



**Vision**

*MPL is an anchor institution that helps build healthy families and vibrant neighborhoods – the foundation of a strong Milwaukee.*

**Mission**

*Inspiration starts here – we help people read, learn, and connect.*

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**BOARD OF TRUSTEES REGULAR MEETING**

**Tuesday, July 26, 2022**

**4:00 p.m.**

**By Go To Meeting**

**By computer, tablet or smartphone:**

<https://global.gotomeeting.com/join/183791021>

**By phone:**

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 183-791-021

**AGENDA**

4:00 – 4:05

**WELCOME & ROLL CALL**

4:05 – 4:15

**PUBLIC COMMENT**

4:15 – 4:25

**SPECIAL COMMUNICATION**

1. **Trustee Recognition.** President Sain will present a resolution to Dr. Jennifer Smith, thanking her for five years of service on the Board.

4:25 – 4:30

**CONSENT AGENDA**

Attachment A, page 3

2. **Regular Board Meeting Minutes, June 28, 2022.**
3. **Committee Reports**
  - a. Innovation & Strategy Committee Meeting Minutes – July 1, 2022
  - b. Building & Development Committee Meeting Minutes – July 7, 2022
4. **Administrative Reports.**
  - a. Financial Report
  - b. Library Director’s Report
  - c. Statistics
5. **Revised Bylaws.**

6. **Committee Assignments.**

**REPORTS**

4:30 – 4:50

7. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Library Director Joan Johnson will report on the July 18, 2022 MCFLS Board meeting.

8. **Services & Programs Committee Meeting.** Chair Milele Coggs will present action items from the July 20, 2022 meeting.

Attachment B, page 24

9. **Finance & Personnel Committee Meeting.** Chair Teresa Mercado will present action items from the July 26, 2022 meeting.

Attachment C, page 26

**BOARD EDUCATION**

4:50 – 5:05

10. **MPL Social Media Engagement.** Community Relations and Engagement Director Eileen Force Cahill will share information about MPL's Social Media Team and its accomplishments.

5:05 – 5:15

11. **Closing Remarks and Adjournment.**

**REMINDER:** Next scheduled meetings are:

September 1, 2022 Building & Development Committee – Video Conference Call, 8:00 a.m.

September 27, 2022 Board Meeting – **IN PERSON**, 4:00 p.m. (**No remote option, face masks are optional**)

**Trustees**

Mark Sain, *President*, Chris Layden, *Vice-President*, Teresa Mercado, *Financial Secretary*, Michele Bria, Ald. Milele Coggs, Matthew Kowalski, Michael Morgan, Felicia Saffold, Erika Siemsen, Ald. Scott Spiker, Joan Johnson, *Secretary*, Rebecca Schweisberger, *Secretary's Assistant*  
(414) 286-3021

***The Milwaukee Public Library Board of Trustees is an informed, dedicated group of citizens who represent a cross-section of the city of Milwaukee and are committed to supporting, developing, and advancing the library for the benefit of all residents of Milwaukee and others throughout Milwaukee County, the State of Wisconsin, and beyond. In their role as advocates and advisors, they serve the library's many patrons, its staff, the common good of the community, and this critical and enduring institution.***

*Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. More information is available at [www.milwaukee.gov/lobby](http://www.milwaukee.gov/lobby) or by calling (414) 286-2238.*

*Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.*

**PLEASE NOTE:** Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX) or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

# MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

## REGULAR MEETING

### MINUTES

Tuesday, June 28, 2022

#### Video Conference Call via GoToMeeting

**PRESENT:** Mark Sain, Teresa Mercado, Michele Bria, Ald. Milele Coggs, Matthew Kowalski, Michael Morgan, Erika Siemsen, Ald. Scott Spiker, Joan Johnson

**EXCUSED:** Chris Layden, Jennifer Smith

**STAFF:** Maria Burke, Eileen Force Cahill, Tammy Mays, Amanda McGillivray, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Karli Pederson, Marian Royal, Rebecca Schweisberger, Kelly Wochinske

#### OTHERS

**PRESENT:** Budget & Policy Division: Mason Lavey  
MPL Foundation: Ryan Daniels, Pat Swanson, Antoine Carter

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President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:05 p.m. on June 28, 2022 with a quorum present. All Trustees participated by video conference. The agenda items were taken out of order; however, these minutes are presented in numerical sequence.

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#### SPECIAL COMMUNICATION

1. **Introduction of New Trustee.** President Sain introduced new Trustee Alderman Scott Spiker. Trustee Spiker shared a brief overview of his professional background and experience as a MPL patron. He is very happy to be part of the MPL Board and looks forward to working with the Trustees. Informational item.

#### CONSENT AGENDA

2. **Regular Board Meeting Minutes May 24, 2022.**
3. **Updated Committee Assignments.**
4. **Administrative Reports**
  - a. Financial Report
  - b. Library Director's Reports
  - c. Statistics

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#### REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Library Director Joan Johnson reported on the June 20, 2022 meeting. MCFLS currently has a significant year to date investment fund debit due to losses on interest of invested funds. This loss exposed the level of vulnerability of state aid allocated to the system. Additional losses could potentially impact member libraries. MCFLS Director Steve Hesser will meet with Milwaukee County representatives to discuss the account and potential remedies. A task force made up of MCFLS staff and representatives from

ATTACHMENT A - P. 1 of 21

MPL CONSENT AGENDA

2. Regular Board Meeting Minutes - 06/28/22

P. 3

member libraries reviewed the integrated library system catalog and negotiated very favorable terms for contract renewal with the vendor. The cost of the new 5-year contract is 46% lower than the initial offer and provides enhanced services. MCFLS Business Manager Judy Kaniasty is retiring at the end of summer; interviews are underway for her successor. Trustee Siemsen looks forward to taking over MCFLS Board reporting after her appointment is confirmed by the County Board. Informational item.

6. **Library Executive Committee Meeting.** President Sain reported on the action items from the June 16, 2022 meeting.

DPI Inclusive Services Statement. The Committee moved to approve adoption of the DPI Inclusive Services Statement. The document states explicitly that library services should be inclusive for everyone, regardless of race, gender, age, or any other demographic status. It is also a statement of commitment from library leadership and staff to continuously look for ways to improve access to materials, services, spaces, and programs. Trustee Bria moved to approve the statement and recommend its adoption; Trustee Morgan seconded. Motion passed.

Bylaws Revision. The Committee moved to update Article 3, Section 3 of the Bylaws regarding the role and responsibilities of the Board Financial Secretary to align the Bylaws with current practices. A statement regarding sending monthly reports to the Financial Secretary will be struck. A new statement indicating the monthly Trust Fund statements will be reviewed by Library Administration will be added. Trustee Bria moved to approve the Bylaws amendment; Trustee Kowalski seconded. Motion passed.

7. **MPL Foundation Report.** MPLF Executive Director Ryan Daniels presented an update on Foundation activities and fundraising. Year to date, the MPL Foundation has raised \$2.2M. This includes grants to fully fund the AmeriCorps program for 3 years and matching donations from several local philanthropies. MPLF has also received several multi-year and corporate gifts. Director Daniels presented the updated MPLF website and demonstrated several new ways it engages the community and donors. Informational item.

#### **BOARD EDUCATION**

7. **Friends of MPL.** MPLF Executive Director Ryan Daniels presented information about the Friends of MPL Board and services. The Friends generate revenue for the Foundation by selling materials through The Bookseller at Central Library and hosting author events, including the Spring Literary Luncheon. The Friends also staff the Central Library Docent Tours, which emphasizes the history and architecture of the building. Director Daniels ‘tested’ the Trustees knowledge about the MPL Foundation and Friends of MPL via a lively game of ‘Library Jeopardy’. The Board thanked Director Daniels and the MPLF staff for their work on behalf of MPL. Informational item.

#### **CLOSING REMARKS**

President Sain reported on new MPL Poet Laureate Mario ‘The Poet’ Willis’ Inaugural Reading. The event was well attended with a diverse group of participants. President Sain thanked Director Johnson, Library Public Services Area Manager (Central) Marian Royal, MPL staff, and the MPL Foundation for hosting the event. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of June 28, 2022 was adjourned at 4:53 p.m.

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**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
INNOVATION & STRATEGY COMMITTEE  
MINUTES  
Friday, July 1, 2022**

**Video Conference Call via GoToMeeting**

**PRESENT:** Matt Kowalski, Erika Siemsen, Ald. Scott Spiker, Joan Johnson

**OTHERS:** MPL: Karli Pederson, Anne Rasmussen, Marian Royal, Rebecca Schweisberger

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Committee Chair Matt Kowalski called the MPL Board of Trustees Innovation and Strategy Committee meeting to order at 9:05 a.m. on July 1, 2022 with a quorum present. All Trustees and presenters participated by video conference.

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1. **Committee Meeting Minutes Review.** The Committee reviewed and approved the minutes from the April 5, 2022 meeting, listed as Attachment A of the agenda. Trustee Siemsen moved to approve; Trustee Spiker seconded. Motion passed.
2. **Broadband Update.** Library Director Joan Johnson provided an update on MPL's efforts to expand broadband access for the community. Improving high-speed broadband internet access in underserved communities remains a priority for MPL. Director Johnson is a member of a local coalition called The Milwaukee Broadband Partnership, led by David Berka at United Way Techquity. The coalition is composed of stakeholders in city and state government, executives in the technology industry, and members of the local philanthropic community. The group recently released a Request for Proposal (RFP) for a consultant to complete a feasibility study for the greater Milwaukee area. Interviews are underway and selection is expected by the end of July. Study outcomes will inform a proposed budget and schedule. Short-term goals include completion of lower-cost projects to build momentum. Long-term goals include installation of robust infrastructure available throughout Milwaukee. The coalition remains engaged with the Public Service Commission and will continue to explore grant funding opportunities. MPL partnered with Safe & Sound to install a hot spot in their mobile outreach van, which will help support outreach and MPL programs. The project was funded through the Federal Communications Commission (FCC) Emergency Connectivity Fund. Informational item.
3. **Strategic Planning Timeline.** Library Director Joan Johnson reviewed MPL Vision 2020 and the 2022 Strategic Plan Extension. As part of the 2020 and 2022 plans, MPL identified 8 strategic directions which continue to be prioritized through programming and outreach initiatives. MPL has received several grant awards based on the strategies, including MPL AmeriCorps and Teen Connected Learning. Other projects and initiatives that will inform the next strategic plan and process include: the MPL Race, Equity, and Inclusion (REI) Action Plan; Executive Team Coaching; Mayor Johnson's Strategic Plan; 2023 budget; and pandemic outcomes. The Committee supports continuance of the current strategic plan and ongoing initiatives. Informational item.

4. **Next Meeting.** Updates about the broadband access projects, REI Action Plan progress, and the work of the joint Balancing the Books Committee will be presented at the October 4, 2022 meeting.

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The meeting of the Milwaukee Public Library Board's Innovation & Strategy Committee was adjourned at 9:35 a.m. on July 1, 2022.

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**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
BUILDING & DEVELOPMENT COMMITTEE  
MINUTES  
Thursday, July 7, 2022**

**Video Conference Call by GoToMeeting**

**PRESENT:** Matt Kowalski, Michael Morgan, Ald. Scott Spiker, Joan Johnson

**EXCUSED:** Chris Layden

**OTHERS**

**PRESENT:** MPL: Eileen Force Cahill, Sam McGovern-Rowen, Tammy Mays, Jennifer Meyer-Stearns, Karli Pederson, Anne Rasmussen, Rebecca Schweisberger, PJ Woboril

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Chair Michael Morgan called the MPL Board of Trustees Building and Development Committee meeting to order at 8:00 a.m. on July 7, 2022 with a quorum present. All Trustees and presenters participated by video conference.

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1. **Approval of the Minutes.** Chair Morgan entertained a motion to accept the minutes from the May 5, 2022 meeting, listed as Attachment A of the agenda. Trustee Kowalski moved approval and Trustee Spiker seconded. Motion passed.
2. **Project Inventory and Status Report.** Library Facilities Manager PJ Woboril reviewed the ongoing and upcoming projects.
  - Green Infrastructure Parking Lots – The projects at Atkinson, Bay View, and Washington Park are complete. There are a few remaining punch list items for the Center Street and Zablocki projects which will be reviewed with the engineering contractor next week. Deputy Library Director Jennifer Meyer-Stearns announced Milwaukee Metropolitan Sewerage District (MMSD) has selected MPL as a recipient of the Green Luminary Award for the green infrastructure investments. Library Director Joan Johnson acknowledged Deputy Director Meyer-Stearns diligence and foresight on the projects.
  - HVAC condenser replacement in the Central Library Rare Books Room – MPL has received pricing options for various systems and the selection process is underway.
  - Central Library Roof Replacement – MPL is working with the architecture firm to finalize the engineering drawings for phase 1 and 2.
  - Zablocki Roof and Windows Replacement – MPL will meet with the architecture firm to get updates on the project status.Informational item.
3. **Martin Luther King Branch Redevelopment Update.** Library Construction Project Manager Sam McGovern-Rowen provided an update on the project. The development team applied for additional tax credits through the Wisconsin Housing and Economic Development Authority (WHEDA) to help close a funding gap. WHEDA recently announced the funding decisions will be made the week of July 11<sup>th</sup>. MPL held the community input session in May and another will be scheduled to share progress and continue to solicit feedback. Informational item.

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The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 8:18 a.m. on July 7, 2022.

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**Milwaukee Public Library  
Financial Report  
June 30, 2022**

**2022**

**2021**

**City Revenues**

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 24,494,523	\$ 12,255,262	50.0%
<i>Fines</i>	\$ 138,000	\$ 44,643	32.4%
<i>Lost Materials, etc.</i>	\$ 60,000	\$ 31,996	53.3%
<i>MCFLS Contracts</i>	\$ 760,469	\$ 197,985	26.0%
<b>Total City Appropriation</b>	<b>\$ 25,452,992</b>	<b>\$ 12,529,886</b>	<b>49.2%</b>

	Budget	Received to date	% Received
	\$ 23,881,151	\$ 11,190,984	46.9%
	\$ 157,000	\$ 9,972	6.4%
	\$ 71,000	\$ 21,413	30.2%
	\$ 762,627	\$ 382,115	50.1%
	<b>\$ 24,871,778</b>	<b>\$ 11,604,484</b>	<b>46.7%</b>

**City Expenses**

**Salaries & Benefits**

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,549,077	\$ 6,705,941	49.5%
<i>Fringe Benefits</i>	\$ 6,232,576	\$ 3,135,847	50.3%
<b>Total</b>	<b>\$ 19,781,653</b>	<b>\$ 9,841,788</b>	<b>49.8%</b>

	Budget	Spent to date	% Spent
	\$ 13,001,478	\$ 5,956,974	45.8%
	\$ 5,980,680	\$ 2,632,125	44.0%
	<b>\$ 18,982,158</b>	<b>\$ 8,589,099</b>	<b>45.2%</b>

**Operating Expenses**

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 109,300	\$ 28,395	26.0%
<i>Tools &amp; Machinery Parts</i>	\$ 20,470	\$ 3,241	15.8%
<i>Construction Supplies</i>	\$ 23,000	\$ 10,953	47.6%
<i>Energy</i>	\$ 684,000	\$ 360,974	52.8%
<i>Other Operating Supplies</i>	\$ 193,225	\$ 58,599	30.3%
<i>Vehicle Rental</i>	\$ 9,000	\$ 1,354	15.0%
<i>Non-Vehicle Equipment Rental</i>	\$ 22,000	\$ 7,898	35.9%
<i>Professional Services</i>	\$ 215,912	\$ 183,406	84.9%
<i>Information Technology Services</i>	\$ 432,972	\$ 311,032	71.8%
<i>Property Services</i>	\$ 1,325,660	\$ 804,644	60.7%
<i>Infrastructure Services</i>	\$ 36,000	\$ 19,396	53.9%
<i>Vehicle Repair Services</i>	\$ -	\$ -	100.0%
<i>Other Operating Services</i>	\$ 151,548	\$ 39,041	25.8%
<i>Reimburse Other Departments</i>	\$ 91,000	\$ (2,434)	-2.7%
<b>Total</b>	<b>\$ 3,314,087</b>	<b>\$ 1,826,499</b>	<b>55.1%</b>

	Budget	Spent to date	% Spent
	\$ 114,427	\$ 43,594	38.1%
	\$ 20,001	\$ 14,211	71.1%
	\$ 21,500	\$ 8,227	38.3%
	\$ 787,811	\$ 266,089	33.8%
	\$ 208,812	\$ 58,539	28.0%
	\$ 9,450	\$ 1,124	11.9%
	\$ 28,050	\$ 4,272	15.2%
	\$ 248,250	\$ 130,333	52.5%
	\$ 407,800	\$ 328,894	80.7%
	\$ 1,252,790	\$ 748,418	59.7%
	\$ 35,000	\$ 29,273	83.6%
	\$ -	\$ -	100.0%
	\$ 157,953	\$ 44,636	28.3%
	\$ 271,310	\$ 291,393	107.4%
	<b>\$ 3,563,154</b>	<b>\$ 1,969,003</b>	<b>55.3%</b>

**Equipment**

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,714,000	\$ 736,031	42.9%
<i>Computers, etc.</i>	\$ 309,229	\$ 23,611	7.6%
<i>Other</i>	\$ 75,823	\$ 9,524	12.6%
<b>Total</b>	<b>\$ 2,099,052</b>	<b>\$ 769,166</b>	<b>36.6%</b>

	Budget	Spent to date	% Spent
	\$ 1,800,000	\$ 758,529	42.1%
	\$ 227,056	\$ 184,027	81.0%
	\$ 46,610	\$ 9,680	20.8%
	<b>\$ 2,073,666</b>	<b>\$ 952,236</b>	<b>45.9%</b>

**Other Departmental Appropriation**

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 7,800	\$ -	0.0%
<i>East Property Payment</i>	\$ 3,500	\$ -	0.0%
<i>Mitchell Street Property Payment</i>	\$ 71,000	\$ 27,000	38.0%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 130,900	\$ 65,433	50.0%
<b>Total</b>	<b>\$ 258,200</b>	<b>\$ 92,433</b>	<b>35.8%</b>
<b>Total City Expenses</b>	<b>\$ 25,452,992</b>	<b>\$ 12,529,886</b>	<b>49.2%</b>

	Budget	Spent to date	% Spent
	\$ 7,500	\$ -	0.0%
	\$ 3,000	\$ 2,996	0.0%
	\$ 69,000	\$ 27,000	39.1%
	\$ 45,000	\$ -	0.0%
	\$ 128,300	\$ 64,150	50.0%
	<b>\$ 252,800</b>	<b>\$ 94,146</b>	<b>37.2%</b>
	<b>\$ 24,871,778</b>	<b>\$ 11,604,484</b>	<b>46.7%</b>



**Milwaukee Public Library  
Financial Report  
June 30, 2022**

**2022**

**2021**

**Additional Funding Sources**

**Contract Grants**

	Budget	Spent to date	% Spent
<i>WTBBL Jul '21 - Jun '22</i>	\$ 1,132,000	\$ 907,838	80.2%
<i>ILS Jul '21 - Jun '22</i>	\$ 105,750	\$ 103,377	97.8%
<b>Total</b>	<b>\$ 1,237,750</b>	<b>\$ 1,011,215</b>	<b>81.7%</b>

	Budget	Spent to date	% Spent
	\$ 1,053,580	\$ 959,119	91.0%
	\$ 102,950	\$ 84,704	82.3%
	<b>\$ 1,156,530</b>	<b>\$ 1,043,823</b>	<b>90.3%</b>

**Trust Funds**

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 113,000	\$ 80,097	70.9%
<i>Programming</i>	\$ 34,000	\$ 6,228	18.3%
<i>Training</i>	\$ 15,000	\$ 4,518	30.1%
<i>Marketing</i>	\$ 29,000	\$ 9,305	32.1%
<i>Contingency</i>	\$ 4,000	\$ -	0.0%
<i>Board Development</i>	\$ 4,000	\$ 336	8.4%
<i>Strehlow 50+</i>	\$ 39,045	\$ -	0.0%
<b>Total</b>	<b>\$ 238,045</b>	<b>\$ 100,484</b>	<b>42.2%</b>

	Budget	Spent to date	% Spent
	\$ 85,303	\$ 69,342	81.3%
	\$ 24,000	\$ 6,073	25.3%
	\$ 8,000	\$ 2,239	28.0%
	\$ 20,000	\$ 280	1.4%
	\$ 2,500	\$ 63	2.5%
	\$ 4,000	\$ 241	6.0%
	\$ 39,615	\$ 330	0.8%
	<b>\$ 183,418</b>	<b>\$ 78,568</b>	<b>42.8%</b>

**Foundation Funds**

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 536,095	\$ 15,343	2.9%
<i>Programming</i>	\$ 1,810,580	\$ 296,980	16.4%
<b>Total</b>	<b>\$ 2,346,675</b>	<b>\$ 312,323</b>	<b>13.3%</b>

	Budget*	Spent to date	% Spent
	\$ 405,967	\$ 19,080	4.7%
	\$ 1,640,850	\$ 301,329	18.4%
	<b>\$ 2,046,817</b>	<b>\$ 320,409</b>	<b>15.7%</b>

\*Foundation budget includes annual amount committed by the MPL Foundation plus prior year carryover.

**Investments**

*U.S. Bank National Assoc. Commercial Paper (rated A1+) confirmation #327149519 dated 12/1/21 and maturing 8/1/22 at a rate of 0.005%...\$300,000.00*

## Director's Report

### June and July 2022 Activities

Director Johnson and Deputy Director Jennifer Meyer-Stearns attended the MMSD Commission meeting to receive the Green Luminary Award, which is issued quarterly. MPL was awarded in recognition of its efforts to reduce stormwater runoff, citing our green infrastructure investments. These investments have allowed us to divert 200,000 gallons of stormwater per rainfall. They posted an [article](#) and a [video](#) about the MPL on their website.

An invitation to participate in the 2022 Summerfest Tech event was extended and Director Johnson participated as one of four panelists in a session called "Future-Proof: Bridging the Digital Divide in a Post-Pandemic World." Johnson and the other panelists, Tim Baack, *President & CEO, Pathfinders*, Angela Johnson, *CISO, Children's Wisconsin*, and Nadiyah Johnson, *CEO & Founder, Jet Constellations & Milky Way Tech Hub* discussed how we can strive to "future-proof" digital equity and inclusion, ensuring all residents have access to affordable broadband, internet-enabled devices, and digital skills and literacy training. The panel was organized by David Berka of Techquity-United Way, who also facilitated the discussion. It was well attended and well received and new connections were made.

Director Johnson and Trustee Michael Morgan joined the Education and Outreach Van Delivery staff at two of their stops - Chai Point and Locust Court. Trustee Morgan said he could see the exact moment patron Janet's expression brightened as he and staff member Kevin Atkinson approached with her new bag of library materials. The feeling of appreciation is palpable for the Outreach teams who are meeting patrons where they are, many of whom have no ability to access services and materials in person.

Director Johnson seeks to highlight staff accomplishments by elevating some items to this report. In June, Governor Evers and the First Lady acknowledged the work of MPL and other organizations at a reception to celebrate World Refugee Day. Representing MPL was Ready Reference Librarian Eric Johnson who was invited to attend because of his crucial role in fostering strong partnerships between MPL and local refugee organizations. He recently tutored a new immigrant who attributes her success in passing the citizenship test to Eric's work with her.

Johnson regularly engages with community stakeholders to explore potential partnership opportunities, most recently with representatives from Wellpoint (formerly SaintA), Boys and Girls Club, and she continues her board and committee work in the broader community as outlined in earlier reports. She also attends community events to show support and stay connected, most recently for the annual meeting of Visit MKE and the unveiling and capital campaign kickoff for the new Milwaukee Public Museum.

#### June 2022

#### Summary of **VIRTUAL** and **IN-PERSON PROGRAMS**:

##### MPL HELPS PEOPLE READ

Book Chat with special guest Mikey Cody Apollo. Local poet, Black queer writer, filmmaker and educator Mikey Cody Apollo joined librarians Beth Gabriel and Greg Comly as a special guest for MPL's monthly virtual Book Chat program. Mikey discussed creativity during difficult times, their work as a local tastemaker and agent for change, and recommended additional books to read and enjoy. Attendance: 15

##### MPL HELPS PEOPLE LEARN

Snack Hack (series). Snack Hack is a food and nutrition curriculum program built into weekly sessions designed to teach all aspects of food: nutritional elements, food groups, cooking principles, history of food, how food is grown, cultural connections to what we eat, how food works in our bodies and methods on how to prepare meals at home. Sessions in June include a cooking demonstration and a snack for attendees, and discussed the following topics: water; vitamins and minerals; food pyramid and My Plate; sugar. Total attendance: 43

Grow Smart Summer Library Program with ATC and Melinda Myers (series). June is Pollinator Month, and MPL teamed up with nationally-renowned horticulturist Melinda Myers to present three virtual workshops about how to plan and create

home garden spaces to support local pollinator populations with native plants. The sessions focused on creating and maintaining landscaping with native, pollinator-friendly plants, and how to support native bee populations with planting and lawn care strategies. Total attendance: 526

Technology Tuesdays (series) – This program supports the Milwaukee Public Library’s strategic plan outcome of increasing digital inclusion by identifying current and future trends in all realms of technology and presenting them to library patrons in a straightforward and easy to understand manner. The final subject of the Spring session was Listening to Digital Music, and the recording received 23 views. Attendance: 12

#### MPL HELPS PEOPLE CONNECT

African American Music Appreciation Month: Songs That Get Us Through. Hermoine Bell-Henderson of the Business, Technology, and Periodicals Department was joined by Musician Steve Burks for a conversation and celebration of African American Music Appreciation Month in June. The program spoke to the resiliency of African Americans as expressed through classic songs from various genres. Attendees also learned about MPL's music related resources such as Freegal, a special Freegal playlist dedicated to this celebration, and highlights of books related to Black music and artists referred to in the presentation. Attendance: 4

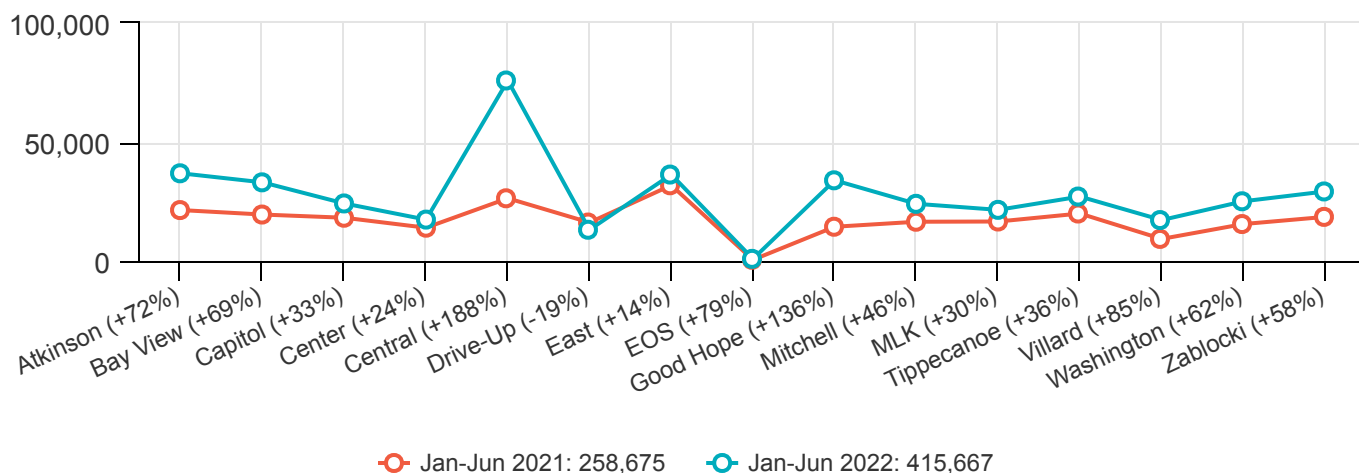
In Conversation with Deanna Singh. Boswell Book Company co-hosted author and entrepreneur Deanna Singh in conversation with TMJ4’s Shannon Sims for an evening program in the Centennial Hall Complex. Singh recently released a new book, *Actions Speak Louder: A Step-By-Step Guide to a More Inclusive Workplace*, which is a guide for organizations to put their diversity, equity and inclusion values into practice. Shannon Sims provided an excellent conversation experience, as the two grappled with how these topics play out in the workplace as well as personal lives. Singh followed her presentation with a book signing for attendees. Attendance: 24

MPL Houseplant and Cuttings Swap (series) – This monthly program series supports the library’s strategic plan outcome of being the community’s third place. Some patrons brought in one or dozens of plants to share with others in their community. Master Gardener Pat Roberts attended to help identify cuttings and give tips on care. Attendance: 23

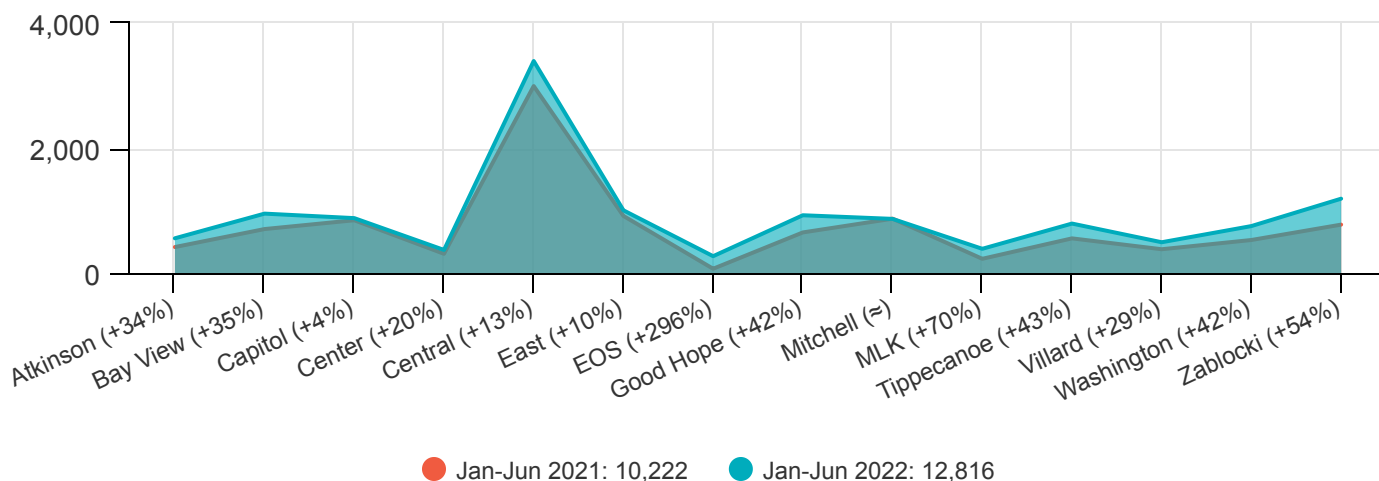
Northcott Neighborhood House Juneteenth Celebration. MPL returned to Northcott’s Juneteenth Celebration with a vendor booth and joined the celebratory parade to commemorate the Juneteenth holiday near our Martin Luther King Branch Library. Parade staff decorated and walked book trucks and gave away fun swag items to cheering attendees, and staff cheerfully distributed 280 picture books along with swag at our vendor table along the parade route. Attendance: 300 (approx.)

**Total attendance** for 57 programs this month: 1,508

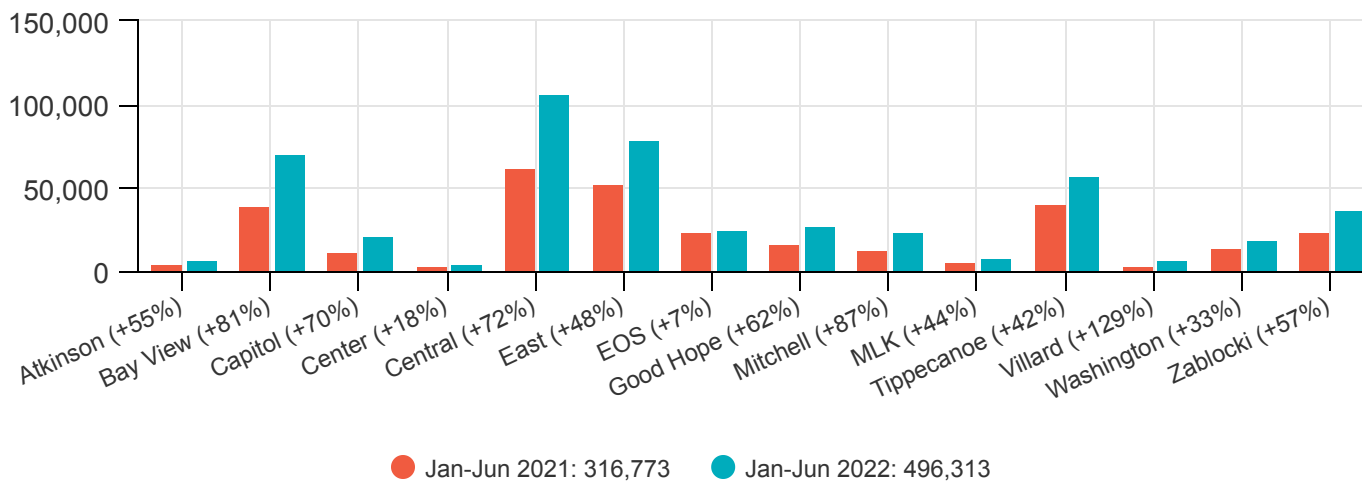
# Patron Visits



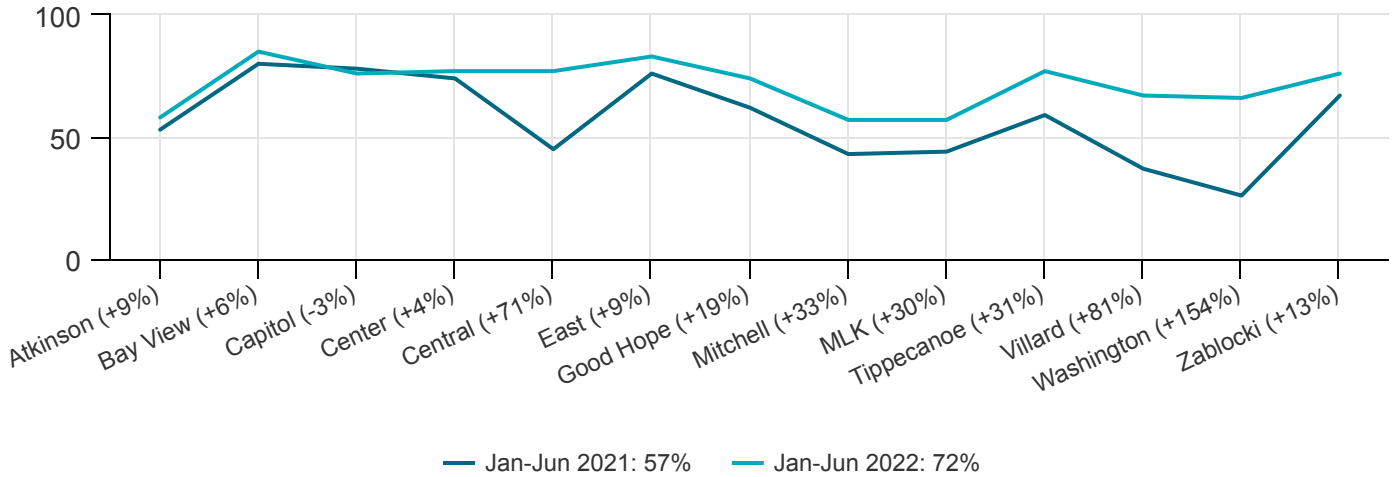
# Registration



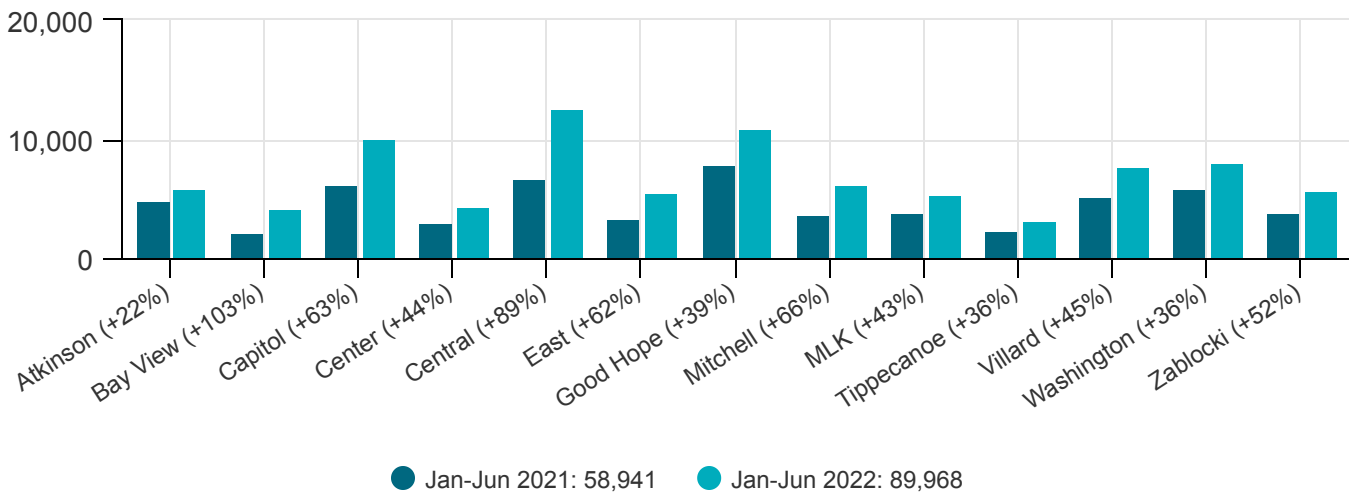
# Traditional Circulation



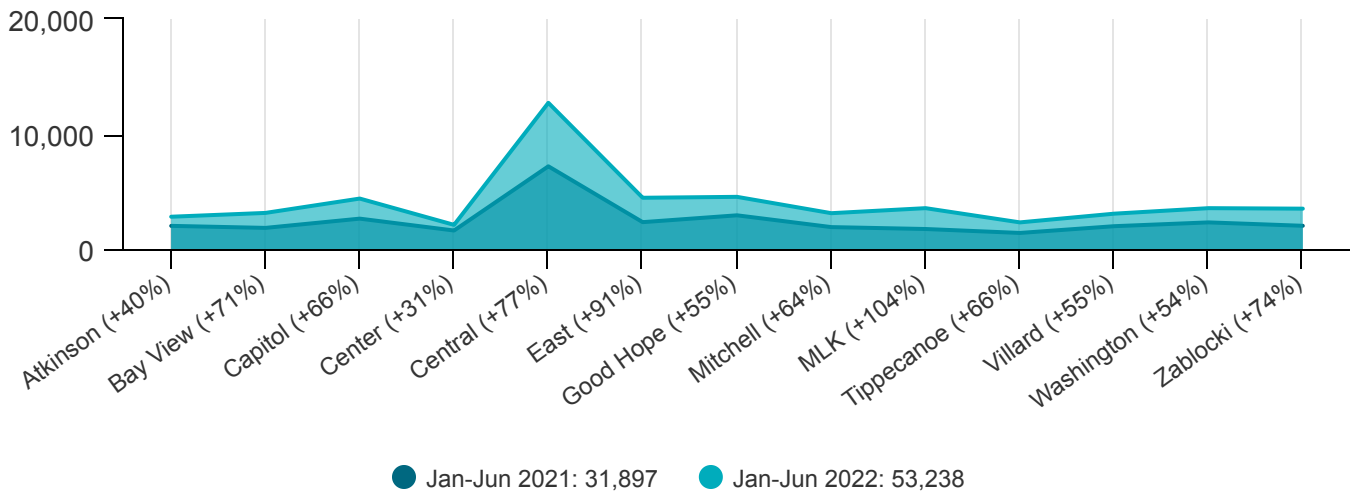
## Self-Checkout (%)



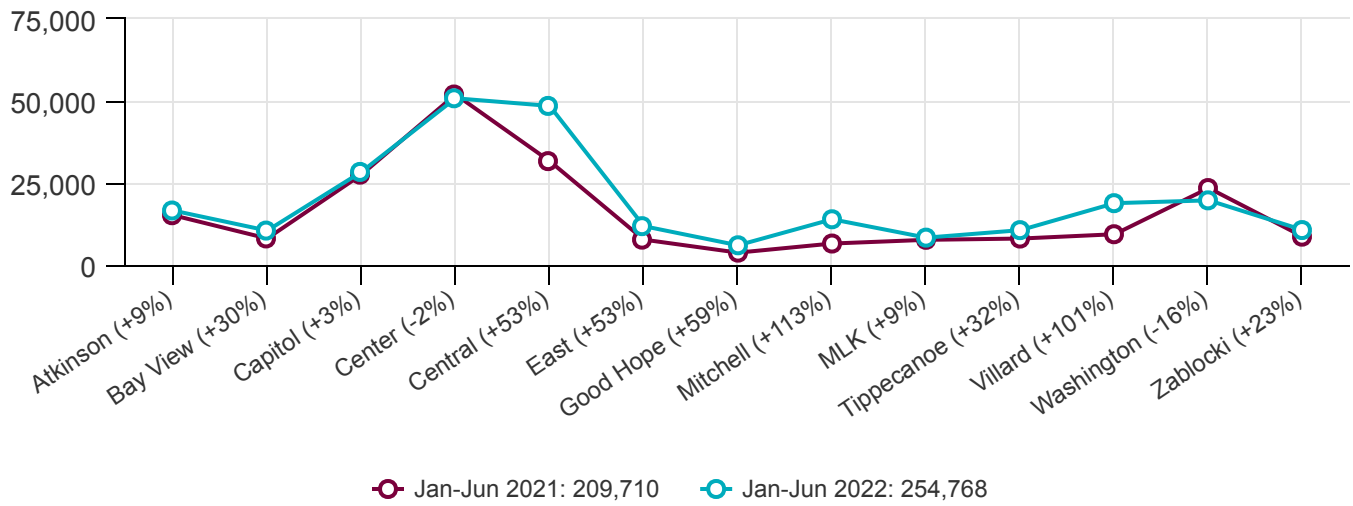
## Print/Copy/Fax Jobs



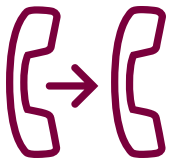
## Public Computer Sessions



## Wi-Fi Sessions



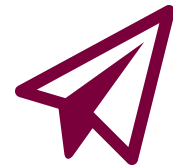
## Ready Reference



**29,834**  
Calls Answered  
Last Year: 34,154

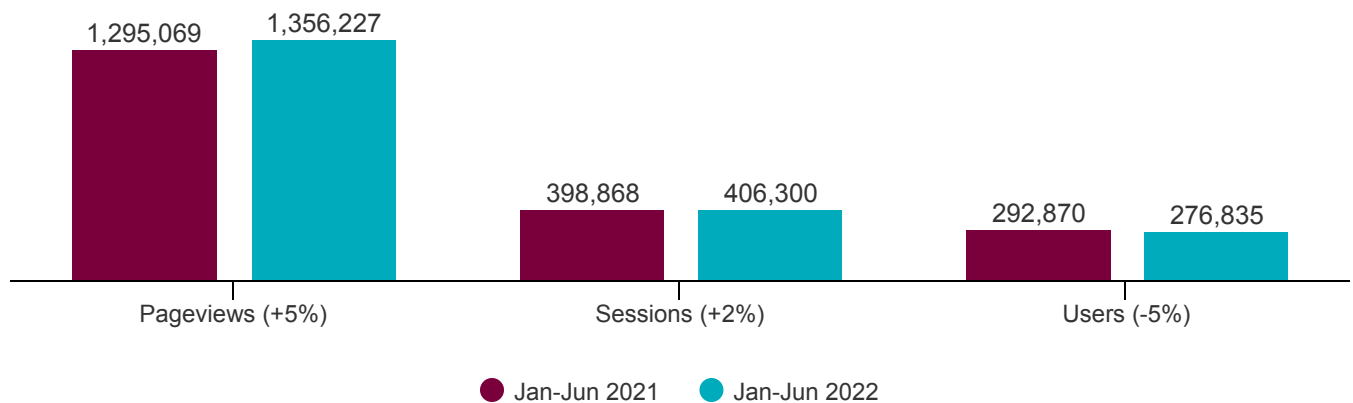


**1,168**  
Chat Sessions  
Last Year: 1,357



**834**  
Email Responses  
Last Year: 833

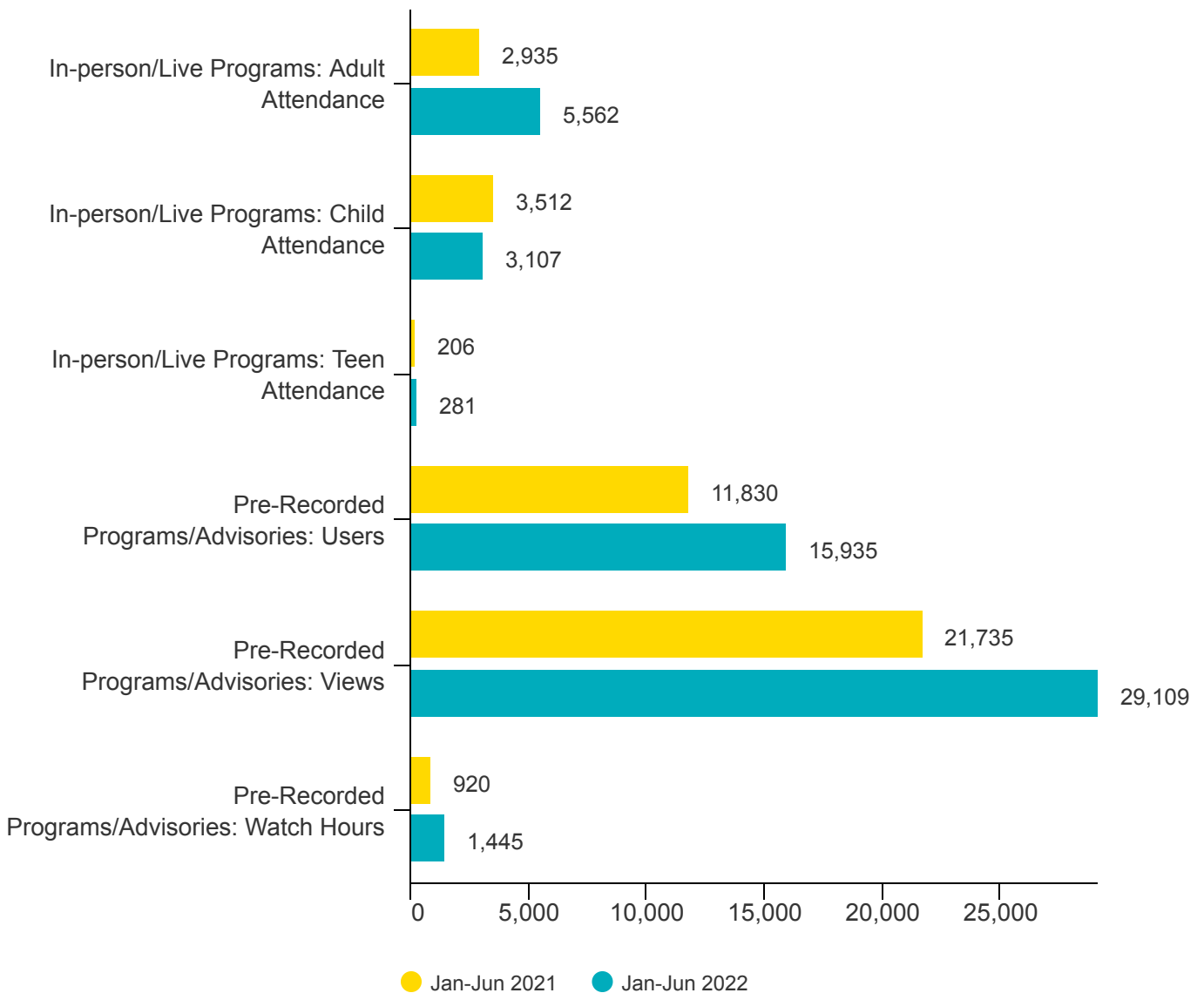
## Webpage Usage



# eCirculation

Platform	Jan-Jun 2021	Jan-Jun 2022	Change
Freegal Music	52,729	42,429	-20%
hoopla Digital	21,352	23,363	9%
Kanopy	-	4,951	New to 2022
OverDrive	145,726	167,032	15%
Total	219,807	237,775	8%

# Programming



# MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES BYLAWS

## ARTICLE I – NAME AND PURPOSE

The name of this organization shall be the “Milwaukee Public Library,” hereinafter referred to as the “Library.” The purpose of the Library shall be to provide informational, cultural, educational and recreational resources and services to the people of Milwaukee, and through contract, to other appropriate political jurisdictions or organizations.

## ARTICLE II – GOVERNANCE

**Section 1.** The general management, regulation and control of the Library shall be vested in a Board of Trustees, hereinafter referred to as the “Board,” constituted under Chapter 43 of the Wisconsin Statutes.

**Section 2.** All members of the Board shall be appointed and serve terms as defined in Chapter 43 and are eligible for reappointment. Each shall serve until a replacement is named. In the event of a vacancy, the President shall make a request in writing to the appointing authority, that a replacement be made. The Mayor and Library Director will be copied on the correspondence. As determined by the appointing authority, Trustees may be permitted to serve after their term ends to allow for transitional periods.

**Section 3.** The Board shall have powers as defined under Chapter 43 of the Wisconsin Statutes.

**Section 4.** Trustees may be asked to resign for cause upon a two-thirds approval of the Board. Whenever a member of the Board is unable to attend a scheduled Board or committee meeting, they should notify the secretary or the secretary’s administrative assistant to ensure their absence is excused. If the notification is not received, it will be considered an unexcused absence. The standard for attendance shall be 70%. Unexcused absences representing more than 30% of the Board and/or committee meetings shall be grounds for the Board’s Executive Committee to consider asking the trustee to resign. The attendance record is to be communicated annually to the Trustee and to the President as a matter of record. Continued failure to meet standard attendance requirements may be communicated to the appointing authority.

**Section 5.** Telephone and video conference calls among members of a governmental body fit within the definition of “meeting” subject to the Wisconsin Open Meetings Law. 69 Op. Att’y Gen. 143 (1980). A telephone or video conference call is acceptable as long as the appropriate notice is given and the conference call is made reasonably accessible to the public. It is the Board’s expectation that members of the Board attend meetings in person, but when unavoidable, they may participate in Board meetings via conference calls long as the meeting is properly noticed, and telephone participation is conducted using a speaker phone that allows all those physically present at the meeting to hear any comments made by the conference call participants, and allows those participants to hear what is being said by those physically present.



**Section 6.** All trustees shall serve without pay, but they may be reimbursed for any and all reasonable expenses incurred in the interest of the Library, including membership dues in Library organizations, conference attendance and necessary publications, when so authorized by the Board.

Section 7. Trustees selected as committee chairs will run the committee meeting and represent the committee at regular Board meetings.

### **ARTICLE III – OFFICERS**

**Section 1.** At the annual meeting in May of each even-numbered year the Board shall elect one of its members as president, who shall hold office for two years and shall preside at the meetings of the Board when present. The newly elected president will assume the position immediately following the vote. No one shall serve more than two consecutive terms as president. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and fill any vacancies that may occur, execute all documents authorized by the Board and generally perform all duties associated with that office.

**Section 2.** At the same meeting the Board shall also elect for a term of two years a vice president from among its members. The newly elected vice president will assume the position immediately following the vote. The vice president shall perform the duties of the president in the absence of such officer. No one shall serve more than two consecutive terms as vice president. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

**Section 3.** At the same meeting the Board shall also elect for a term of two years a financial secretary who shall also be the chairperson of the Finance & Personnel Committee. The newly elected financial secretary will assume the position immediately following the vote. The financial secretary shall not have the authority to personally invest any Milwaukee Public Library funds. The financial secretary along with the Finance & Personnel Committee and Library Administration will review the performance of the investment broker, investment management firm, or banking institution at least quarterly and report their findings to the Milwaukee Public Library Board of Trustees. The financial secretary shall serve as chair of the Finance and Personnel Committee. Library Administration shall review monthly statements of the Trust Funds performance and present any items of note or concern to the financial secretary.

**Section 4.** The Library Director shall be ex-officio secretary of the Board. The Deputy Library Director shall serve as deputy Board secretary. The Library Director and the Deputy Library Director in this capacity shall be non-voting. The secretary shall keep a true and accurate record of all meetings of the Board, shall execute all documents authorized by the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

**Section 9.** If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.

## ARTICLE IV – MEETINGS

**Section 1 – Regular Meetings.** Regular meetings of the Board shall be held at a minimum of six times per year. The date and hour for the regular meetings will be set at the Board’s October meeting after the Common Council schedule is issued, but may be subject to change during the year subject to a majority approval of the Board, formal notification of all Board members and satisfaction of statutory requirements in conformity with the Wisconsin Open Meeting law.

**Section 2 – Special Meetings.** Special meetings may be called at the direction of the president, or called at the written request of five members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours’ notice shall be given. In no case may less than two hours’ notice be given.

**Section 3 – Annual Meeting.** The annual meeting of the Board shall be held in May at such hour, date and place as the Board may determine.

**Section 4 – Notices.** Each member of the Board shall be notified of regular Board and committee meetings. Any member of the Board may attend and participate in discussion. In the event of an absence or vacancy, the Board President may appoint a substitute Trustee to the committee. The Board shall approve the temporary appointment.

**Section 5 – Open Meetings Law Compliance.** All Board meetings and all committee meetings shall be held in compliance with Wisconsin Open Meeting Law (Wisconsin Statutes Sections 19.81 to 19.98).

**Section 6 – Parliamentary Procedure.** The rules contained in *Robert’s Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

**Section 7 - Quorum.** A majority of filled seats on the board constitutes a quorum for the transaction of business as required by Wisconsin Statutes Section 43.54(1)(e).

## ARTICLE V – COMMITTEES

**Section 1 – Standing Committees.** There shall be five standing committees. The members of these committees shall be appointed annually by the President not later than the first meeting after the annual meeting in May, and shall serve for one year, or until their successors are appointed. All standing committee members must be sitting members of the current Board of Trustees.

**Executive Committee** consisting of four (4) members (the president, the vice-president, the financial secretary and the immediate past-president).

- The Executive Committee shall review any and all amendments to the Board’s bylaws prior to action by the Board.
- The Executive Committee may meet between the meetings of the Board, shall act for the Board in implementing established policies and programs, and shall serve as the administrative arm of the Board. It shall have the power to fill vacancies for officers and members of the Executive

Committee; the persons so appointed are to be confirmed by a majority Board vote and are to serve until the following annual election.

- The Executive Committee shall meet with the Library Director annually in December to review achievements for the year and goals for the coming year.
- The MPL Board President or the President's designee will fill the designated seat on the MPL Foundation Board.

**Finance and Personnel Committee** consisting of five (5) members.

- The Finance & Personnel Committee may review the annual budget summary with the Library Director.
- The Finance & Personnel Committee shall review the performance of the trust fund investment advisor at least quarterly.
- The Finance & Personnel Committee shall hear appeals by regularly appointed employees who by notice of the Library Director have been removed, discharged or demoted, or have been suspended in excess of fifteen days or have received a second suspension for any period within six months of the first, provided they appeal in writing within three days from the time the notice is served upon the employee. No employee regularly appointed shall be removed, discharged, demoted or suspended except for just cause. The Finance and Personnel Committee shall follow the requirements of due process contained in Section 63.43 and 63.44 of the Wisconsin Statutes. (see MPL Board of Trustees Operating Guidelines).

**Innovation and Strategy Committee** consisting of five (5) members.

- The Innovation & Strategy Committee will explore long-term solutions and make recommendations to the Milwaukee Public Library Board of Trustees for strengthening the organization and improving the funding structure of the Milwaukee Public Library.

**Library Building and Development Committee** consisting of five (5) members.

- The Library Building and Development Committee shall recommend any changes in existing space needs, approve major alterations and, when appropriate construction of new facilities.

**Library Services and Programs Committee** consisting of five (5) members.

- The Library Services and Programs Committee shall review Library services and programs.
- The Library Services and Programs Committee shall hear written appeals from the community on issues related to Library services.

**Section 2 – Nominating Committee.** A nominating committee shall be appointed by the president three months prior to the annual May meeting of every even numbered year and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

**Section 3 – Ad Hoc Committees.** The president shall appoint special committees as needed. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Ad hoc committees are advisory to, and not binding on, the Board of Trustees. Only sitting members of the current Board may serve as committee chairs.

**Section 4 – Non-voting positions.** Standing and special committees may include staff, public representatives, as well as outside experts. These individuals will be considered as ex-officio members. These shall be non-voting positions.

**Section 5 – Committee Quorum.** A majority of any committee and a minimum of three members shall constitute a quorum for the transaction of business under its supervision or referred to it.

**Section 6 – Power of the Committees.** No committee will have other than advisory powers unless, by suitable action of the Board it is granted specific power to act and a quorum of the Board is present.

## **ARTICLE VI – GENERAL**

**Section 1 – Bylaws Amendment.** The Milwaukee Public Library Board of Trustees Bylaws may be amended at any regular meeting of the Board, provided that the amendment has been submitted in writing to the full Board at least thirty days before the designated vote. Revised bylaws take effect at the end of the meeting at which they were adopted.

**Section 2 – Bylaws Review.** The Milwaukee Public Library Board of Trustees Bylaws will be reviewed by an Ad hoc committee every four years.

**Section 3 – Public Comment.** The board may hear public comment about particular concern or needs. The board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.

Although it is not required, the Wisconsin Open Meetings Law does permit a governmental body to set aside a portion of an open meeting as a public comment period. Wisconsin Statutes 19.83(2) and 19.84(2). Such a period must be included on the meeting notice. During such a period, the body may receive information from the public and may discuss any matter raised by the public. If a member of the public raises a subject that does not appear on the meeting notice, however, it is advisable to limit the discussion of that subject and to defer any extensive deliberation to a later meeting for which more specific notice can be given. In addition, the body may not take formal action on a subject raised in the public comment period, unless that subject is also identified in the meeting notice.

## **ARTICLE VII – RECORDS**

**Section 1.** The official records of the proceedings of the Board of Trustees and its committees shall be kept in the secretary's office and shall be open to public inspection and examination upon request. The secretary shall also serve as custodian of the Board's records.

**Section 2.** The Board of Trustees shall comply with Wisconsin Statutes which cover the open records law for public institutions.

## **ARTICLE VIII – LIBRARY DIRECTOR**

**Section 1.** The Mayor shall appoint a Library Director, Section 66.146 (1)(1), Wisconsin Statutes.

**Section 2.** The Library Director shall serve as the chief executive officer of the Library system, subject to the policies established by the Board, as well as Secretary ex-officio of the Board of Trustees. This shall be a non-voting position.

**Section 3.** The Library Director in keeping with the policies of the Board, shall be responsible for the operation of the library, its facilities, equipment, staffing, and collection, and for its financial operation within the limitations of the budgeted appropriation, for the efficiency of Library service to the public.

**Section 4.** It shall be the duty of the Library Director, as secretary of the Board of Trustees, to be present at meetings of the Board and of the committees. In the absence of the Library Director, the Deputy Library Director will act in this capacity.

## **ARTICLE IX – CONFLICT OF INTEREST**

**Section 1 – Prohibition to Contract or Bid.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Milwaukee Public Library in which they have a direct or indirect financial interest.

**Section 2 - Recusal.** A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

**Section 3 – Avoidance of Influence.** A Board member may not receive anything of value that could reasonably be expected to influence their vote or other official action.

**Section 4 – Code of Ethics.** The City of Milwaukee Code of Ethics (Chapter 303, Milwaukee Code) is accessible on the official website of the City of Milwaukee: <https://city.milwaukee.gov/home>

## **ARTICLE X – REPRESENTATION**

Under City Charter the City Attorney shall represent the Board and defend the Board and its members in any legal action.

## **REVISIONS**

*Revisions to the Milwaukee Public Library Board of Trustee Bylaws prepared by the Milwaukee Public Library Board of Trustees Ad-Hoc Bylaws Committee October 28, 2008 through February 13, 2009.*

*Reviewed by the Deputy City Attorney on March 5, 2009.*

*Approved by the Milwaukee Public Library Board of Trustees at their March 17, 2009 meeting.*

*Revision to Article IV – Quorum, Section 1, approved by the Milwaukee Public Library Board of Trustees at their May 20, 2010 meeting.*

*Revisions to the Milwaukee Public Library Board of Trustee Bylaws prepared by the Milwaukee Public Library Board of Trustees Ad-Hoc Bylaws Committee, convened on December 17, 2018.*

*Approved by the Milwaukee Public Library Board of Trustees at their April 23, 2019 meeting.*

*Revised to permit participation in closed session discussion by telephone or video conference call. Clarified the date upon which newly elected officers assume their office. Submitted to the Milwaukee Public Library Board of Trustees at their May 26, 2020 meeting.*

*Article III, Section 3 revised to strike the statement ‘The financial secretary shall serve as chair of the Finance and Personnel Committee and shall receive monthly statements of the Trust Funds performance from the investment management firm.’ and add the statement ‘Library Administration shall review monthly statements of the Trust Funds performance and present any items of note or concern to the financial secretary.’ Submitted and approved by the Milwaukee Public Library Board of Trustees at their June 28, 2022 meeting.*



## **BOARD OF TRUSTEES COMMITTEES 2022-2023**

### **LIBRARY BUILDING & DEVELOPMENT COMMITTEE**

Michael Morgan, Chair  
Chris Layden, Vice-Chair  
Matt Kowalski  
Mark Sain  
VACANT (Common Council, Zamarripa replacement)

### **EXECUTIVE COMMITTEE**

Mark Sain, President  
Chris Layden, Vice-President  
Teresa Mercado, Financial Secretary  
Michele Bria, Past President

### **FINANCE & PERSONNEL COMMITTEE**

Teresa Mercado, Chair  
Milele Coggs, Vice-Chair  
Felicia Saffold  
Scott Spiker  
VACANT

### **INNOVATION & STRATEGY COMMITTEE**

Matt Kowalski Chair  
Erika Siemsen, Vice-Chair  
Michele Bria  
Scott Spiker  
VACANT (County Supervisor, Nicholson replacement)

### **LIBRARY SERVICES & PROGRAMS COMMITTEE**

Milele Coggs, Chairperson  
Michael Morgan  
Erika Siemsen  
Felicia Saffold  
VACANT (County Supervisor, Nicholson replacement)

### **AUXILIARY COMMITTEES**

Michele Bria, Urban Libraries Council Executive Board  
Michele Bria, Milwaukee Public Library Foundation Board and MPLF Balancing the Books Committee  
Mark Sain, MPLF Balancing the Books Committee  
Erika Siemsen, Milwaukee County Federated Library System Board

*July 2022*

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SERVICES & PROGRAMS COMMITTEE  
MINUTES  
Wednesday, July 20, 2022**

**Video Conference Call by GoToMeeting**

**PRESENT:** Chair Ald. Milele Coggs, Michael Morgan, Erika Siemsen, Joan Johnson

**OTHERS**

**PRESENT:** MPL: Carlos Lopez, Tammy Mays, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger

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Chair Ald. Milele Coggs called the MPL Board of Trustees Services and Programs Committee meeting to order at 4:09 p.m. on July 20, 2022 with a quorum present. All Trustees and presenters participated by video conference.

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1. **Committee Meeting Minutes Review.** Chair Coggs entertained a motion to accept the minutes from the May 4, 2022 meeting, listed as Attachment A of the agenda. Trustee Morgan moved to approve; Trustee Siemsen seconded. Motion passed.
2. **Introduction of Security Manager.** Deputy Library Director Jennifer Meyer-Stearns introduced new Library Security Manager Carlos Lopez, who comes to MPL with considerable experience in law enforcement and security consulting services. Mr. Lopez noted he is very impressed with the security system in place at MPL, both in equipment and processes. He provided a brief overview of his professional experience and looks forward to working with the Committee. Informational item.
3. **Permanent Ban from MPL – Charles Williams.** Deputy Library Director Jennifer Meyer-Stearns presented a request to permanently ban Charles Williams from all MPL locations. Trustee Siemsen moved to approve the permanent ban of Charles Williams. Trustee Morgan seconded. The Committee will present the recommendation to the Board at the July 26, 2022 meeting. Motion passed.
4. **Safety Report.** Deputy Library Director Jennifer Meyer-Stearns and Security Manager Carlos Lopez presented statistics about security incidents at all MPL locations during Quarter 2, 2022. As in-person services and programs were suspended or limited during 2020 and 2021, security statistics from 2019 were presented for comparison with the current year. Security incidents are down for the first half of 2022. Mr. Lopez is reviewing security staffing and reallocating officers to branches where more security incidents take place. Informational item.
5. **Safe Child Policy.** Anne Rasmussen, Associate Director of Strategic Initiatives and Public Services, presented the new policy for approval. The policy language was streamlined, the definition of caregiver was expanded, and updated directives to contact law enforcement only when there is a safety concern. Trustee Siemsen moved to approve the policy revisions; Trustee Morgan seconded. Motion passed.
6. **Library Card Renewal Policy.** Anne Rasmussen, Associate Director of Strategic Initiatives and Public Services, presented the revised policy for approval. The revised policy allows patrons to renew their library card accounts without a requirement to pay fines to below the threshold of \$5.01. Trustee Morgan moved to approve the policy; Trustee Siemsen seconded. Motion passed.
7. **May Safety Report Follow-up.** Tammy Mays, Public Services Area Manager (Branches), and Deputy Library Director Jennifer Meyer-Stearns reported on security incidents related to drug and alcohol use at Mitchell Street branch library. Since the May 4, 2022 committee meeting, referral signs for local



treatment agencies have been posted. MPL is also partnering with organizations like Narcotics Anonymous (NA) to host programs to promote sobriety and treatment. MPL Facilities staff are trained to safely dispose of needles and other hazardous materials and all locations have a secure needle collection box used by custodial staff. MPL will continue to monitor the situation and adjust as needed. Informational item.

8. **Next Meeting.** Library Administration will continue presenting policy revisions as needed.

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The meeting of the Milwaukee Public Library Board's Building & Development Committee was adjourned at 5:07 p.m. on May 4, 2022.

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**FINANCE & PERSONNEL COMMITTEE  
OF  
THE LIBRARY BOARD OF TRUSTEES**

**MEETING NOTICE AND AGENDA**

Tuesday, July 26, 2022  
8:30 a.m.

**By computer, tablet or smartphone:**

<https://global.gotomeeting.com/join/767867805>

**By phone:**

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**Access Code:** 767-867-805

**Committee Members:** Chair Teresa Mercado, Vice-Chair Milele Coggs, Scott Spiker, Joan Johnson, Secretary, Rebecca Schweisberger, Secretary's Assistant (414) 286-3021

1. **Committee Meeting Minutes Review.** The Committee will review and approve the minutes from the April 26, 2022 meeting.  
Attachment A, page 3
2. **Quarterly Review of Fund Investments.** Mr. Wayne Sattler of US Bank will review the performance of the Trust Fund investments.
3. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Deputy Library Director Jennifer Meyer-Stearns will report on internal accounting management.  
Attachment B, page 5
4. **Library Closure for Race, Equity, and Inclusion (REI) Training.** Associate Director of Strategic Initiatives and Public Services Anne Rasmussen will present a request for a partial or full day library-wide closure for staff training specified in the REI Action Plan.  
Attachment C, page 6
5. **Next Meeting.** The Committee will discuss items to be included on the October 25, 2022 agenda.

*Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. More information is available at [www.milwaukee.gov/lobby](http://www.milwaukee.gov/lobby) or by calling (414) 286-2238.*

*Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting.*

ATTACHMENT C - P. 1 of 6  
MPL CONSENT AGENDA

9. Finance & Personnel Committee  
Meeting Minutes - 07/26/22

*information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.*

*PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.*

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FINANCE & PERSONNEL COMMITTEE  
MINUTES**

**Wednesday, April 26, 2022**

**Video Conference Call by GoToMeeting**

**PRESENT:** Jennifer Smith, Ald. Milele Coggs, Teresa Mercado, Mark Sain, Joan Johnson

**EXCUSED:** Sup. Marcelia Nicholson

**OTHERS**

**PRESENT:** MPL: Sarah Leszczynski, Jennifer Meyer-Stearns, Anne Rasmussen, Rebecca Schweisberger  
Budget and Policy Division: Mason Lavey  
Reilly, Penner & Benton LLP: Brandon Panka  
US Bank: Richard Romero, Wayne Sattler

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Chair Jennifer Smith called the meeting of the Board of Trustees Finance & Personnel Committee to order at 8:32 a.m. on Tuesday, April 26, 2022. All Trustees and presenters participated by video or audio conference.

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1. **Committee Meeting Minutes Review**. The Committee reviewed the minutes from the January 12, 2022 meeting. Trustee Sain moved to approve the minutes and Trustee Mercado seconded. Motion passed.
2. **Quarterly Review of Fund Investments and Investment Policy Revision Recommendation**. On behalf of U.S. Bank, Vice President and Relationship Manager Richard Romero thanked the Board for the opportunity to serve as the investment manager and introduced Wayne Sattler, Senior Vice President & Managing Director and Head of U.S. Bank's Municipal Advisory Group. Mr. Sattler presented an update on the quarterly investment reports. Mr. Sattler noted there are significant market concerns about inflation, interest rate increases, quantitative easing versus quantitative tightening, and supply chain issues related to Russia's invasion of Ukraine.

The U.S. Bank's Asset Management Group recommends the following changes to MPL's investment policy:

- Add diversity to the MPL Trust Fund Portfolio by including global infrastructure as the Real Estate asset class, to mitigate volatility projected in the fixed income arena due to increases in inflation.
- Footnote that higher weight in infrastructure investments should go to U.S. Infrastructure to avoid risks associated with foreign markets.

The revised policy is expected to be in place for the next 3-5 years.

Trustee Sain moved to adopt the policy revision; Trustee Smith seconded. Motion passed.

3. **Financial Statements and Auditors' Report**. The Trustees received the Milwaukee Public Library Trust Fund Audited Financial Statements for the year ending December 31, 2021. Mr. Brandon Panka of Reilly, Penner & Benton LLP reviewed the report. The auditors issued an unqualified

opinion of the MPL Trust Fund financial statements. Mr. Panka commended Library Business Manager Sarah Leszczynski and the MPL Accounting team for their accurate processes and preparedness for the audit. Trustee Sain moved approval of the 2021 Independent Audit Report as prepared by Reilly, Penner & Benton, LLP. Trustee Smith seconded. Motion passed.

4. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** The Internal Controls Memo for first quarter 2022 was listed as Attachment B of the agenda. Deputy Library Director Jennifer Meyer-Stearns reported all internal control processes were followed and there were no accounting issues. Informational item.
5. **Contract Awards.** Library Business Manager Sarah Leszczynski presented the Wisconsin Talking Book and Braille Library (WTBBL) and Interlibrary Loan Service (ILS) contracts for approval. For several decades, MPL has entered into these agreements each year; the agreement periods are July-June, in conjunction with the State budget cycle. Mrs. Leszczynski noted improvements that have been made to the WTBBL service to improve the patron experience. The WTBBL total is \$1,136,100 and the ILS total is \$72, 200. Trustee Sain moved to approve the 2022-23 WTBBL and ILS contracts. Trustee Smith seconded. Motion passed.

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The meeting of the Library Board's Finance & Personnel Committee was adjourned at 9:32 a.m. on Tuesday, April 26, 2022.

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MILWAUKEE  

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PUBLIC LIBRARY

Date: July 26, 2022

To: Joan Johnson, Library Director

From: Jennifer Meyer, Deputy Library Director

Re: Internal Controls – Second Period 2022

I have confirmed that in April, May, and June 2022, Library staff followed Trust Fund internal control procedures. I am pleased to report there were no issues with the operations of the Library Gift and Trust Fund during this period.

The Account Clerk received all checks and prepared cash receipts for each one. I reviewed and retained a copy of each cash receipt.

The Business Manager prepared checks and Fund Payment Requests for signature based on the Board's Check Signature Policy.

As the Deputy Library Director, I received the monthly bank statements and reviewed canceled checks. I prepared the monthly bank reconciliations for this period and the Library Business Manager posted all transactions to QuickBooks.

# MEMO

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TO: Joan Johnson, Library Director

FROM: Anne Rasmussen and Hermoine Bell-Henderson, Race, Equity and Inclusion Implementation Team Co-Chairs

DATE: July 26, 2022

RE: Request for approval to close MPL for REI training

In meeting Result 1, Strategy 3 of MPL's Race, Equity and Inclusion, we respectfully request approval to close a half or full day for training in the final quarter of 2023. The language is as follows:

***Result 1: MPL attracts and retains employees across racial groups and roles who report feeling effective, engaged, and supported in their performance and growth at MPL***

*Strategy Three: Create a comprehensive staff development program emphasizing racial equity and inclusion that supports learning and career advancement opportunities [Measures: Staff report feeling prepared and supported in performing their duties and advancing careers in MPL; Staff report increased knowledge, skills, and practices to engage in conversations on race and support MPL's REI goals]*

*Organize semi-annual or annual all staff trainings that support REI and other goals, engage input and feedback from employees, and build esprit de corps*

Details on topics and speakers are forthcoming.

The closure will be included in the 2023 proposed service hours which will be presented to the Board in November.

