

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Thursday March 25, 2010  
Central Library Meeting Room  
814 W. Wisconsin Ave.**

**PRESENT:** Ald. Milele Coggs, Sharon Cook, John Gurda, Sup. Theo Lipscomb, Gretchen Schuldt, Dir. Bruce Thompson, Paula Kiely

**EXCUSED:** Ald. Ashanti Hamilton, Art Harrington, Ald. Nik Kovac, Joan Prince, David Riemer, Marty Schreiber

**STAFF PRESENT:** Christine Arkenberg, Meg Diaz, Kelly Hughbanks, Joan Johnson, Kathryn Mlsna, Judith Pinger, Sandy Rusch Walton, Taj Schoening, Crystal Sura, Judy Zemke

**OTHERS PRESENT:** Eric Pearson, Budget and Policy Division  
Amy Hefter, Legislative Reference Bureau

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In the absence of President David Riemer, Vice-President John Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 8:20 a.m. on March 25, 2010. A quorum was not attained; therefore, action items will be presented for approval at the April 22, 2010 regular meeting. Ald. Coggs participated by conference phone. Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

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**PUBLIC COMMENT** None.

Library Director Paula Kiely introduced Judith Pinger. Ms. Pinger has been recently promoted to the position of Business, Technology and Periodicals Coordinator.

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**APPROVAL OF MINUTES** Due to the lack of a quorum, approval of the minutes was not requested.

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**COMMITTEE REPORTS**

1. **Library Services & Programs Committee.** Due to the lack of a quorum, this item will be presented for approval at the April 22, 2010 meeting.

2. **Library Building & Development Committee.** Due to the lack of a quorum, this item will be presented for approval at the April 22, 2010 meeting.

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**OLD BUSINESS**

3. **RFID – Self-Check Implementation Update.** Coordinator of Circulation Kathryn Mlsna reminded the Board that the library's 2009 budget included funding to add radio frequency identification (RFID) to all library locations. Ms. Mlsna presented a demonstration on the RFID project currently taking place throughout the system. The collection of an estimated

3. **RFID – Self-Check Implementation Update.** (continued)

1.5 million library materials is being tagged with a device that will allow automated check-in, sorting, and self-check-out. The library has hired staff from a temporary agency to complete the project in a timely manner. The equipment will be in place and the system will be operational late this year. Discussion on the communications plan ensued. It is expected that as patrons begin to do their own routine check-out of materials, staff's time will be available to focus on providing direct service to patrons and re-shelving materials. Informational item.

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4. **Library Facilities Plan.** Director Kiely distributed a document titled Facilities Plan – Status Report March 25, 2010. She summarized the capital budget planning process. Area Library discussions have begun with the Department of City Development (DCD) and meetings with area Aldermen are scheduled. Director Kiely stated that she has been contacted by a developer who has an idea for a project on the East Library site. This proposal will be discussed at the April 1, 2010 Building and Development Committee meeting and then brought to the full Board for discussion. Trustee Lipscomb asked if the library would be required to do a request-for-proposal on redeveloping a current library site. Director Kiely stated that further discussion is needed. Trustee Coggs stated that the East location has historically been a site that a few developers have been interested in and she thinks politically and publically there may be some issues if there is not an RFP. A request for funding for an express library is included in the capital budget. Library Administration will engage an architect to review the initial designs of an express library and estimate an actual cost. The status report is attached at the end of these minutes. Informational item.
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5. **Villard Square Library.** Director Kiely distributed a document titled MPL @ Villard Square Status Report March 25, 2010 and provided an update. Director Kiely stated that she will be attending a meeting of the Redevelopment Authority of the City of Milwaukee (RACM) Board on April 15, 2010 where it is expected that the purchase of a condominium in the Villard Square Project to be built on 35<sup>th</sup> Street and Villard Avenue will be approved. The purchase amount agreed upon is \$1,291,500. for 12,300 square feet. RACM will purchase the condominium space that will house the library. The library will pay rent to RACM with an offer to purchase after seven years. With this partnership, RACM will be able to take advantage of the government's New Market Tax Credit (NMTC) Program. It is estimated that the total tax credits will be \$500,000. The final negotiation on savings related to the library portion of the building is that 100% will come back to the library. Library design meetings are in progress with Engberg Anderson and early schematic drawings will be presented at the April 1, 2010 Building and Development Committee meeting. Completion of the project is expected in fall of 2011. Informational item.
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6. **Library Legislative Day.** Director Kiely summarized a report on the Wisconsin Library Association's Legislative Day held February 16, 2010, attachment D, page 40 of the agenda. Informational item.
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7. **Statement Concerning Public Library System Effectiveness.** Due to the lack of a quorum, this item will be presented for approval at the April 22, 2010 meeting.
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8. **Maintenance of Effort.** Director Kiely explained that the Wisconsin State Statutes outline the requirements for being a member of a library system. The Maintenance of Effort (MOE) requirement states that libraries that are funded through municipalities must be funded at no less than the average of the past three years of funding. Due to the \$1.2 million budget reduction, MPL did not meet the MOE in 2009. MPL requested a waiver to the MOE requirement (see attachment F, page 44 of the agenda). Director Kiely noted that the Department of Public Instruction (DPI), requires the Milwaukee County Federated Library System (MCFLS) Board to create a plan to bring MPL into compliance. MPL may not be eligible to apply for Library Services and Technology Act (LSTA) grants which could result in a loss of funding for special programs and projects. The Board asked for clarification on possible sanctions imposed, past practice of other libraries and options of recourse for MPL. Informational item.
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9. **2011 Capital Budget.** A 2011 MPL Capital Request document dated March 24, 2010 was distributed and is attached at the end of these minutes. Library Business Operations Manager Taj Schoening reviewed the proposed 2011 capital budget. The total capital request for 2011 will be \$3,176,000.00. The City's Capital Improvements Committee meets April 14, 2010. Informational item.
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#### **NEW BUSINESS**

10. **Nominating Committee.** On behalf of President David Riemer, Vice-President John Gurda named Art Harrington, Joan Prince and himself as those who will serve on the Nominating Committee, who will present a slate of Board officers at the April 22, 2010 meeting for election during the annual meeting on May 20, 2010. Informational item.
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11. **2010 Collection Strategy.** Library Director referred to attachment G, page 47 of the agenda. During the Library Services & Programs Committee meeting on February 1, 2010, the high cost of industrial standards was discussed with the possibility of discontinuing this service. At the meeting, Trustee Cook suggested that Library Administration have a presentation on the library's focus with regard to materials purchasing and what resources the library features for business. Director Kiely stated that the materials budget continues to be reduced every year. During past budgets, library departments were each given a specific dollar amount. For the 2010 budget, library administration developed a list of spending priorities that included: support for youth services and education; literacy; jobs; business and economic development; needs of the community during a difficult economy; and, supporting research and special collections. Discussion ensued. Trustee Schuldt requested budget figures on purchasing power adjusted for inflation. Trustee Cook asked how the Board has been involved in the decision on where the materials money is spent. Director Kiely replied that materials purchasing and collection development has always been a professional librarian's decision. Informational item.
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12. **2009 Accomplishments**. Director Kiely referred to attachment H, page 48 of the agenda and presented the MPL 2009 Accomplishments report. The Board acknowledged the good work the library does for the community and suggested the report be shared more widely. Informational item.

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13. **National Library Week**. Marketing and Public Relations Officer Sandy Rusch Walton distributed a document title National Library Week Opportunities and explained that National Library Week, will take place on April 11-17, 2010. The American Library Association's theme is "Communities Thrive @ Your Milwaukee Public Library." Ms. Rusch Walton mentioned several opportunities to raise awareness about libraries and invited the Board to participate in the celebrations. Informational item.

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14. **Circulation Aide Scholarships**. Personnel Officer Judy Zemke announced the two recipients of the \$500 Continuing Education Scholarship for Circulation Aides. The scholarships were awarded for the spring semester of 2010 to Ms. Kaitlin Lewis and Ms. Kaitlyn Schofield. The purpose of this program is to provide financial assistance for post high school education. Informational item.

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15. **Foundation Report**. MPL Foundation Director Meg Diaz invited the Board to the Friends of MPL Literary Luncheon on April 28, 2010 featuring Sue Miller who will read from her newest book, "The Lake Shore Limited." An invitation was also extended for the Board to meet the 2010 Milwaukee Poet Laureate Brenda Cardenas on April 20, 2010. Ms. Diaz reported that the MPL Foundation Board met last week and heard a report on the Board's action authorizing the library to move forward in facilities planning. The Foundation Board was very supportive of the vision. The focus of the Foundation has been on the Summer Reading Program. A \$15,000 gift was received from the Genealogical Society to repair microfilm readers. Informational item.

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#### **ADMINISTRATIVE REPORTS**

16. **Personnel Actions**. The personnel activity for January and February, attachment I page 54 of the agenda, was presented and reviewed.

Vice President Gurda presented a resolution from the Board to Library Personnel Officer Judy Zemke on the occasion of her retirement after thirty-three years of service.

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17. **Financial Report**. Financial reports for December 2009, January and February 2010 were listed attachment J, page 58 of the agenda.

U. S. Bancorp Commercial Paper #552003301 (rated A1/P1/F1+) dated 01/04/10 and maturing 02/03/10 at a rate of 0.12%.....\$308,000.

U. S. Bancorp Commercial Paper #362076906 (rated A1/P1/F1+) dated 02/03/10 and maturing 03/05/10 at a rate of 0.12%.....\$300,000.

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18. **Library Director's Reports.** The Library Director's Reports listed as attachment K, page 61 of the agenda were reviewed. Director Kiely highlighted the loan of a few library items from the rarities collection to the Dead Sea Scrolls exhibit at the Milwaukee Public Museum. The statistical reports were reviewed. Director Kiely noted that the circulation and patron counts show a significant drop which can be attributed to the dramatic drop in public service hours. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of March 25, 2010 was adjourned at 10:00 a.m.

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