

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Thursday November 20, 2008
Central Library Meeting Room 1
814 W. Wisconsin Ave.**

PRESENT: Sharon Cook, John Gurda, Ald. Ashanti Hamilton, Ald. Nik Kovac,
Joan Prince, David Riemer, Kathy Williams, Paula Kiely

EXCUSED: Ald. Milele Coggs, Dir. Charlene Hardin, Art Harrington, Marty Schreiber

STAFF Meg Diaz, Bruce Gay, Joan Johnson, William Lenski, Sandra Melcher,
PRESENT: Taj Schoening, Crystal Sura, Paul Wilant

OTHERS Amy Hefter, Legislative Reference Bureau
PRESENT: Jake Miller, Budget and Policy Division
Leslie Silletti, Mayor's Office

President David Riemer called the meeting of the Milwaukee Public Library Board of Trustees to order at 8:15 a.m. on November 20, 2008 with a quorum present.

Trustees Kovac and Williams left at 9:00 a.m., Trustee Cook left at 9:10 a.m. at which time a quorum was lost. All action items were voted on with a quorum present.

Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT None.

APPROVAL OF MINUTES Trustee Gurda moved and Trustee Williams seconded a motion to approve the October 15, 2008 meeting minutes, shown as attachment A of the agenda packet.

Motion passed.

OLD BUSINESS

1. **2009 Budget.** Director Kiely referred to the Year 2009 Adopted Budget Overview, attachment B, page 17 of the agenda. Hours will be reduced at all but three libraries. Nineteen positions will be eliminated. The materials budget is decreased by \$111,014 from 2008. Center Street Library will continue to be funded with CDBG funds. The Mayor has not yet signed the budget. Ms. Kiely noted that the library's initial budget allocation was -9% and the final budget is -3%. The continued decrease of funding for materials is a concern. The capital budget expenditures invest in the library's future and will create efficiencies. Technical Services Manager Bruce Gay is the manager for the RFID project and the Board will be given implementation progress reports.

Director Kiely revisited the media holds policy that was revised in January of 2008, which made all entertainment DVDs, videos and adult music CDs non-holdable. After negotiations, the Board agreed to support the Milwaukee County Federated Library System (MCFLS) proposal to set the maximum number of holds allowed per patron to 15 for all libraries and reinstate the retrieval of holds for all media items. Mayor Barrett

1. **2009 Budget.** (continued)

suggested that any reinstatement of service be deferred until the 2009 budget was final. Ms. Kiely stated that the 2009 staffing level would allow for reinstatement of the service at five libraries – Central, Center Street, Capitol, East and Bay View. Media items owned by the five libraries would be holdable. Other unique items owned by the other 8 libraries would also be made available. The Board agreed by consensus to further the negotiations of this partial restoration of the media holds service with MCFLS Board.

Informational item.

2. **Courtesy Notices.** Director Kiely stated at the October 15, 2008 Board meeting, an announcement was made that automated email notices would be sent to patrons informing them that their materials are due back to the library. A question was raised as to how many patron records have email addresses attached to them. A correction from the number reported from 50% to 18% was noted.

Informational item.

NEW BUSINESS

3. **2009 Milwaukee Public Library Schedule of Hours.** President Riemer referred to the 2009 Preferred Weekly Schedule, attachment C, page 18 of the agenda. Director Kiely explained that the reduction in library hours is a result of a reduction in staffing levels for 2009. Each library will have two fewer public service staff except for Center Street (CDBG funded), Bay View, Capitol and East. The Common Council restored funds to the 2009 budget which restored hours at three neighborhood libraries and saved six positions. A 2009 Weekly Schedule of Hours recommending Bay View, Capitol, and East Libraries as the three libraries that maintain their current hours was distributed and is attached at the end of these minutes. Trustee Gurda expressed his disappointment that library hours are again being reduced. Trustee Williams stated that considering the initial proposed budget submitted in May included closing four neighborhood libraries, reducing hours at Central, and cutting the materials budget, the community should celebrate. Ms. Kiely noted that the communications plan will positively reflect the fact the all libraries will remain open and will continue to provide quality library services in 2009. Trustee Kovac mentioned that this schedule reflects the Common Council's wishes to preserve positions and library hours. He suggested that a long-term solution be developed for the library's future. Trustee Prince moved approval of the MPL 2009 weekly schedule of hours. Trustee Hamilton seconded the motion. Trustee Cook asked President Riemer if the Board could have a month-by-month plan, working with the Common Council and the public, to move forward dealing with the 2010 budget. Trustee Hamilton reminded the Board that the MPL Strategic Plan completed in 2006 provides a vision that should guide the library's future. A suggestion was made to share the MPL Strategic Plan with the Common Council Community & Economic Development with updates on progress. The Board agreed to place the matter of the 2010 budget on the December 17, 2008 regular Board meeting. Director Kiely, along with President Riemer and the aldermanic trustees will meet with Common Council President Hines prior to the meeting to ascertain ideas on the future budgetary process and the responsibility of the Board of Trustees.

Motion passed.

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4. **MPL Finance & Personnel Committee.** President Riemer, as committee chair, reported that at this morning's meeting, Library administration requested withdrawal of \$144,000 from the MPL Trust Fund for materials, staff training, programming, marketing and contingency for 2009. The Finance and Personnel Committee recommends approval of this request to the full Board to allocate \$144,000 from the MPL Trust Fund. President Riemer stated that the policy is to try to maintain the Fund's corpus at no less than \$2.2 million, allowing for a \$200,000 annual distribution, however, the current economy does not make that possible. On a motion made by Trustee Gurda and seconded by Trustee Williams, the 2009 Trust Fund allocation request was accepted as recommended. The committee agenda and minutes are attached.

Motion passed.

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5. **MPL Bylaws Committee.** Committee Chair Joan Prince reported that the Bylaws Committee met on October 28, 2008. The November 14, 2008 Bylaws Committee meeting was canceled. Trustee Prince referred to October 28, 2008 Bylaws Committee meeting minutes, attachment D, page 21 of the agenda. Trustee Prince stated that library board bylaws must comply with all relevant statutes. The noted areas for review are: number of board meetings per year; public comment guidelines; voting by email; meeting via teleconference; president's role on committees; name and definition of committees; vice-president included on executive committee; any member voting at committee meetings; appointment of non-trustees to ad-hoc committees; addition of an ethics statement; and updating current titles. As the process proceeds, the Board will be given the suggested revisions to the bylaws for review with a final approval deadline of May 19, 2009.

Informational item.

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6. **MPL Strategy Committee.** Committee Chair David Riemer reported that the Strategy Committee met on November 18, 2008. Library data relating to budget details, city comparisons and funding options was reviewed. General recommendations on raising awareness of the library system and the variety of services offered to the community were made. President Riemer stated that long-term funding solutions and ideas to strengthen the system can be examined at the December 17, 2008 regular Board meeting along with the 2010 budget discussion. The November 18 Strategy Committee agenda and minutes are attached.

Informational item.

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7. **State of Wisconsin Department of Public Instruction.** Director Kiely reviewed attachment E, page 22 of the agenda packet, a letter from State Superintendent of Public Instruction Elizabeth Burmaster regarding the budget requests for the next biennium 2009-2010 and 2010-2011. The budget supports Wisconsin public library services.

Informational item.

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8. **Audubon Prints on Exhibit**. Assistant Library Director Joan Johnson reported that the Milwaukee Art Museum is hosting an exhibit titled “Catesby, Audubon, and the Discovery of a New World: Prints of the Flora and Fauna of America” on view December 18, 2008 through March 22, 2009. Seven of the fifty prints of the plants, birds, mammals, and reptiles of North America that will fill the gallery are owned by MPL. The prints were loaned from one of the library’s prized collections – John James Audubon’s “The Viviparous Quadrupeds of North America” dated from 1842 to 1854.

Informational item.

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9. **Urban Library Council (ULC)**. Trustee Joan Prince discussed her roll on this national board. The Urban Library Council has worked to strengthen public libraries as an essential part of urban life. There is a great participation in networks for library directors and senior managers to discuss issues and challenges facing public libraries today. Discussions have focused on important issues such as transportation, energy, education and housing. Trustee Prince stated that a Library Trustees group will be forming and she hopes to engage the MPL Board in those discussions. She added that the ULC is a strong organization to exchange strategic and innovative ideas with and she looks forward to participating on the council and will report back to the Board as necessary.

Informational item.

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10. **Holiday Book Exchange and Board Photograph**. Traditionally, Board members donate a book to the library at the December board meeting. A book suggestion list was distributed. Monetary gifts are also welcome.

The Board was reminded that the annual Board photograph will take place during the meeting.

Ms. Kiely stated that the library has received its new library cards and Mayor Barrett will be present for a photographic opportunity on December 17 to promote the new cards.

Informational item.

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11. **MPL Foundation Activities**. MPL Foundation Director Meg Diaz reported that the Foundation raised \$160,800 net profit in corporate and personal sponsorship through the Benjamin Franklin Award Dinner. The format was food station style which allowed for more flexibility with reservations. The Foundation Board chose to recognize three individuals who have been instrumental in guiding the library to its successes: Kathleen Huston, former city librarian; Chris Bauer, former member of the MPL Foundation Board and chairperson of the Central Renovation Campaign; and Lucile Krug, who provided funds for the construction of the Richard E. and Lucile Krug Rare Books Room. Ms. Diaz expressed her gratitude to the entire MPL staff who helped make the event a success. Recent gifts include \$30,000 from Rockwell Automation to support electronic resources and the Business, Technology and Periodicals Department. The Milwaukee Genealogical Society continues to support electronic resources for research. The Foundation Finance Committee met recently and discussed the Foundation’s role to support the library but acknowledged that a more conservative approach will be taken during the current economic difficulties.

Informational item.

ADMINISTRATIVE REPORTS

12. **Personnel Actions.** Personnel actions, attachment G, page 24 of the agenda, were presented and reviewed. Ms. Kiely stated due to the reduced budget, six people will be laid off to the street. The Library Personnel Director is working with the Department of Employee Relations, the Union and other city departments to find positions that these individuals would be qualified for. Ms. Kiely acknowledged the personal difficulty experienced by the staff throughout the year and expressed her gratitude for support that the staff have shown her and each other.

Informational item.

13. **Financial Report.** The Financial report, attachment H, page 26 of the agenda, was reviewed.

Informational item.

14. **Library Director's Report.** The Library Director's Report, attachment I, page 27 of the agenda was presented. Ms. Kiely noted that library staff contributed over \$51,000 to the City's Combined Giving Campaign, giving thanks to campaign coordinators Kathryn Mlsna and Danielle Rodriquez.

Ms. Kiely also reported that the number of valid library cards held by children increased by over 4%. A future grant opportunity may capitalize on the Library Card Campaign, reaching adults as well as children.

The statistical reports were reviewed. Circulation and patron counts have increased. Ms. Kiely attributed the increase to the good work of the staff and the programs that are offered and suggested the current economy may also be a contributing factor.

Informational item.

ADDITIONAL NEW BUSINESS. None.

The Milwaukee Public Library Board of Trustees meeting of November 20, 2008 was adjourned at 9:33 a.m.
