

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday December 15, 2009
Central Library Meeting Room
814 W. Wisconsin Ave.**

PRESENT: Sharon Cook, John Gurda, Ald. Ashanti Hamilton, Art Harrington, Sup. Theo Lipscomb, David Riemer, Marty Schreiber, Gretchen Schuldt, Dir. Bruce Thompson, Paula Kiely

EXCUSED: Ald. Milele Coggs, Ald. Nik Kovac, Joan Prince

STAFF Meg Diaz, Bruce Gay, Kelly Hughbanks, Joan Johnson, Dawn Lauber,
PRESENT: Kathryn Mlsna, Sandy Rusch Walton, Taj Schoening, Virginia Schwartz, Crystal Sura, Michael Weber, Paul Wilant, Meredith Wittmann, Judy Zemke

OTHERS Jake Miller, Budget and Policy Division
PRESENT: Melanie Swank, City Attorney's Office
Mr. & Mrs. Thomas Eschweiler

President David Riemer called the meeting of the Milwaukee Public Library Board of Trustees to order at 8:27 a.m. on December 15, 2009 with a quorum present. Several Trustees left at 9:30 a.m. at which time a quorum was lost. All action items were approved 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 Hamilton seconded a motion to approve the November 18, 2009 meeting minutes, shown as attachment A of the agenda packet.

SPECIAL PRESENTATION

1. **Resolution Honoring Thomas Eschweiler.** President Riemer presented a resolution of appreciation, attachment B, page 12 of the agenda, to Mr. Thomas Eschweiler from the Board of Trustees for his devotion to the success of the Wisconsin Architectural Archive and in preserving Milwaukee's architectural history. Library Director Kiely read a proclamation from the Office of the Mayor proclaiming December 15, 2009 as Thomas L. Eschweiler day throughout the City of Milwaukee. Mr. Eschweiler expressed his gratitude for the recognition.
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COMMITTEE REPORTS

2. **MPL Finance & Personnel Committee.** Committee Chair Marty Schreiber reported out from the Finance & Personnel Committee meeting of December 15, 2009. Trustee Schreiber referred to attachment C, page 13 of the agenda packet. Trustee Schreiber stated that the Finance & Personnel Committee accepted the staff's recommendation to award two primary vendor contracts to Book Wholesalers, Inc. for children's books and Baker & Taylor, Inc. for adult music CDs for a total estimated annual value of \$350,000. Trustee Schreiber moved and Trustee Harrington seconded a motion to approve the recommendation as presented by the Finance and Personnel Committee. Motion passed.

OLD BUSINESS

3. **Villard Square Library Project.** Director Kiely stated that there is not a final outcome on the purchase of the condominium space in the Villard Square Development. Negotiations with the developer are ongoing.

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4. **Banning Guidelines.** The MPL Banning Guidelines, banning letter template and a revised Conduct of Public Procedure were distributed and are attached at the end of these minutes. Director Kiely reported that a concern was expressed at the November 15, 2009 Board meeting as to whether or not specific sanctions listed in the banning guidelines would create any legal problems if challenged in court. A request was also made to follow up with the City Attorney's Office regarding the right to appeal being allowed only after a six month ban. After discussion with the Deputy City Attorney, the Code of Conduct Procedure was revised to include that the guidelines provide a basis for the individual sanction, but the actual ban will take into consideration prior incidents and any other factors that may be relevant. Also added to the Procedure, was a process that allows any patron that has been banned from the library, the right to appeal, but only ban appeals of six months or more will be directed to the Board. Deputy City Attorney Vincent Moschella has reviewed and approved the revised procedure. Trustee Harrington moved and Trustee Cook seconded a motion to adopt the MPL Banning Guidelines and revised Conduct of Public Procedure as presented. Motion passed.

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5. **Amnesty & Vendor Contract.** Director Kiely stated that on attachment D, page 15 of the agenda, a report is presented in response to a discussion on Amnesties that was prompted during approval to proceed with contracting recovery services with a collection agency. After research and consideration, Library Administration does not recommend an amnesty program at this time. Trustee Cook moved and Trustee Hamilton seconded a motion to accept the report as presented. Trustee Lipscomb asked about the library's public awareness campaign to communicate the impending use of a collection agency. Marketing and Public Relations Officer Sandy Rusch Walton stated that communication strategies include notifying the local media, posting to the MPL webpage, and handouts in the libraries. The focus of the campaign will be to return your library materials on time so others can benefit from them too. Samples of the campaign items will be provided at a future Board meeting. Motion passed.
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NEW BUSINESS

6. **Open Records and Open Meetings.** Assistant City Attorney Melanie Swank provided information and answered questions pertaining to public records and open meetings law. Ms. Swank supplied each Trustee with a booklet titled Wisconsin's Public Records and Open Meetings Laws, by Melanie R. Swank, Assistant City Attorney – Office of the Milwaukee City Attorney, June 2009, for their reference. A handout titled Overview of Wisconsin's Open Meetings Law was distributed and is attached at the end of these minutes. Ms. Swank highlighted the key points of the law as pertaining to the duties and responsibilities of being a library board member.

7. **2006-2009 Strategic Plan Update.** Director Kiely stated that the Milwaukee Public Library Strategic Plan 2006-2009 Objectives and Action Steps narrative and chart was distributed to the Trustees with the agenda packet. The Plan has been updated and reveals a number of successes. The Administrative Team has agreed to begin a new strategic planning process. Foundation funding will be used to support the process, which will take six to nine months.

8. **Library Legislative Day.** Director Kiely invited the Trustees to attend Library Legislative Day on February 16, 2009 in Madison. This annual event sponsored by the Wisconsin Library Association (WLA), gives an opportunity to librarians, trustees and friends of libraries to discuss with their legislators issues facing libraries. The WLA State Legislative Agenda was distributed and is attached at the end of these minutes.

9. **Talking Books Presentation.** Librarian-In-Charge Meredith Wittmann gave the Board a presentation on the Wisconsin Talking Book and Braille Library (WTBBL). Ms. Wittmann explained that the talking books library, located in the Central Library, changed its name from the Wisconsin Regional Library for the Blind and Physically Handicapped. The name change took place in November and reflects what the library offers rather than who they serve. WTBBL serves people with visual and physical impairments and also serves those with attention deficit disorders, reading disabilities, and dementia. Audio book digital players are a new addition to the library and provide improved sound quality and use cartridges that can hold an entire book. Ms. Wittmann stated that in-house duplication supplements the materials that are received from the National Library Service. She added that WTBBL has over 6,000 items available.

10. **MPL Foundation Activities.** MPL Foundation Director Meg Diaz reported on Foundation activities. The Milwaukee Public Library Foundation hosted approximately 500 guests at the 2009 Benjamin Franklin Award Celebration on October 22 at Central Library. The 2009 award recipient was Robert Mariano, Chairman and CEO of Roundy's Supermarkets, Inc. Despite economic difficulties, the Foundation has had a strong year, due in-part to the record breaking Benjamin Franklin event that raised approximately \$348,000. The

10. **MPL Foundation Activities.** (continued)

November financial report for the Foundation indicates a balance of \$1.15 million, a 20% increase from last year, which exceeds the goal set by the Foundation. At their December 9, 2009 meeting, the Foundation Board approved a disbursement from the library's endowment of approximately \$39,000 and will present the library with an additional year-end gift that will be based on year-end funds. Ms. Diaz acknowledged the role of the library staff and leadership of the library boards that attributed to the success of 2009.

ADMINISTRATIVE REPORTS

11. **Personnel Actions.** Library administration reports the personnel activity for the month of November.

12. **Financial Report.** Financial reports for November 2009 were listed as attachment F, page 17 of the agenda.

U. S. Bancorp Commercial Paper #552002118 (rated A1/P1/F1+) dated 11/02/09 and maturing 12/02/09 at a rate of 0.14%.....\$335,000.

13. **Library Director's Reports.** The Library Director's Reports were listed as attachment G, page 18 of the agenda.

With no further business, the Milwaukee Public Library Board of Trustees meeting of December 15, 2009 was adjourned at 9:45 a.m.
