

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
October 24, 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: Brey, Hazlewood, Holschbach, Hunter, Kornely, Thennes, and Vollendorf

Absent: Doneff and Reinertson

OTHERS PRESENT: Davis, Krajnik, Alisa Schafer (HTR), Staveness, Kunde, Bialek, Juza, Engelbrecht, Schreiner and Kristin Stoeger (Director)

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 Fred Hazlewood at 5:00 p.m., Monday, October 24, 2016.

MINUTES: A motion was made by Hunter, seconded by Holschbach, to approve the minutes of the August 22, 2016 Finance Committee meeting. Motion carried.

A motion was made by Vollendorf, seconded by Brey, to approve the minutes of the August 22, 2016 Regular Board meeting. Motion carried.

A motion was made by Vollendorf, seconded by Kornely, to approve the minutes of the August 29, 2016 Personnel Committee meeting, September 6, 2016 Personnel Committee meeting, September 12, 2016 Personnel Committee meeting, and September 14, 2016 Personnel Committee meeting. Motion carried.

A motion was made by Brey, seconded by Holschbach, to approve the minutes of the September 26, 2016 Regular Board meeting. Motion carried.

A motion was made by Vollendorf, seconded by Hunter, to approve the minutes of the September 27, 2016 Personnel Committee meeting. Motion carried.

A motion was made by Hunter, seconded by Brey, to approve the minutes of the October 3, 2016 Special Board meeting. Motion carried.

BUDGET STATUS REPORTS: A motion was made by Vollendorf, seconded by Holschbach, to approve Fund 2810 budget status report Revenue Totals of \$2,830.77 and Expense Totals of \$155,228.03, for a Report Total of \$152,397.26, for the month of August, 2016. Motion carried.

A motion was made by Vollendorf, seconded by Kornely, to approve Fund 2813 budget status report Expense Totals in the amount of \$1,185.31, for a Report Total of \$1,185.31, for the month of August, 2016. Motion carried.

A motion was made by Vollendorf, seconded by Hunter, to approve Fund 2810 budget status report Revenue Totals of \$6,335.49 and Expense Totals of \$137,522.95, for a Report Total of \$131,187.46, for the month of September, 2016. Motion carried.

A motion was made by Vollendorf, seconded by Hunter, to approve Fund 2813 budget status report Expense Totals in the amount of \$652.22, for a Report Total of \$652.22, for the month of September, 2016. Motion carried.

CHECK REGISTER: A motion was made by Vollendorf, seconded by Kornely, to approve the Manitowoc Public Library operating check register for the month of September, 2016 in the amount of \$31,091.74. Motion carried.

A motion was made by Vollendorf, seconded by Brey, to approve the Manitowoc Public Library operating check register for the month October, 2016 in the amount of \$43,423.70. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE: Thank you card from NAMI and donation from library patron.

MANAGER HIGHLIGHTS/MONTHLY STATISTICS: A copy of the September, 2016 Manager Highlights and Monthly Statistics were included in the board packet.

COMMITTEE REPORTS:

8a. *Finance Committee* – Trustee Holschbach gave an update on the 2017 Budget. Reporting the Mayor’s recommendation - \$1,438,798 and County Reimbursement - \$466,000. This is a \$90K deficit from the original requested amount of \$1,529,883. However, with the additional \$66,000 (original budgeted amount was \$400K) from the County, the remaining amount needed to cover the overall budget is between \$30K and \$45K. The Finance Committee will meet with City Finance Director for further discussion and clarity regarding the Special Revenue Fund.

NEW BUSINESS:

9a. *Approve the 2017 Resource Library Agreement* – A motion was made by Hunter, seconded by Holschbach, to approve the 2017 Resource Library Agreement. Motion carried.

CLOSED SESSION: A motion was made by Vollendorf, seconded by Hunter, to enter into closed session as authorized by Section 19.85 (1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public

employee over which the governmental body has jurisdiction or exercises responsibility. The specific subject matter which will be considered in the closed session is the following:

a. *Discussion regarding employment consideration*

The motion carried with a roll call vote and the Board entered into closed session at 5:35 p.m.

OPEN SESSION: A motion was made by Thennes, seconded by Hunter, to enter into open session. The motion carried with a roll call vote and the Board reconvened in open session at 5:39 p.m.

#12 *Possible action on subject matter considered in Closed Session* – A motion was made by Vollendorf, seconded by Thennes, to officially appoint Kristin Stoeger as new Director of Manitowoc Public Library. Motion carried.

There being no further business to come before the Board, a motion was made by Hunter, seconded by Holschbach, to adjourn. The meeting adjourned at 5:42 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary