

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Wednesday April 16, 2008
Zablocki Library Meeting Room
3501 W. Oklahoma Ave.**

PRESENT: Sharon Cook, Sup. Dan Devine, John Gurda, Ald. Ashanti Hamilton, Art Harrington, Joan Prince, David Riemer, Kathy Williams and Paula Kiely

EXCUSED: Ald. Mike D'Amato, Charlene Hardin, Art Harrington, Marty Schreiber, Ald. Terry Witkowski

STAFF Meg Diaz, Bruce Gay, Kelly Hughbanks, Joan Johnson, Sue Knorr,
PRESENT: Dawn Lauber, Bill Lenski, Sue Love, Sandra Melcher, Sandy Rusch Walton, Taj Schoening, Crystal Sura, Linda Vincent, Paul Wilant, Judy Zemke

OTHERS Amy Hefter, Legislative Reference Bureau
PRESENT: Eric Pearson, Budget and Management
Susan Firer, Milwaukee Poet Laureate
Ald. Joe Dudzik, Milwaukee Common Council

President Joan Prince called the meeting of the Milwaukee Public Library Board of Trustees to order at 8:27 a.m. on March 19, 2008 with a quorum present. Trustee Cook left at 9:00 a.m.

PUBLIC COMMENT None.

President Prince welcomed Ald. Joe Dudzik who came to the meeting to observe. Library Director Paula Kiely introduced Librarian Sue Love, assigned to Bay View Library. Zablocki Branch Manager Linda Vincent welcomed the Board and gave a brief history of the library. The Oklahoma Avenue Library was built in 1963, was renamed in 1984 for Wisconsin Congressman Clement Zablocki and remodeled in 1994. Zablocki has the second highest circulation in the system. Library programs are well received by the community.

APPROVAL OF MINUTES Trustee Cook moved and Trustee Devine seconded a motion to approve the March 19, 2008 meeting minutes, shown as attachment A of the agenda packet.

Motion passed.

SPECIAL COMMUNICATION

1. **Appearance by Poet Laureate.** President Prince introduced Susan Firer, Milwaukee's new Poet Laureate. The poet laureate serves a two-year term promoting poetry at library and community events. Ms. Firer is the fifth Milwaukee poet to hold the honorary position and was inducted at a ceremony on Sunday, April 6 in Central Library's Centennial Hall. Ms. Firer read two of her poems to the Board.

OLD BUSINESS

2. **Interloan Task Force Meeting.** Director Paula Kiely reported that she attended the third Task Force meeting along with Technical Services Manager Bruce Gay. Ms. Kiely reminded the Board of the proposal on the table: 1) lower maximum holds to 20 items for all libraries; 2) adult/young adult/children music CDs and entertainment

2. **Interloan Task Force Meeting.** (continued)
videos interloanable/holdable for all libraries; and, 3) adult/young adult/children entertainment DVD's not interloanable/holdable for all libraries. The Milwaukee County Federated Library System (MCFLS) Library Directors met prior to the April 7 Task Force meeting. Most libraries are in agreement to limit the holds and Milwaukee adding back some of the materials. Most libraries are not comfortable with not allowing holds on entertainment DVD's for all libraries. The next meeting is scheduled for May 7. The MCFLS Board meets on April 21 and more information may come from that meeting. President Prince suggested the MPL Board Executive Committee meet to discuss the media holds issue. As a point of information, Ms. Kiely stated that the library has completed a new policy for reasonable accommodations for media holds. A patron with a Health Care Provider Certification Form will be allowed to hold three MPL-owned, non-holdable media items at any given time. This policy will be implemented on April 28, 2008.

Informational item.

3. **Statement Concerning Public Library System Effectiveness.** This item was held over from the March 19, 2008 meeting. Ms. Kiely explained that the Department of Public Instruction (DPI) requires the Library Board to approve a statement from MPL that indicates that their public library system either did or did not provide effective leadership. President Prince asked for a consensus of the Board, that this item be held and taken up at the Executive Committee meeting along with the media holds issue. The Board as a whole agreed.

No action was taken.

NEW BUSINESS

4. **MPL Budget & Finance Committee.** Chair Riemer reported out from the Budget & Finance meeting that took place earlier. Agenda items were taken together. Trustee Riemer stated that the financial statement and auditors report for the Milwaukee Public Library Trust Fund for 2007 were presented by Reilly Penner & Benton. The JP Morgan investment manager reviewed the performance of the investments. The Board received the reports prior to the meeting. The Budget & Finance Committee accepted the reports as presented. Trustee Riemer moved approval to accept the reports and Trustee Gurda seconded the motion. The agenda and minutes from the April 16, 2008 committee meeting are attached.

Motion passed.

5. **Nominating Committee.** Chair Gurda stated the Nominating Committee met on April 14, 2008. David Riemer was nominated for Milwaukee Public Library Board of Trustees President to serve a two-year term. More discussion is needed on the positions of Vice-President and Financial Secretary which will take place prior to the election of officers at the regular Board meeting on May 15, 2008. The agenda and minutes from the April 14, 2008 committee meeting are attached.

Motion passed.

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6. **Library Services & Programs Committee.** Ms. Kiely pointed out the committee minutes, attachment B, page 12 of the agenda. The issue of increasing the age limit related to children's cards was discussed at the January Board meeting and referred to the Services and Programs Committee for further review and recommendation. Library staff have determined that it seems reasonable to expect patrons at the age of 17 to provide the necessary identification and be personally responsible for material and fines. The committee asked that further research be done. Responses are pending. This item will be placed on the May 15, 2008 regular board agenda. The gift policy was also discussed. Due to the high cost of adding gifts, library administration's recommendation is to accept limited items and refer patrons to the BookSeller. Library staff have been asked to calculate the cost to the library to accept gifts. This item will be placed on the May 15, 2008 regular board agenda.

No action was taken.

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7. **Resolution Honoring Supervisor Dan Devine for his Service on the Library Board.** President Joan Prince asked Trustee Devine to step forward as she read the resolution expressing the Board's appreciation of his faithful service with the Milwaukee Public Library. Trustee Gurda moved and Trustee Riemer seconded the motion to accept the resolution. A copy of the resolution is attached to the end of these minutes.

Motion passed.

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8. **Resolution Honoring Alderman Michael D'Amato for his Service on the Library Board.** Trustee D'Amato was unable to attend. Trustee Riemer moved and Trustee Williams seconded the motion to accept the resolution. A copy of the resolution is attached to the end of these minutes.

Motion passed.

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9. **National Library Week.** Marketing and Public Relations Officer Sandy Rusch Walton stated that National Library Week is celebrated from April 13 through April 19. National Library Week was first sponsored by the American Library Association in 1958. MPL is taking part with activities ranging from magnet and bookmark giveaways to patron comment cards to staff appreciation day. Mayor Barrett issued a proclamation encouraging Milwaukee residents to visit the library and take advantage of its wonderful resources and to thank librarians and library workers for making information accessible to all.

Informational item.

ADMINISTRATIVE REPORTS

10. **Personnel Actions.** Personnel actions, attachment C, page 20 of the agenda, were presented and reviewed.

Informational item.

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11. **Financial Report.** After general review, the investment activity listed below was noted for the record:

U. S. Bank Certificate of Deposit #266051288 dated 03/05/08 and maturing 04/04/08 at a rate of 2.61%.....\$200,000.

Informational item

12. **Library Director's Report.** The Library Director's Report, attachment E, page 22 of the agenda was presented. Ms. Kiely highlighted the ongoing relationship with the UWM School of Information Studies. That is an undergraduate and graduate program that helps to prepare librarians and other information professionals to work in libraries and information centers of all types. The library was honored when Dean Britz extended an invitation to participate in the selection process for a new faculty member who will be teaching the public library class.

The NEA Big Read continues with a lot of activity in March. The Board can expect a full report at the May 15 meeting.

The circulation, patron, electronic and computer statistical reports were reviewed. Computer, Internet, and Electronic Statistic reports for January, February, March, and June 2007 and February 2008 were revised with corrected database hits.

President Prince commented that reviewing the statistics every month is very important in determining programming needs of the future to balance the patron and circulation count throughout the system.

Informational item.

ADDITIONAL NEW BUSINESS

Ms. Kiely distributed a new marketing piece produced by the Foundation to recruit new Friends to the library. Friends memberships have increased and the Board was encouraged to become a Friend if they haven't already done so.

Ms. Kiely reminded the Board that the Friend's Spring Literary Luncheon, featuring author Louise Erdrich, will be held on Monday May 19 at the Wisconsin Club.

Ms. Kiely reported that the Wisconsin Audit Report "Best Practices Review: Public Library Services" was released. The report was sent to the Board members via email and also distributed at the meeting. Discussion ensued. Trustee Gurda expressed concern regarding MPL's downward circulation trend. Trustee Reimer commented that the Board needs to focus in like a laser on how the library can strategically change that trend with constrained resources. Discussion needs to take place on what kinds of changes in process and structure can the library make to reverse this trend. President Prince requested that this item be added to the Executive Committee meeting agenda.

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 16, 2008 was adjourned at 9:55 a.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUDGET AND FINANCE COMMITTEE
MINUTES**

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PRESENT: Sharon Cook, John Gurda, Joan Prince, David Riemer, Paula Kiely

EXCUSED: Ald. Ashanti Hamilton, Charlene Hardin, Marty Schreiber, Kathy Williams

STAFF Sue Knorr, Dawn Lauber, Bill Lenski, Sue Love, Taj Schoening,
PRESENT: Crystal Sura, Linda Vincent, Sandy Rusch Walton, Paul Wilant,
Judy Zemke

OTHERS

PRESENT: Eric Pearson, Budget and Management
Kevin Moloney, J.P. Morgan Private Client Services
Steve Volz, Reilly Penner & Benton

In the absence of Chair Marty Schreiber, Trustee David Riemer chaired the meeting. The meeting of the Board of Trustees Budget and Finance Committee was called to order by Trustee Riemer at 8:03 a.m. on Wednesday April 16, 2008, with a quorum present.

1. **Financial Statements and Auditors' Report.** Mr. Steve Volz, auditor from Reilly Penner & Benton, provided financial statements for the Milwaukee Public Library Trust Fund for 2007. Mr. Volz summarized the auditors report for the year. The financial statements are in order. The library staff was well prepared and cooperative. The management letter was reviewed, noting that a number of changes were made to the library's policies and procedures effective January 1, 2008 which help strengthen the internal controls. The Board has ongoing oversight of the financial process and the reports. Trustee Riemer sought a motion to receive and accept the MPL Trust Fund Auditors Report for 2007 requesting a letter from the library director summarizing the changes in policy from 2007 to 2008. Trustee Gurda moved and Trustee Cook seconded the motion as stated by Trustee Riemer.

Motion passed.

2. **Quarterly Review of Fund Investments.** Reports were sent to Board members for review prior to this meeting. Mr. Moloney gave an overview of the performance of the Milwaukee Public Library's portfolio. Financials are still at the epicenter of market turbulence. Mr. Moloney stated that equity benchmarks were met but fixed income benchmarks were not. Mr. Moloney is comfortable with the current allocation; however, funds are under review and a recommendation to adjust investments may be made at the next report. No specific recommendations to adjust the investment strategy were made at this time. Trustee Prince moved and Trustee Gurda seconded the motion to accept this report. The asset allocation summary is attached.

Motion passed.

3. **Quarterly Report of the Internal Control of the MPL Trust Fund.** Library Business Operations Manager Taj Schoening distributed the Revenues and Expenditures January through March 2008 and the Balance Sheet as of March 31, 2008 statements. As recommended by the auditor, a quarterly report was given to the Board. All reconciliations and statements have been reviewed and approved monthly by Ms. Schoening and reported to be in order. Ms. Kiely thanked the Board for their encouragement and support regarding the accounting policy changes. Involving more personnel in the accounting process has been very effective. The statements are attached at the end of these minutes.

Informational item

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4. **Other New Business.** None.

With no further business, the meeting of the Library Board's Budget & Finance Committee was adjourned at 8:21 a.m. on Wednesday, April 16, 2008.
