



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.

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, May 26, 2020

4:00 p.m.

By Go To Meeting

By computer, tablet or smartphone:

<https://global.gotomeeting.com/join/416303053>

By phone:

United States: [+1 \(669\) 224-3412](tel:+16692243412)

Access Code: 416-303-053

ANNUAL MEETING

AGENDA

4:00 – 4:05

WELCOME & ROLL CALL

4:05 – 4:10

PUBLIC COMMENT

4:10 – 4:15

CONSENT AGENDA

Attachment A, page 4

1. **Regular Board Meeting Minutes, April 28, 2020**

2. **Committee Reports**

a. Finance & Personnel Committee Meeting Minutes, April 28, 2020

3. **Administrative Reports.**

a. Financial Report

b. Library Director's Report

ANNUAL MEETING

4:15 – 4:25

4. **Welcome to Trustees.** President Bria will welcome and introduce new Trustees.

5. **Election of Board Officers.** A slate will be offered for election of MPL Board Officers for the 2020-2022 term.

MPL BOARD AGENDA

05/26/2020

P. 1

SPECIAL COMMUNICATION

4:25 – 4:40

6. **COVID-19 Response and Recovery.** Library Director Kiely will present an update on the library's response to the coronavirus pandemic and the implementation of Drive-Up and curbside service.

REPORTS

4:40 – 5:00

7. **MCFLS Board Meeting.** Trustee Ald. Nik Kovac, Resource Library Representative, will report on the April 20, 2020 and May 18, 2020 MCFLS Board meetings.

5:00 – 5:10

8. **Services & Programs Committee Meeting.** Committee Chair Ald. Milele Coggs will report on the May 5, 2020 meeting.

Attachment B, page 15

NEW BUSINESS

5:10 – 5:20

9. **2021 Requested Budget.** Associate Director Jennifer Meyer-Stearns will review the Library's 2021 Requested Budget, which was submitted on May 12, 2020.

5:20 – 5:25

10. **Bylaws Revision.** Several revisions to the Board Bylaws will be reviewed and discussed for possible action at the June 23, 2020 meeting.

Attachment C, page 17

5:25

11. **Adjourn.**

REMINDER: Next scheduled meetings are:

June 4, 2020 Building & Development Committee – Video Conference Call, 8:00 a.m.

June 10, 2020 Innovation & Strategy Committee – Video Conference Call, 8:00 a.m.

June 17, 2020 Executive Committee – Video Conference Call, 4:00 p.m.

June 23, 2020 Regular Board Meeting – Video Conference Call, 4:00 p.m.

Trustees

Michele Bria, *President*, Joan Prince, *Vice-President*, Chris Layden, *Financial Secretary*, Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, James Marten, Dir. Larry Miller, Ald. Michael Murphy, Sup. Marcelia Nicholson, Mark Sain, Jennifer Smith
Paula Kiely, *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 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, April 28, 2020

Video Conference Call by GoToMeeting

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

EXCUSED: Dir. Larry Miller

STAFF: Rachel Arndt, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Judy Pinger, Anne Rasmussen, Rebecca Schweisberger, Kelly Wochinske, Dea Wright

OTHERS

PRESENT: MPL Foundation: Ryan Daniels, Pat Swanson

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:03 p.m. on April 28, 2020 with a quorum present. All Trustees participated by video conference.

President Bria thanked all Trustees for their leadership and congratulated the elected officials on their re-elections and various appointments.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. **Regular Board Meeting Minutes March 24, 2020.**
2. **Committee Reports.**
 - a. Innovation & Strategy Committee Meeting Minutes April 8, 2020
3. **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 3-19 of the agenda. Hearing no objection, the Consent Agenda was approved.

BUSINESS

4. **COVID-19 Response and Recovery.** President Bria thanked Library Director Paula Kiely and the MPL Administrative team for navigating the challenging situation resulting from COVID-19 while continuing to support the community. Director Kiely reviewed the decisions and steps taken since the Safer At Home order was issued. After the process of suspending library service was complete, staff was able to focus on delivering digital services to the community. Virtual programming for children, teens, and adults has been developed and promoted through the library's social media channels. Library staff is now planning for a phased reopening. Drive-Up service will open at Central Library on May 5th and staff from the Wisconsin Talking Book and Braille Library (WTBBL) will also be returning to work in the near future. Plans are in development for curbside pickup service at two branch libraries. Staff from the Milwaukee Health Department toured Central Library to review plans for Drive-Up service and endorsed MPL's strategy for keeping staff safe. MPL Facilities staff had the opportunity to deep-clean buildings and staffing has changed to a rolling schedule to maintain a regular cleaning schedule. Capital and construction projects have also continued, including the parking lot infrastructure project and Community Room 1 renovations. Director Kiely shared photos of the original windows in Community Room 1 that will be incorporated into the new design. The regular business of accounting, budget preparation, administrative support, and payroll continues remotely. Director Kiely has been in contact Kurt Kiefer, Assistant Superintendent at the Department of Public Instruction (DPI), and will be meeting with his staff to discuss next steps and advice on a reopening timeline. Steve Hesel, MCFLS System Director, has met with his counterparts in other library systems and has been a great help to MPL. Although a system-wide coordinated opening was discussed, MCFLS member libraries are setting their own schedules to begin curbside pickup. Urban Libraries Council (ULC) has offered weekly meetings for Library Directors and Deputy Library Directors, which have been very useful. ULC is putting together action teams to look at longer-term strategies, with a focus on school partnerships, addressing the digital divide, helping small businesses and entrepreneurs, race and social equity, and redefining the library's role in light of the recent changes to services. Director Kiely thanked the MPL Response Team for their efforts and support and thanked Trustee Layden for the recommendation to create shorter-term plans to manage the library's response to the Governor's order. Trustee Murphy and Trustee Sain offered thanks to Director Kiely for their work and keeping the Board informed of library service status. Informational item.

5. **Finance & Personnel Committee Meeting.** Trustee Sain reported on the April 28, 2020 meeting. The Committee received the auditors' report from Reilly, Penner & Benton LLP, who issued an unqualified opinion with no recommendations. Trustee Layden moved to accept the report and place it on file; Trustee Kowalski seconded. Motion passed.

The quarterly trust fund investment performance was reviewed with particular focus on market volatility resulting from COVID-19. The investment team from U.S. Bank recommends a modest adjustment to the investment policy. The adjustment will be a strategic, balanced reallocation of assets with the intention of limiting risk and maximizing

return. Trustee Murphy moved to approve the reallocation; Trustee Sain seconded. Motion passed.

MPL staff confirmed internal accounting processes were followed in the 4th Quarter of 2019. The Committee recommended holding the report for the 1st Quarter of 2020, as technical issues related to the temporary library closure did not allow all tasks to be completed. Trustee Kovac moved to accept the report for 4th Quarter 2019 and hold the report for 1st Quarter 2020. Trustee Prince seconded. Motion passed.

The Committee reviewed a revised policy regarding acceptable check signatures and recommends approval. Trustee Layden moved to approve the Check Signature Policy (P0023) and Trustee Sain seconded. Motion passed.

6. **Building & Development Committee Meeting**. Chair Sain reported on the April 2, 2020 meeting. The Committee received a recommendation to award the contract for fire alarm improvements at Central Library to Hurt Electric for a negotiated total of up to \$348,000. Trustee Kovac moved to approve the contract award; Trustee Kowalski seconded. Motion passed.

The negotiated amendment to the Good Hope Library development agreement is complete and went before the Zoning, Neighborhoods, & Development Committee on April 9, 2020. The amendment was approved by the Common Council and has been signed by Mayor Barrett and the development team. The final occupancy inspection is scheduled for April 29, 2020. A virtual opening celebration will be planned, including a video tour of the space. Chair Sain thanked Director Kiely, Library Administration, and Assistant City Attorney Mary Schanning for their work on this project.

Library Construction Project Manager Sam McGovern-Rowen provided an update about the Martin Luther King Library project. The project was not awarded tax credits and the development team has contacted Wisconsin Housing and Economic Development Association (WHEDA) to request more information about the award process and next steps. Informational item.

7. **Department of Public Instruction (DPI) Annual Report**. Assistant Library Director Jennifer Meyer-Stearns presented highlights from the annual report submitted to the DPI. Targeted programming has led to more community participation and approximately 70-75% of Milwaukee residents are Library card holders. MPL statistics and reporting have been refined and expanded to include digital resources, website visits, and social media engagement. Informational item.
8. **Office of Early Childhood Initiatives (OECI) Update**. Dea Wright, Director of the Office of Early Childhood Initiatives, presented an update on her achievements, ongoing projects, and future plans for the office. OECI work has led to the creation of the Milwaukee Cares Project. The project goal is to share information with the community about all the ways Milwaukee cares for children. The project is focused on helping provide children ages 0-3 years with language-rich environments at home and in the community. As part of the

project, family Read, Learn, and Play spaces have been created in several community areas including a local laundromat and the Vel R. Phillips Juvenile Justice Center. The spaces are intended to encourage reading, singing, and learning with children in public spaces. Other OEI accomplishments include a partnership with the National League of Cities, multiple screenings of the film *No Small Matter*, and hosting the '53206 Community Visioning Session' to discuss use of community funding with local residents. Ms. Wright has been accepted to the Presidential Leadership Scholars Program and appointed to serve on Governor Evers' Early Childhood Advisory Council. New literacy spaces called 'Pop Spots' will be created to help increase awareness of the importance of interacting with young children and promoting learning everywhere. Trustee Sain thanked Ms. Wright for her great work and promoting positive outcomes for children in Milwaukee. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 28, 2020 was adjourned at 5:08 p.m.

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

Tuesday, April 28, 2020

Video Conference Call by GoToMeeting

PRESENT: Mark Sain, Jennifer Smith, Joan Prince, Paula Kiely

EXCUSED: Ald. Milele Coggs, Chris Layden, Ald. Michael Murphy

OTHERS

PRESENT: MPL: Jennifer Meyer-Stearns, Sarah Leszczynski, Rebecca Schweisberger
Reilly, Penner & Benton LLP: Brandon Panka
US Bank: Richard Romero, Wayne Sattler

Trustee Sain called the meeting of the Board of Trustees Finance & Personnel Committee to order at 3:05 p.m. on Tuesday, April 28, 2020. All Trustees and presenters participated by video or audio conference. Trustee Prince's attendance constituted a quorum to begin the meeting.

1. **Committee Meeting Minutes Review.** The committee reviewed the minutes from the October 22, 2019 meeting. Trustee Smith moved to approve the minutes; Trustee Prince seconded. Motion passed.
2. **Financial Statements and Auditors' Report.** The Trustees received the Milwaukee Public Library Trust Fund Audited Financial Statements for the year ending December 31, 2019. Mr. Brandon Panka of Reilly, Penner & Benton LLP reviewed the report. The auditors issued an unqualified opinion of MPL Trust Fund financial statements. Mr. Panka noted annual revenue had significantly increased over 2018 due to a generous gift from the Elaine C. Lange Trust. Trustee Smith moved approval of the 2019 Independent Audit Report as prepared by Reilly, Penner & Benton LLP. Trustee Prince seconded. Motion passed.
3. **Quarterly Review of Fund Investments.** The Committee received the U.S. Bank Institutional Trust and Custody quarterly report for MPL dated April 28, 2020 prior to the meeting. Mr. Richard Romero, Senior Relationship Manager at U.S. Bank, provided a brief update on the bank's service and response to the COVID-19 pandemic. Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank, presented a market overview and portfolio summary. Mr. Sattler noted there has been extreme market fluctuation in the first quarter of 2020. Mr. Sattler also recommended a modest adjustment to the investment policy. The adjustment will be a strategic, balanced reallocation of assets. The Committee will review the proposed allocation policy and will notify Mr. Sattler if any changes are in order. Trustee Prince moved to accept the report, to accept the recommendation to reallocate funds and move it to the full Board. Trustee Smith seconded. Motion passed.

ATTACHMENT A - P. 5 of 11
MPL CONSENT AGENDA

2a. Finance & Personnel Committee Minutes

04/28/2020

P. 8

-
4. **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** The 2019 4th Quarter memo and 2020 1st Quarter memo were included in the agenda. Assistant Library Director Jennifer Meyer-Stearns requested to hold the 2020 1st Quarter memo until the next meeting as technical issues related to the temporary library closure did not allow all tasks to be completed. Ms. Meyer-Stearns reported for the 2019 4th Quarter, all internal control processes were followed and there were no accounting issues. Trustee Smith moved to accept the report and hold the 1st Quarter report until the July 28, 2020 meeting. Trustee Prince seconded. Motion passed.

 5. **Check Signature Policy.** Library Director Paula Kiely presented the updated Check Signature Policy, listed as Attachment C of the agenda, and reviewed the revisions. The document was changed from a procedure to a policy and some of the language was clarified; however, the original content was not changed. Trustee Prince moved to approve the policy and Trustee Smith seconded. Motion passed.

The meeting of the Library Board's Finance & Personnel Committee was adjourned at 3:47 p.m. on Tuesday, April 28, 2020.

**Milwaukee Public Library
Financial Report
April 30, 2020**

2020

2019

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,559,438	\$ 7,550,708	33.5%
<i>Fines</i>	\$ 183,000	\$ 41,453	22.7%
<i>Lost Materials, etc.</i>	\$ 95,000	\$ 17,089	18.0%
<i>MCFLS Contracts</i>	\$ 722,367	\$ -	0.0%
Total City Appropriation	\$ 23,559,805	\$ 7,609,250	32.3%

	Budget	Received to date	% Received
	\$ 21,937,539	\$ 7,359,527	33.5%
	\$ 215,000	\$ 38,183	17.8%
	\$ 109,000	\$ 14,709	13.5%
	\$ 750,789	\$ 14,961	2.0%
Total	\$ 23,012,328	\$ 7,427,380	32.3%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,019,079	\$ 4,077,674	31.3%
<i>Fringe Benefits</i>	\$ 5,207,632	\$ 1,704,359	32.7%
Total	\$ 18,226,711	\$ 5,782,032	31.7%

	Budget	Spent to date	% Spent
	\$ 12,375,271	\$ 3,725,892	30.1%
	\$ 5,568,871	\$ 1,459,382	26.2%
Total	\$ 17,944,142	\$ 5,185,274	28.9%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 83,900	\$ 23,817	28.4%
<i>Tools & Machinery Parts</i>	\$ 26,000	\$ 1,216	4.7%
<i>Construction Supplies</i>	\$ 40,000	\$ 6,407	16.0%
<i>Energy</i>	\$ 660,163	\$ 172,558	26.1%
<i>Other Operating Supplies</i>	\$ 170,691	\$ 80,780	47.3%
<i>Vehicle Rental</i>	\$ 8,500	\$ 2,058	24.2%
<i>Non-Vehicle Equipment Rental</i>	\$ 19,300	\$ 10,141	52.5%
<i>Professional Services</i>	\$ 313,000	\$ 146,968	47.0%
<i>Information Technology Services</i>	\$ 373,380	\$ 297,710	79.7%
<i>Property Services</i>	\$ 1,159,000	\$ 287,808	24.8%
<i>Infrastructure Services</i>	\$ 28,000	\$ 32,445	115.9%
<i>Vehicle Repair Services</i>	\$ 0	\$ -	0.0%
<i>Other Operating Services</i>	\$ 132,995	\$ 32,864	24.7%
<i>Reimburse Other Departments</i>	\$ 91,500	\$ -	0.0%
Total	\$ 3,106,429	\$ 1,094,772	35.2%

	Budget	Spent to date	% Spent
	\$ 96,905	\$ 39,926	41.2%
	\$ 18,800	\$ 13,517	71.9%
	\$ 30,000	\$ 13,917	46.4%
	\$ 637,975	\$ 209,293	32.8%
	\$ 146,254	\$ 74,834	51.2%
	\$ 8,160	\$ 1,668	20.4%
	\$ 22,554	\$ 12,287	54.5%
	\$ 191,396	\$ 127,203	66.5%
	\$ 399,440	\$ 334,258	83.7%
	\$ 879,798	\$ 435,097	49.5%
	\$ 28,000	\$ 33,890	121.0%
	\$ 250	\$ -	0.0%
	\$ 287,079	\$ 31,275	10.9%
	\$ 67,250	\$ (952)	-1.4%
Total	\$ 2,813,861	\$ 1,326,213	47.1%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,660,343	\$ 550,443	33.2%
<i>Computers, etc.</i>	\$ 263,997	\$ 68,750	26.0%
<i>Other</i>	\$ 44,325	\$ 4,232	9.5%
Total	\$ 1,968,665	\$ 623,425	31.7%

	Budget	Spent to date	% Spent
	\$ 1,689,148	\$ 627,692	37.2%
	\$ 316,003	\$ 250,241	79.2%
	\$ 40,174	\$ 22,058	54.9%
Total	\$ 2,045,325	\$ 899,991	44.0%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 4,000	\$ 4,000	100.0%
<i>East Property Payment</i>	\$ 3,000	\$ 1,922	64.1%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 40,207	58.3%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ 62,892	45.9%
Total	\$ 258,000	\$ 109,021	42.3%

	Budget	Spent to date	% Spent
	\$ -	\$ -	0.0%
	\$ 3,000	\$ 2,402	0.0%
	\$ 54,000	\$ 13,500	25.0%
	\$ 15,000	\$ -	0.0%
	\$ 137,000	\$ -	0.0%
Total	\$ 209,000	\$ 15,902	7.6%

Total City Expenses	\$ 23,559,805	\$ 7,609,250	32.3%
----------------------------	----------------------	---------------------	--------------

Total	\$ 23,012,328	\$ 7,427,380	32.3%
--------------	----------------------	---------------------	--------------

**Milwaukee Public Library
Financial Report
April 30, 2020**

2020

2019

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
<i>WTBBL Jul '19 - Jun '20</i>	\$ 1,026,378	\$ 739,565	72.1%
<i>ILS Jul '19 - Jun '20</i>	\$ 98,680	\$ 70,566	71.5%
Total	\$ 1,125,058	\$ 810,131	72.0%

	Budget	Spent to date	% Spent
	\$ 989,520	\$ 738,154	74.6%
	\$ 96,900	\$ 72,741	75.1%
	\$ 1,086,420	\$ 810,895	74.6%

Trust Funds

	Budget	Spent to date	% Spent
<i>Materials</i>	\$ 112,640	\$ 49,094	43.6%
<i>Programming</i>	\$ 34,000	\$ 7,411	21.8%
<i>Training</i>	\$ 13,000	\$ 5,383	41.4%
<i>Marketing</i>	\$ 29,000	\$ 3,140	10.8%
<i>Contingency</i>	\$ 4,000	\$ 1,086	27.2%
<i>Board Development</i>	\$ 6,000	\$ 148	2.5%
<i>Headline</i>	\$ 5,000	\$ -	0.0%
<i>WTBBL - Goldstein</i>	\$ -	\$ -	0.0%
<i>Strehlow 50+</i>	\$ 40,400	\$ 300	0.7%
<i>E.C. Lange - Central Business Commons</i>	\$ 100,000	\$ -	0.0%
Total	\$ 344,040	\$ 66,562	19.3%

	Budget	Spent to date	% Spent
	\$ 104,027	\$ 33,915	32.6%
	\$ 35,500	\$ 9,380	26.4%
	\$ 13,000	\$ 3,098	23.8%
	\$ 29,000	\$ 8,390	28.9%
	\$ 4,000	\$ 420	10.5%
	\$ 5,000	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 2,166	\$ 1,375	0.0%
	\$ 42,376	\$ 475	0.0%
	\$ -	\$ -	0.0%
	\$ 240,069	\$ 57,053	23.8%

Foundation Funds

	Budget*	Spent to date	% Spent
<i>Materials</i>	\$ 285,144		0.0%
<i>Programming</i>	\$ 2,343,370		0.0%
Total	\$ 2,628,514	\$ -	0.0%

	Budget*	Spent to date	% Spent
	\$ 389,775	\$ 76,269	19.6%
	\$ 2,617,028	\$ 223,039	8.5%
	\$ 3,006,803	\$ 299,308	10.0%

*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 #362112759 dated 1/30/20 and maturing 09/01/20 at a rate of 1.00%...\$350,000.00

Director's Report May 2020

The current pandemic has almost entirely altered the work of the library, effective with the close of all Milwaukee public libraries on March 16. Reductions to services and access to resources immediately declined, as alternative communication and delivery strategies were developed. Simultaneously, library administration developed a work hour reduction plan to move employees unable to work from home into furlough, work share, or redeployment status. The work status changes were implemented on May 18. In total, 7 full-time and 10 part-time employees were furloughed, 24 employees were placed in work share status, and 106 were redeployed to the Milwaukee Health Department. Decisions were made based on the essential functions and service levels permissible under the Governor's and Health Commissions Orders and with a goal to preserve jobs and ensure no one would suffer a loss of income. Redeployed staff began training for their work at MHD on May 18. The Library's IT department worked in partnership with the City's Information Technology Management Division to outfit anyone in need with a laptop computer and an internet hot spot. ITMD will also provide city-issued cell phones and create new email accounts dedicated to this work, which will include data entry, research, and contact tracing. More than 160 library employees retain their active status and are providing essential business and facilities operations, as well as recently launched curbside pick-up service. For the first time since the library closed, patrons have access to phone service and the physical collections at Central, Washington Park, and Tippecanoe libraries. Requests must be placed by phone and materials must be picked up at the location where the item is held. The service is proving to be successful with many patrons sharing compliments and thanks when picking up their items. The majority of patrons fall into adult and senior categories and most materials requested are books in print. Use of digital books and other resources remains high, a trend that is likely to continue.

MPL HEPLS PEOPLE READ

Book Discussion: They Called Us Enemy. Library staff led a lively virtual discussion of actor and activist George Takei's critically acclaimed graphic memoir, *They Called Us Enemy*. *They Called Us Enemy* tells the story of Takei's childhood imprisonment with his family during the internment of Japanese Americans in WWII. Attendees explored themes of democracy, racism, memory, and familial relationships. The graphic memoir is available for checkout as an e-book on hoopla, a library subscription database. Attendance: 8

MPL HELPS PEOPLE LEARN

Let's Talk: Managing Stress During COVID-19. As the COVID-19 (coronavirus) outbreak spreads it is normal for community members to feel stressed, anxious, and overwhelmed. Let's Talk: Managing Stress During COVID-19 was a virtual presentation by Dr. Tony Piparo, a stress and anxiety coach. Dr. Piparo shared information on the emotional and physiological effects of stress and scientifically sound tips to help manage our response to traumatic events. Attendance: 43

Meditation Fridays. Meditation is the practice of becoming still and focusing awareness. Meditation Fridays is a weekly 30-minute virtual guided meditation series presented by Joanna Brooks, yoga instructor and owner of Embody Yoga. Each meditation session focuses on guiding attendees to feeling more grounded, present and at peace. Each week a new style of meditation will be introduced. Attendance for four sessions: 113

Earth Day: Recycle for Good Presentation. In honor of Earth Day, Milwaukee Public Library collaborated with the City of Milwaukee Department of Public Works on a virtual presentation: Recycle for Good. The

presentation focused on the how and why of recycling, updates to recycling guidelines, and overview of the City's recycling facility. Attendance: 55

Poetry Reading with Alison Hawthorne Deming. Poet and writer Alison Hawthorne Deming gave a virtual poetry reading in celebration of National Poetry Month. Deming is the author of 9 books of poetry and 4 nonfiction books. She was a lead Poet-in-Residence for Field Work MKE, a program led by Milwaukee Public Library and Milwaukee Public Museum aimed to deepen understanding of the natural world through scientific inquiry. She is currently Regents' Professor and Agnese Nelms Haury Chair of Environment and Social Justice at the University of Arizona. Attendance: 20

Virtual Programming for Children. MPL children's services librarians began virtual programming at the beginning of April. At the beginning of the month, children's librarians began offering a daily, live virtual morning story time and a Monday evening live, virtual PJ Story Time. Staff also experimented with recorded content posted to the MPL YouTube channel including Zines for Tweens and Stress Dough maker programs along with a Día de los Libros celebration featuring *Dreamers/Soñadores* by Yuyi Morales. Additional programming will continue to be layered into the schedule to help meet the needs of children of all ages. Live virtual programs: 23. Total Attendance: 1,677. Recorded virtual programs: 4. Total Views: 74

Virtual Programming for Teens. MPL teen services librarians also began virtual programming in April. Live virtual programming included First Chapter Friday Read Alouds and bi-weekly virtual Community Wisdom Circles-Teen Edition in partnership with Restorative Circles, LLC, and student facilitators from Alliance High School. Librarians will also be experimenting with recorded content in order to capture a larger audience. Attendance for the two live First Chapter Friday programs was a total of 8 while the recorded version posted to YouTube has received 38 views. The MPL Teen Advisory Board also hosted its annual Teen Poetry Contest in April. This year TAB received 119 entries. TAB members and librarians will be judging the entries and planning a virtual showcase for the poets later this spring.

Live virtual programs: 4, Total Attendance: 18

Recorded virtual programs: 1, Total Views: 38

Teen Poetry Contest Entries: 119

MPL Creates. Maker Challenges for artists of all ages are being posted to the MPL Creates Instagram account to help inspire creativity and ongoing learning while school is out. Instructional videos for two challenges – DIY Cell Phone Stands and 1, 10, & 60 Minute Drawing – were posted to MPL Creates in April. Recorded Maker Challenges: 2. Total Views: 468

LibraryNow Virtual Presentation. In response to teachers in the Milwaukee Public Schools working remotely due to the Safer at Home order, Education and Outreach staff hosted a webinar to get educators and their students connected to vital LibraryNOW digital resources. MPS teachers, administrators, library media specialists, and support staff attended the hour-long webinar which shared information on resources that offer online tutoring (Brainfuse), access to ebooks and audiobooks (Overdrive and Hoopla), and professional development courses (Gale Courses). Following the webinar, 30 MPS educators stayed on for an optional "Study Hall" session for answers to their individual questions and to share the resources which they are most excited to use with their students. Based on feedback from attendees during the Study Hall and follow-up emails from teachers, the Education and Outreach team is planning to share a series of deep-dive tutorial videos on how to use some of MPL's most popular digital resources. Total Attendance: 125

MPL HELPS PEOPLE CONNECT

Virtual Vegetarian Cookbook Club. The Tippecanoe Vegetarian Cookbook Club went virtual in May and asked attendees to share how they are approaching cooking meatless meals during Safer at Home. Attendees shared their favorite vegetarian recipes and tips and tricks from fellow participants on how to manage ingredient substitutions. A vegetarian cookbook booklist featuring e-books available via Milwaukee Public Library databases was created and shared with program attendees and library social media. Attendance: 7

Poemalogue Series with Milwaukee Poet Laureate Dasha Kelly Hamilton. Milwaukee Poet Laureate Dasha Kelly Hamilton presented a weekly series of lives streamed programs called Poemalogues. Poemalogues are hosted by Dasha Kelly Hamilton and are conversations-in-poem about life, living, and all the ways people journey. Kelly Hamilton hosts an exchange of stanzas, stories and conversation with guests from across the nation and globe.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
SERVICES & PROGRAMS COMMITTEE
MINUTES**

Monday, May 4, 2020

Video Conference Call by GoToMeeting

PRESENT: Ald. Milele Coggs, Jennifer Smith, Dir. Larry Miller, Paula Kiely

EXCUSED: Ald. Michael Murphy, Sup. Marcelia Nicholson

OTHERS: MPL: Joan Johnson, Jennifer Meyer-Stearns, Michael Weber,
Rebecca Schweisberger

Committee Chair Milele Coggs called the MPL Board of Trustees Services and Programs Committee meeting to order at 5:34 p.m. on May 4, 2020 with a quorum present. All Trustees participated by video conference.

1. **Committee Meeting Minutes Review.** The Committee reviewed the minutes from the November 4, 2019 and January 16, 2020 meetings. Trustee Miller moved to approve the minutes; Trustee Smith seconded. Motion passed.
2. **Permanent Ban from MPL – Johnny Birkley.** Library Director Paula Kiely presented a draft of the permanent ban letter and reviewed the banning and appeal process. Library Security Manager Michael Weber gave a detailed explanation of the security incidents leading to the recommendation to permanently ban Johnny Birkley from entering any MPL facility. Trustee Miller moved to approve the permanent ban; Chair Coggs seconded. Motion passed.
3. **COVID-19 Materials Handling Policy.** Deputy Library Director Joan Johnson referred to the new materials handling policy created in response to the COVID-19 pandemic, listed as Attachment B of the agenda. The new policy was created to help minimize staff and patron exposure to COVID-19 or other infectious disease. To inform the policy, MPL staff researched the virus life cycle and reviewed recommendations from the Centers for Disease Control (CDC) and Milwaukee Health Department (MHD). MHD has reviewed and vetted the policy. Trustee Smith moved to approve the new policy; Chair Coggs seconded. Motion passed.
4. **Sunday Service Location Change.** Director Kiely reviewed the current Sunday hours and locations. For more than 25 years, the MPL locations offering Sunday hours have been Central Library, Capitol branch library, and Zablocki branch library. In an effort to highlight new and renovated libraries, Library Administration recommends changing the Sunday

branch service locations to Good Hope branch library and Tippecanoe branch library. Trustee Miller moved to approve the change; Chair Coggs seconded. Motion passed.

5. **Safety Report.** Library Security Manager Michael Weber presented the safety reports for 4th Quarter 2019 (Q4) and 1st Quarter 2020 (Q1). Although there was a slight increase of security incidents in Q4 (compared to 2018), overall 2019 ended with fewer incidents than 2018. Of MPL's 14 locations, 8 locations saw a decrease in security incidents and the number of building lockdowns decreased in 2019. Mr. Weber met with MPL Branch Managers to review and discuss security reports and concerns. Security incidents for Q1 2020 have been reduced due to the library closure. MPL Security continues to monitor the buildings via security cameras and regular physical checks on buildings. Informational item.
6. **Next Meeting.** Topics for the July 27, 2020 meeting include the Security Reports for 2nd Quarter 2020, possible new or revised policies resulting from COVID-19, and a report on services and programs during the library building shutdown. Informational item.

The meeting of the Milwaukee Public Library Board's Services & Programs Committee was adjourned at 5:58 p.m. on May 4, 2020.

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 call, ~~excluding closed session discussion,~~ as 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 and shall receive monthly statements of the Trust Funds performance from the investment management firm.

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 affect 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.

DRAFT