

MINUTES OF THE
MANITOWOC PUBLIC LIBRARY
BOARD OF TRUSTEES
November 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: Brey, Hazlewood, Hunter, Reinertson, Thennes, and Vollendorf

Absent: Doneff, Holschbach, and Kornely

OTHERS PRESENT: Stoeger, Davis, Alisa Schafer (HTR), Juza, Eisenschink, Staveness, Kunde, Krajnik, and Mayor Nickels

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, November 28, 2016.

MINUTES: A motion was made by Hunter, seconded by Brey, to approve the minutes of the October 24, 2016 Finance Committee meeting, October 24, 2016 Regular Board meeting, and November 22, 2016 Personnel Committee meeting. Motion carried.

BUDGET STATUS REPORTS: A motion was made by Vollendorf, seconded by Hunter, to approve Fund 2810 budget status report Revenue Totals of \$22,062.10 and Expense Totals of \$147,261.49, for a Report Total of \$125,199.39, for the month of October, 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 \$2,118.57, for a Report Total of \$2,118.57, for the month of October, 2016. Motion carried.

CHECK REGISTER: A motion was made by Vollendorf, seconded by Brey, to approve the Manitowoc Public Library operating check register for the month of November, 2016 in the amount of \$36,639.11. Motion carried.

PUBLIC COMMENT: None

CORRESPONDENCE: Letter from patron regarding being closed on Thursday's. President Hazlewood will follow-up with a response to this concern.

DIRECTOR'S REPORT: Stoeger reported her main focus is learning library operations and software, meeting with personnel, talking with other directors, MCLS and City Council.

Also noted, from the Adult Literacy One-to-One program, an adult learner became a US Citizen and voted for the first time in the November election. Libraries and Literacy Councils throughout the state are looking to replicate MPL's program.

COMMITTEE REPORTS:

a. *Personnel Committee* – Trustee Thennes reported on the November 22, 2016 meeting. The Committee is recommending the following be approved by the Board:

- Request by employee to include previous years of employment to apply toward total vacation accrual.
- The transitioning 19 hour/week clerks to 20 hour/week clerks.

The Committee is requesting further discussion regarding the evaluation and possible reclassification of Literacy Coordinator position.

b. *Finance Committee* – Trustee Vollendorf reported on the October 24, 2016 meeting. Stoeger added, the 2017 Budget has been approved, with a shortfall of \$40K. There will be further discussion and a closer look at how funds will be allocated for 2017, once the final document has been received.

NEW BUSINESS:

a. *2017 Holiday Schedule* – A motion was made by Hunter, seconded by Vollendorf, to approve the 2017 Holiday Schedule, to include planned time off for Christmas Eve and New Year's Eve. Motion carried.

b. *Request to reschedule December meeting to Monday, December 19, 2016* – A motion was made by Thennes, seconded by Hunter, so move to reschedule meeting date. Motion carried.

c. *Evaluate transitioning 19 hour/week clerks to 20 hour/week clerks* – A motion was made by Vollendorf, seconded by Reinertson, so move to approve the one hour increase, to include paid time off benefits for clerk position, effective immediately. Motion carried.

d. *Request approval to make budget corrections to the 2017 budget* – A motion was made by Brey, seconded by Thennes, so move to approve the transfer. Motion carried.

CLOSED SESSION: A motion was made by Vollendorf, seconded by Brey, 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. *Request approval of modification to Literacy Consultant Service Agreement for interim coverage of Adult One-to-One Literacy program*
- b. *Review request by employee to include previous years of employment to apply toward vacation total accrual*

The motion carried with a roll call vote and the Board entered into closed session at 5:20 p.m.

OPEN SESSION: A motion was made by Thennes, seconded by Reinertson, to enter into open session. The motion carried with a roll call vote and the Board reconvened in open session at 5:35 p.m.

#12 Possible action on subject matter considered in Closed Session –

- a. *Request approval of modification to Literacy Consultant Service Agreement for interim coverage of Adult One-to-One Literacy program –* A motion was made by Thennes, seconded by Vollendorf, to approve the modifications to the Literacy Consultant Service Agreement, to include the following:

Paragraph three to read – Mary will provide approximately 40 hours a month of consultancy services, **with hours to be set by consulting with Library Director Kristin Stoeger. Service hours will be verified with Kristin Stoeger.**

Paragraph five to read – Manitowoc Public Library through the Foundation Gift account agrees to pay Mary Peterson one more installment of **\$600** in the month of December fulfilling the original Service Agreement, dated June 2016.

Motion carried.

- b. *Review request by employee to include previous years of employment to apply toward vacation total accrual –* A motion was made by Brey, seconded by Thennes, to deny request by employee, with further discussion by Personnel Committee to determine a policy.
Motion carried.

There being no further business to come before the Board, a motion was made by Thennes, seconded by Brey, to adjourn. The meeting adjourned at 5:43 p.m.

Respectfully submitted,

Mary Davis, Recording Secretary