

MINUTES OF THE MEETING OF
THE MANITOWOC PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 24, 2010

The regular meeting of the Manitowoc Public Library Board of Trustees was called to order in the Board Room at Manitowoc Public Library by Vice President David Gratz at 5:31 p.m., Monday, May 24, 2010.

TRUSTEES PRESENT: Diedrich, Gratz, Kornely, Pfeffer, Sczygelski, Stokes, Vollendorf, and Waldron

TRUSTEES ABSENT: Able, Hazlewood, and Brey

OTHERS PRESENT: Stewart, Davis, Koch, Nickels, Petersen (MCLS Director), Muchin Young, Cerkas, Horbeck, and Etten (AFSCME Representative)

MINUTES: A motion was made by Gratz, seconded by Pfeffer, to approve the minutes of the April 26, 2010 Board of Trustees closed meeting and the minutes of the April 26, 2010 Board of Trustees regular meeting. Motion carried.

FINANCIAL MANAGEMENT REPORT: A motion was made by Pfeffer, seconded by Stokes, to approve the Financial Management Report for the month of April, 2010 in the amount of \$173,314.03. Motion carried.

CHECK REGISTER: A motion was made by Pfeffer, seconded by Vollendorf, to approve the Manitowoc Public Library operating check register for the month of May, 2010 in the amount of \$30,960.33. Motion carried.

A motion was made by Pfeffer, seconded by Sczygelski, to approve the Manitowoc Public Library Foundation check register for the month of May, 2010 in the amount of \$335.95. Motion carried.

PUBLIC COMMENT: Ann Koch and Marie Nickels (MPL Youth Assistants) commented on the proposed changes to staffing in the Youth Department.

Linda Horbeck (AFSCME Union Steward) gave her support for Koch and Nickels.

CORRESPONDENCE: A letter of thank you for the extended use of a Study Room.

COMMITTEE REPORTS: Stokes briefly reported on the Personnel Committee meeting. Kornely gave an update for the Nominating Committee.

DIRECTOR'S REPORT: Copies of the Director's Report for the month of April, 2010 thru May, 2010 were included in the Board packets, as well as Department Managers' Reports for the month of April, 2010.

TRUSTEE MANUAL: Trustee Kornely gave a summary of Chapter 9 from the Trustee Essentials Handbook titled "Managing the Library's Money".

It was a unanimous decision by all Trustees' in attendance, to have the report of Chapter 10 from the Trustee Essentials Handbook at the September 27, 2010 board meeting. Trustee Sczygelski volunteered for this.

OLD BUSINESS: A motion was made by Stokes, seconded by Kornely, to recommend Chair of Personnel Committee review timesheet and vacation requests of Library Director. Motion carried.

NEW BUSINESS: After some discussion regarding the MPL Workplace Employee Satisfaction Survey; the Board concluded they would be interested in seeing the survey results.

A motion was made by Sczygelski, seconded by Kornely, to move that for future years, the Library Director with Management Team input, establishes extended hours as needed for Krazy Daze. Motion carried.

There was some discussion regarding the "Memorandum of Understanding Governing the Control, Disbursement and use of Endowment Funds between the Manitowoc Public Library Board of Trustees and the Manitowoc Public Library Foundation Board" document which was included in the board packets. Memorandum will be presented to Foundation Board

A motion was made by Vollendorf, seconded by Kornely, to use funds (\$2860) from the Special Project Budget Line for Staff ergonomic equipment needs. Motion carried.

A motion was made by Stokes, seconded by Waldron, to accept the revised job descriptions (Outreach & Development Associate, Information & Adult Services Associate, and Youth Associate) with the suggestion of a change in wording, under "Physical Demands" section, take out "constantly" and replace with "primarily". Motion carried.

Stewart discussed the goal of the Reorganization of Staffing Table to include more associates in the youth department.

The next meeting of the Board of Trustees will be Monday, June 28, 2010 at 5:30 p.m.

ADJOURN: There being no further business to discuss; a motion was made by Kornely, seconded by Sczygelski, to adjourn. Motion carried. The meeting adjourned at 6:40 p.m.

Respectfully submitted,

Mary Davis,
Recording Secretary