carried.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** Letter of support from Patron. Trustees suggested a copy be sent to the Mayor.

**DIRECTOR'S REPORT:**

- ✓ Stewart talked about the Community Survey she's been working on, looking for input as to what direction to go in with survey questions.
- ✓ Fundraising ideas were talked about possibly during National Library Week.
- ✓ Included in the report were letters of requests for donations from local banks on behalf of One-to-One Adult Literacy. Trustees suggested she send letters to local Credit Union's also.

**MANAGER HIGHLIGHTS:**

A cumulative list of adult and children's outreach activities in 2014 was included in the packet.

**OLD BUSINESS:**

a. *Revised Pay Plan* – A motion was made by Gratz, seconded by Brandel, to accept the Revised Pay Plan. Motion carried.

b. *Revised Organization Chart* – A motion was made by Brandel, seconded by Holschbach, to accept the Revised Organization Chart. Motion carried.

**NEW BUSINESS:**

a. *Library Director Evaluation* – Trustee Holschbach explained the process and form that will be used in the evaluation. Personnel Committee plans to meet in mid-January with recommendation to the full Board at the February 23, 2015 meeting.

There being no further business to come before the Board, a motion was made by Gratz, seconded by Holschbach, to adjourn. Motion carried. The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Mary Davis,  
Recording Secretary