

MINUTES OF THE  
MANITOWOC PUBLIC LIBRARY  
BOARD OF TRUSTEES  
March 28, 2016

*The mission of Manitowoc Public Library is to promote a culture of reading and to provide access to information. Through our services we strive to foster an environment that meets the educational, recreational and cultural needs of the community.*

**BOARD MEMBERS:**

*Present:* Doneff, Gratz, Hunter, Kornely, Stokes, Thennes, and Vollendorf

*Absent:* Hazlewood, Holschbach, Reinertson, and Sladky

**OTHERS PRESENT:** Stewart, Davis, Mayor Nickels, Staveness, Engelbrecht, Juza, Schreiner, Penckofer, and Eisenschink

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 David Gratz at 5:00 p.m., Monday, March 28, 2016.

**MINUTES:** A motion was made by Kornely, seconded by Hunter, to approve the minutes of the February 22, 2016 Regular Board meeting. Motion carried.

By consensus, the Board agreed to move agenda item #8 *Trustee Education – a. What is a budget status report* to follow the approval of minutes.

**TRUSTEE EDUCATION:** Included in the monthly packet are Budget Status reports for Fund 2810 (General) and Fund 2813 (Foundation). The reports keep a record of Revenue and Expenditures from the previous month, and a report total which are approved at the monthly meeting.

**BUDGET STATUS REPORTS:** A motion was made by Vollendorf, seconded by Stokes, to approve Fund 2810 Budget Status Report Expense totals for the month of February, 2016 in the amount of \$148,299.96. Motion carried.

A motion was made by Vollendorf, seconded by Kornely, to approve Fund 2813 Budget Status Report Expense totals for the month of February, 2016 in the amount of \$10,662.24. Motion carried.

**CHECK REGISTER:** A motion was made by Vollendorf, seconded by Stokes, to approve the Manitowoc Public Library operating check register for the month of March, 2016 in the amount of \$56,199.42. Motion carried.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** A thank you note from a patron and intent to request payment letter from Brown County Library was included in the packet.

**DIRECTOR'S REPORT:**

- ✓ Stewart commented on her concern regarding the City's pay plan and the inequity of several library employees with longevity. Also, a concern with 60% of library workforce being part time positions.
- ✓ Included in the report was a list of facility needs and a request to have the Buildings Committee meet to review the needs of our building.
- ✓ Also, included in the report was a memo from Mayor Nickels regarding the use of Granicus to video record board meetings, agendas, and minutes. This will be included on next month's agenda for discussion.
- ✓ Manitowoc Public Library's Visual Annual Report

**NEW BUSINESS:**

- a. *Trustee liaison to MPL Foundation Board* – No action taken at this time.
- b. *Lump sum payment for Interim Materials Manager* – A motion was made by Vollendorf, seconded by Hunter, so move to approve the request. Motion carried.
- c. *Background Check Policy* – A motion was made by Thennes, seconded by Stokes, so move to approve the revised policy. Motion carried.

There being no further business to come before the Board, a motion was made by Hunter, seconded by Kornely, to adjourn. The meeting adjourned at 5:49 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary