

Pursuant to section 19.84 (2) and (3) of the Wisconsin Statutes, notice is hereby given to the public, to the Manitowoc Herald Times Reporter and Chilton Times Journal, and to those who have filed a written request for this notice, that a meeting of the Manitowoc County Library Services Advisory Committee will be held on Tuesday, May 12, 2015 at 5:00 o'clock p.m. The meeting will be held at the Manitowoc Public Library, Manitowoc, WI 54220. As of the date of this notice, the subject matter known to be intended for consideration is as follows:

**Manitowoc County Library Services Advisory Committee**

Tuesday, May 12, 2015 at 5:00 p.m.

Manitowoc Public Library

**AGENDA**

1. Call to Order (proper notice has been given)
2. Introductions and brief review of Committee's responsibilities (enclosure # 1)
3. Minutes of May 15, 2014 annual meeting (enclosure #2)
4. Manitowoc County Library Service Plan and funding issues:
  - a. Review and possible adoption of *Manitowoc County Agreement and Plan for Public Library Service*, as amended in 2007, including consideration of any need for County to establish minimum standards for public libraries (enclosure # 3). **NOTE: Enclosure #3 is the Agreement and Plan adopted in 1999. Until an amended Plan is adopted, enclosure #3 is still in effect.**
5. 2016 Budget Request to Manitowoc County for reimbursements for Library Services received in 2014 (enclosure # 4)
6. Confirm timetable and procedures for submitting 2016 County Budget Request
7. Report on pending budget request to Calumet County for 2016 reimbursements to Kiel, Manitowoc and Two Rivers libraries (enclosure # 5)
8. Any other discussion relating to Manitowoc County library services (informational items; no action items) (enclosure #6, Manitowoc County Possible Appointments to Municipal Library Boards)
9. Schedule next meeting (if necessary)
10. Adjourn

***If you are unable to attend, please notify Rebecca Petersen at (920) 686-3051 (email: [rpetersen@mcls.lib.wi.us](mailto:rpetersen@mcls.lib.wi.us))***

If you require special needs accommodations for this meeting, please contact the System Director at 920-686-3051 (telephone) at least 48 hours in advance.

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**MINUTES**  
**MANITOWOC COUNTY LIBRARY SERVICES ADVISORY COMMITTEE**  
**May 12, 2015**

The annual meeting of the Manitowoc County Library Services Advisory Committee was held at the Manitowoc Public Library on May 12, 2015.

**Members present:** Rani Beckner (5:15 p.m.), Julia Davis, Julie Grinde, Rick Henrickson, Linda Hunter, Rebecca Petersen, Cherilyn Stewart, David Stoelting, Robert Vollendorf

**Members absent:** Jeff Dawson, Pat Gagnon, Carol Gruetzmacher, Paul (Biff) Hansen, Debra Heus, Todd Holschbach, Ananda Hughes, Carolyn A. Johnson, Cheryl Kjelstrup, Chris Kornely, Natalie Long, Michelle May, Cheryl Nessman, Peggy Turnbull

**Others present:** Connie Griseto, Todd Reckelberg

**Introductions / Review of Committee's Responsibilities:** The meeting was called to order by Manitowoc-Calumet Library System Director, Rebecca Petersen, at 5:11 p.m. Petersen led the introductions and reviewed the responsibilities and purpose of the Committee.

Committee members discussed what constitutes a quorum at this annual meeting. Petersen will investigate further by checking with Wisconsin Dept. of Public Instruction (DPI) and will report back to the Committee. Any actions taken will be subject to statutory compliance, and if it is determined that the required number of Committee members were not in attendance, another meeting will be scheduled.

**Minutes:** A motion was made by Vollendorf and seconded by Henrickson to approve the minutes of the May 15, 2014, Manitowoc County Library Services Advisory Committee meeting. Motion carried.

**Review of Agreement and Plan:** Petersen described how the *Manitowoc County Agreement and Plan for Public Library Service* serves as the contractual basis by which the public libraries in Manitowoc County open their doors to rural county residents, and by which the libraries are reimbursed for providing this service to rural county residents. Discussion was held concerning the Brown County billing process.

A motion was made by Grinde and seconded by Vollendorf to reaffirm the *Manitowoc County Agreement and Plan for Public Library Service*. Motion carried.

**Budget Request:** A motion to adopt the 2016 Budget Request to Manitowoc County for Library Services received in 2014 (Enclosure #4) was made by Henrickson and seconded by Grinde. Motion carried.

**Timetable and Procedures for Submitting Budget Request:** Petersen will submit the budget request to the County Clerk, County Comptroller, and County Executive in May or June. The deadline is July 1, 2015.

**Possible Appointments to Municipal Library Boards** (Enclosure #6): Kiel's appropriation has decreased over the years, and may result in one less member appointed to their Board. Petersen and Reckelberg will discuss this with Ziegelbauer, and then Petersen will report back to Julia Davis on how to proceed.

There being no further business, the meeting was adjourned at 5:30 p.m. upon a motion by Henrickson and seconded by Stoelting. Motion carried.

Respectfully submitted,

Connie L. Griseto