

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday January 24, 2012
Central Library Meeting Room 1
814 W. Wisconsin Ave.
Milwaukee, WI 53233**

PRESENT: Ald. Milele Coggs, Sharon Cook, John Gurda, Ald. Nik Kovac,
Sup. Theo Lipscomb, Sam McGovern-Rowen, Joan Prince, David Riemer,
Dir. Mark Sain, Paula Kiely

EXCUSED: Denise Callaway, Ald. Ashanti Hamilton, Marty Schreiber

STAFF: Chris Arkenberg, Meg Diaz, Bruce Gay, Consuelo Hernandez,
Kelly Hughbanks, Joan Johnson, Dawn Lauber, Bill Lenski, Taj Schoening,
Crystal Sura

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT:

In the absence of President Hamilton, Vice-President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:51 p.m. on January 24, 2012 with a quorum present. Trustee Prince participated by conference phone.

PUBLIC COMMENT None.

APPROVAL OF MINUTES Vice-President Gurda asked if there were any amendments to the November 22, 2011 minutes. After no response, the minutes stand approved.

COMMITTEE REPORTS

1. **Executive Committee.** President Hamilton chaired the executive Committee meeting on December 14, 2011. In his absence, Director Kiely referred to the meeting agenda and minutes, attachment B, page 8 of the agenda. At that meeting, the library's 2011 accomplishments and 2012 project and goals were discussed. Director Kiely highlighted the advice given from the committee that with support from the Trustees, Library administration should continue to keep the energy level high regarding the facilities plan. Informational item.

2. **Library Building and Development Committee.** Vice-President Gurda began with the design enhancement of the East Library by HSI Properties. Ald. Kovac recently chaired the City of Milwaukee Architectural Review Board Committee meeting where they reviewed the design. Ald. Kovac noted two changes that were made in response to the Building and Development Committee's motion requesting green space. The building design was set back further to the east so plants and shrubs will be in front of the parking area. A small outdoor open space will be near the entrance of the library. Vice-President

2. **Library Building and Development Committee.** (continued)

Gurda stated that the Architectural Review Board approved the design. He confirmed that the developer responded adequately to the requests made by the library.

Also at the committee meeting, a draft of the Purchase, Sale & Development Agreement with the HSI Properties was summarized by Elaine “Bunkie” Miller from the Department of City Development and Mary Schanning from the City Attorney’s Office. The agreement was submitted to HSI Properties. Due to the Board’s February recess, the Committee recommends that the Executive Committee be authorized to approve the final agreement. This will ensure the project moves forward in a timely manner. The developer expects to submit the financing request to the U.S. Department of Housing and Urban Development in March. Vice-President Gurda entertained a motion to that affect. Trustee Lipscomb moved and Trustee Prince seconded a motion authorizing the Executive Committee to approve the final East Library agreement. Motion passed.

The agenda and minutes of the Building and Development Committee are attached at the end of these minutes.

3. **Innovation and Strategy Committee.** Due to the lack of a quorum, the meeting was cancelled and will be rescheduled.

4. **Finance and Personnel Committee.** The Board received the J.P. Morgan Financial Review and Market Outlook report dated January 17, 2012 prior to the meeting. Chair Theo Lipscomb reported that at the January 24, 2012 Finance and Personnel Committee held earlier, the advisor from JP Morgan reviewed MPL’s Trust Fund investments. While the funds performance exceeds the benchmark, the portfolio is down 1% for year-end 2011. No changes to the portfolio were recommended.

Trustee Lipscomb noted that Library Business Operations Manager Taj Schoening provided the standard quarterly report on internal accounting controls, finding nothing out of order. The 2011 Trust Fund spending report was submitted and was in agreement with the dollar amount authorized by the Board.

A recommendation for approval of the materials collection vendor contract was made. The recommendation was to award a two-year contract with extension options to Baker & Taylor. Six vendors submitted proposals. Baker and Taylor was the highest ranked vendor by the review committee and the library has prior experience with the company. Trustee Lipscomb moved the committee’s recommendation to the Board to award the two-year library materials collection contract to Baker & Taylor. On a second by Trustee Riemer, the motion passed unanimously. The Finance & Personnel Committee agenda and minutes are attached at the end of these minutes.

OLD BUSINESS

5. **Milwaukee County Federated Library System (MCFLS) Agreements.** Referring to recent correspondence related to the MCFLS Member Agreement, attachment C, page 16 of the agenda, Director Kiely reported on the January 16, 2012 MCFLS Board meeting. At that meeting, discussion included the MPL Board’s action regarding the agreement and the MCFLS Board’s options to respond. In conclusion, no action was taken by the MCFLS Board. Director Kiely noted that the Resource Agreement negotiations continue. Information item.

NEW BUSINESS

6. **Petition Policy.** The MPL Procedure – Distribution of Literature or Obtaining Petitions at Library Buildings was listed as attachment D, page 26 of the agenda. Director Kiely explained that on several occasions this past year, citizen requests were made to obtain signatures on petitions inside City library buildings. The procedure in place prohibits that activity. Director Kiely stated that she has discussed this issue with President Hamilton and Trustee Cook and all were in agreement to suggest this item be referred to the Services and Programs Committee to review and bring a recommendation to the full Board. Trustee Riemer moved and Trustee McGovern-Rowen seconded a motion to refer the Petition Policy to the Services and Programs Committee. Motion passed.

7. **Freegal – New Music Database.** Director Kiely gave a brief overview of a recent database subscription purchased by the library. Freegal is an online music database. With an MPL library card, a patron may download up to three songs per week. Downloaded songs do not need to be returned. Technical Services and Collections Manager Bruce Gay demonstrated the music service which offers hundreds of thousand of songs, more than 100 genres of music, and more that 50 record labels from the entire Sony music catalog. The annual subscription cost of \$45,000 is based on population, circulation and the number of library card holders. The total music budget is approximately \$60,000. A public media event is being planned to advertise the subscription. Informational item.

ADMINISTRATIVE REPORTS

8. **Personnel Actions.** Library administration reported the personnel activity for November and December 2011. Director Kiely noted several long-time staff retired for a total of twenty-eight retirements in 2011. She expressed her gratitude for all their years of valuable service to the library. Informational item.

9. **Financial Report.** The financial report for November 2011 was presented. Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #338088870 (rated A1/P1/F1) dated 11/07/11 and maturing 12/05/11 at a rate of 0.09%.....\$577,000.

10. **Library Director's Reports.** Director Kiely summarized the Director's Report, highlighting the Library Journal Directors' Summit at Columbus Public Library. The discussion focused on how library service is evaluated and the importance of documenting outcomes.
The redesign of the MPL Web page is moving forward and should be completed in April. The Circulation, Patron, Electronic and Computer Use reports were reviewed. Villard Square is proving to be a success with increased patronage. Trustee Gurda questioned how Villard Square statistics compare with Washington Park which opened in 2003. A report will be provided. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of January 24, 2012 was adjourned at 5:55 p.m.
