

**MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING**

**MINUTES**

**Tuesday, June 23, 2020**

**Video Conference Call by GoToMeeting**

**PRESENT:** Michele Bria, Joan Prince, Chris Layden, Ald. Milele Coggs, Ald. Nik Kovac, Matt Kowalski, Ald. Michael Murphy, Mark Sain, Jennifer Smith, Paula Kiely

**EXCUSED:** James Marten, Dir. Larry Miller, Sup. Marcelia Nicholson

**STAFF:** Rachel Arndt, Maria Burke, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Judy Pinger, Anne Rasmussen, Rebecca Schweisberger, Heather Smith, Kathleen Vandenboom-Hurley, Kelly Wochinske, Dea Wright

**OTHERS**

**PRESENT:** MPL Foundation: Ryan Daniels  
General Capital Group: Linda Gorens-Levey

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President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:03 p.m. on June 23, 2020 with a quorum present. All Trustees participated by video conference.

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President Bria congratulated Library Director Paula Kiely on being honored as the Rotary Club of Milwaukee's Person of the Year.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. **Regular Board Meeting Minutes May 26, 2020.**
2. **Administrative Reports.**
  - a. Financial Report
  - b. Library Director's Reports

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-11 of the agenda. Hearing no objection, the Consent Agenda was approved.

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**ACTION ITEMS**

3. **Bylaws Revision.** President Bria reviewed the final draft of the revised bylaws. One of the recommended changes allows for Trustee participation in closed session when attending meetings by video or phone call. The other change clarifies new Officers will assume the office immediately

after election. Trustee Kowalski moved to approve the bylaws; Trustee Smith seconded. Motion passed.

4. **Code of Conduct.** Deputy Library Director Joan Johnson presented the revised Library Code of Conduct for review and approval. The revised Code of Conduct includes updated safety protocols designed to reduce the spread of infectious disease. Language in the document will be updated to clarify patrons will be required to wear a mask at all times in the building. Library Administration is seeking Board support for codifying the document and presenting it to the public. Trustee Layden moved to approve the Code of Conduct; Trustee Sain seconded. Motion passed.

## REPORTS

5. **MPL Foundation.** Library Foundation Executive Director Ryan Daniels presented an update on Foundation activities and fundraising. As a result of the COVID-19 pandemic, Foundation staff has been redeployed to apply for grants. The Foundation met eligibility requirements and participated in the federally-funded Paycheck Protection Program. The Foundation is exploring new revenue sources and to date has raised \$356,000. To support the library's community recovery efforts, the Foundation has created a COVID-19 Recovery Fund. The 2020 Ben Franklin Award will be presented to Milwaukee Public Library and its staff. The annual event will be held as a virtual program on October 1, 2020. Dan Renouard has stepped down as Library Foundation Board President and will continue to serve on the Board as Distinguished Past President. The new Library Foundation Board President is Mary Sprague. The Trustees thanked Director Daniels for the Foundations great work especially during the pandemic. Informational item.
6. **MCFLS Board Meeting.** Trustee Kovac reported on the June 15, 2020 meeting. The Board discussed strategies for reopening, curbside service, and materials handling. There are two vacancies on the MCFLS Board and Director Kiely has been in communication with MCFLS Director Steve Hesper regarding a candidate. Informational item.
7. **COVID-19 Recovery and Reopening.** Director Kiely presented an update on the library plans for reopening. The library buildings are currently closed, but curbside service is available at Central Library (Drive-up), Tippecanoe branch library, and Washington Park branch library. The library intends to begin the first phase of reopening before the end of July. A plan is in place for furloughs and staff workshare through July. Director Kiely will meet with representatives from the Milwaukee Health Department (MHD) to discuss transitioning staff back to the library. Library Managers are assessing workspaces and will submit their recommendations to Library Administration by July 11. Recommendations may include rearranging or removing furniture, reducing service points, and installing barriers. The Department of Public Instruction (DPI) has issued capacity guidance to all libraries in the state and MPL is following the guidance when developing plans. Staff is working to coordinate the purchase of equipment and signage as well as implementation of the reopening plans. Limited public service hours are being considered as staffing levels are affected by redeployment and will also allow the Facilities team sufficient time to clean the buildings. Reorientation will be provided to staff as they return to service. The reopening guide for staff will include safety precautions, Human Resources information, materials handling instructions, cleaning protocols, and phased reopening timelines. Materials will remain in quarantine for 72 hours before processing. Hazard assessments are being conducted in coordination with MHD to ensure guidelines are followed. MHD recommendations about COVID case numbers and trends will be taken into consideration as branches are considered for reopening. The library will remain nimble and make preparations in the event additional closures are needed. Possibilities for introducing Good Hope Library include virtual tours, television ads, social media posts, and small group tours. Trustees offered ideas for library use and time limits.

Director Kiely shared she has received many compliments from MHD on the professionalism and skill level of MPL staff. Director Kiely and the Board commended and thanked MPL staff for their dedication and great work. Informational item.

8. **Martin Luther King Branch Library Redevelopment.** Library Construction Project Manager Sam McGovern-Rowen updated the Board on the project. The project was not awarded tax credits through Wisconsin Housing and Economic Development Authority (WHEDA). WHEDA will issue a new qualified allocation plan and encouraged the development team to reapply in December. The project remains a priority and MPL would like to revisit the conversation with the community to gather input and recommendations. Director Kiely thanked General Capital Group for the extraordinary amount of work it took to meet the WHEDA application deadline. Linda Goren-Levey, of General Capital Group, reiterated their commitment to the community and partnerships. Neither MPL nor General Capital Group was consulted about the statement issued by Lavelle Young, of Young Development Group, inviting public investment in the project. Further discussion about the project will be held at the July 2, 2020 Building & Development Committee meeting. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of June 23, 2020 was adjourned at 5:17 p.m.

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