

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday September 25, 2012
Bay View Library
2566 S. Kinnickinnic Avenue
Milwaukee, WI 53207**

PRESENT: Denise Callaway, Ald. Milele Coggs, Sharon Cook, John Gurda,
Ald. Ashanti Hamilton, Ald. Nik Kovac, Sam McGovern-Rowen,
Dir. Mark Sain, Paula Kiely

EXCUSED: Sup. Theo Lipscomb, Joan Prince, David Riemer

STAFF: Chris Arkenberg, Meg Diaz, Chris Gawronski, Consuelo Hernandez,
Kelly Hughbanks, Joan Johnson, Dawn Lauber, Bill Lenski, Kathryn Mlsna,
Crystal Sura

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Eric Pearson, Budget and Management
Leslie Silletti, Mayor's Office
Martin Matson, City Comptroller's Office

In the absence of President Ashanti Hamilton, Vice-President John Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:45 p.m. on September 25, 2012 with a quorum present. President Hamilton assumed the chair at 5:10 p.m. Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT None

Vice-President Gurda introduced Bay View Library Branch Manager Christopher Gawronski. Mr. Gawronski welcomed the Board. He stated that in 1993, the Bay View Branch replaced the Llewellyn Library which served as a Milwaukee Public Library since 1914. The Bay View Library circulated an all-time high of 280,000 materials in 2011. Also, last year, an automated book sorter was installed with the RFID system. A significant time-savings of labor has contributed to materials getting on the shelves faster for patrons. He added that the community is very engaged in the many programs and clubs at the library.

APPROVAL OF MINUTES Trustee Cook moved and Trustee Sain seconded a motion to approve the July 24, 2012 minutes. Motion passed.

COMMITTEE REPORTS

1. **Finance & Personnel Committee.** Committee Vice-Chair Sain reported that at the Committee meeting of September 7, 2012, the Findings of Fact and Conclusions of Law document regarding the disciplinary hearing of July 23, 2012 was unanimously approved. The Order of the document states that good cause existed for Mr. Baiocchi's June 11, 2012 – June 22, 2012 ten-day suspension from employment and his July 3, 2012 termination. Trustee Sain moved and Trustee Callaway seconded a motion to adopt the Findings of Fact and Conclusions of Law. Motion passed unanimously.
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2. **Finance & Personnel Committee.** The September 25, 2012 Finance & Personnel Committee meeting was cancelled due to the lack of a quorum. Trustee Cook moved and Trustee Sain seconded a motion to discuss the bequest to the Milwaukee Public Library Board from the estate of Naomi Strehlow, as a committee of the whole. Motion passed. Director Kiely distributed a memo regarding Naomi Strehlow Bequest – Request for Allocation of Funds, dated September 25, 2012. In November 2011, the Milwaukee Public Library was informed that it was designated as the beneficiary of 5% of the Naomi Strehlow Trust. The Library received an initial disbursement from the Trust of \$110,000. These Funds are restricted for the development and support of programs to promote reading for children and the elderly. As outlined in the memo, Board approval is requested to allocate \$60,000 to support the Books2Go program and hold \$50,000 for future programs to promote reading for children and seniors. After a brief discussion, a motion to adjourn the Finance and Personnel Committee of the whole was made by Trustee Cook and seconded by Denise Callaway. Trustee Cook moved and Trustee Gurda seconded a motion to approve the Naomi Strehlow bequest allocation as recommended by the Director. Motion passed. The memo is attached to the end of these minutes.

3. **Library Building and Development Committee.** Committee Chair Gurda reported on the Building & Development Committee meeting that was held earlier. An RFP was issued for the construction of the Washington Park Library RFID renovation. One company submitted a bid. The Building and Development Committee recommends awarding the contract to Dahlman Construction Company for the base bid of \$145,900 plus alternate 1 – installation of a water sprinkler system for \$7,500, and alternate 3 – removal of the door and frame in the entry area and infilling to match the lobby for \$2,200. Trustee Sain moved to award the contract to Dahlman Construction for a total of \$155,600, as recommended by the Committee. Trustee Cook seconded the motion. Motion passed.

Deputy Director Johnson provided an update on the East Library project. The development team from HSI has been working diligently with WE Energies to resolve challenges on how the power will be incorporated into the construction project and how the design of the building will incorporate that infrastructure. Library staff and the library's owner's representative, Concord Group, have been attending the HSI planning meetings. HSI has been notified that U.S. Department of Housing and Urban Development (HUD) officials have approved HSI's preliminary application, and have asked that a more detailed application be submitted. The building construction drawings need to be completed by November 2012. HUD will have ninety days to review and act on the detailed application after it is received. HSI hopes to begin construction in spring 2013 with the new library and apartments to open in summer 2014. The library's architecture design firm, HGA, will hold a public community meeting in early November. A combined developer and library architect timeline will be shared with the Building and Development committee when it is completed, as well as draft design plans for the library's interior. Informational item.

OLD BUSINESS

4. **2013 Budget Update.** Director Kiely distributed a document titled 2013 Budget – Key Dates. She stated that after the Mayor’s 2013 budget presentation on September 27, she will provide the Board and library staff with information regarding the library’s proposed budget. She thanked the library administrative team and all the library managers that had a role in developing next year’s budget.

5. **City Comptroller to Speak.** City Comptroller Marty Matson gave a brief overview of a new service of the audit division of the comptroller’s office. A professional services contract with outside vendors is available to enhance the City’s audit services. City departments can use the additional resources for research on projects or audit services. Discussion ensued regarding alternative investment options for the Library’s Trust Fund. The Board’s Finance & Personnel Committee will meet to further examine the issues. Informational item.

6. **E-Books.** President Hamilton moved and Trustee Kovac seconded a motion to hold this item for the October 23, 2012 meeting. Motion passed.

7. **Summer Reading Programs.** Youth and Community Outreach Coordinator Kelly Hughbanks referred to the 2012 Summer Reading Program Comparison Chart, attachment D, page 34 of the agenda. The chart illustrates the success of the Summer Reading Program since the start of the Super Reader theme in 2008. Total participants in all summer reading programs during 2012 totaled a record number of 21,924. A significant increase was shown in registration in the libraries. An increased effort was made by librarians going to schools and encouraging registration. Ms. Hughbanks also reported a very successful completion rate of 31% for in-library participants and 88% for outreach. She noted that grant funds from the Library Services and Technology Act supported a pilot program called reading lounge. At three school locations, small groups of children met with staff who engaged them in reading throughout the summer. The children’s progress measured the success of the program. Informational item.

NEW BUSINESS

8. **Milwaukee Public Library Board Appointments.** The Board appointment were acknowledged as listed on attachment E, page 35 of the agenda. Informational item.

 9. **University of Wisconsin Milwaukee Partnerships.** Library Human Resources Director Consuelo Hernandez stated that Interim Dean Professor Wooseob Jeong, of UW-Milwaukee’s School of Information Studies (SOIS) approached the library with a partnership opportunity to offer SOIS students an internship at MPL. UW – Milwaukee is funding the program and the students will earn 6 credits, valued at approximately \$4,000 toward their tuition. The library has always offered fieldwork opportunities to students who typically approach the library. With this program, the library is requesting interns to fill specific needs within the library system. Four internships, 15-20 hours per week, have been developed. The intern partnership is expected to be on-going. Informational item.
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10. **Foundation Update.** Foundation Executive Director Meg Diaz reported that funds raised for the Summer Reading Program reached a record high this year. Supporters included Northwestern Mutual, the Brewer's Community Foundation, Wisconsin Energy Foundation, and the Faye McBeath Foundation. Grants recently received were \$65,000 from the Bradley Foundation for general operations, and \$25,000 from the Rockwell Automation Charitable Corporation for support of the library's electronic database subscriptions. MPL Foundation Board member and President of Chase Bank Jim Popp was involved in bringing the King Center Imaging Project to Central Library in August, which reported 733 visitors. Chase volunteers staffed the exhibit. Ms. Diaz thanked the Central Library staff for their cooperation throughout the hosting of the project. Ms. Diaz reminded the Board that the Foundation will honor Paul Purcell, Chairman, President & CEO of Robert W. Baird & Co. Inc. at the 2012 Benjamin Franklin Awards celebration on October 25 at the Central Library. On October 14, The Friends of the Library will induct two Wisconsin authors to the Wisconsin Writers Wall of Fame - Kevin Henkes, author of children's picture books and novels for young readers; and Richard Schickel, author, biographer, film critic, and documentary film maker. A reception in the Rare Books Room will follow. Informational item.

ADMINISTRATIVE REPORTS

11. **Personnel Actions.** The personnel activity for July and August were reviewed.

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12. **Financial Report.** The financial reports for July and August were presented.

Library administration reports the financial activity:

U. S. Bancorp Commercial Paper #266071086 (rated A1/P1) dated 07/05/12 and maturing 08/03/12 at a rate of 0.10%.....\$505,000.

U. S. Bancorp Commercial Paper #266071437 (rated A1/P1) dated 08/06/12 and maturing 09/05/12 at a rate of 0.10%.....\$600,000.

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13. **Library Director's Reports.** Director Kiely stated that the RFP for a strategic planning consultant was issued and seven proposals have been received. Trustee Kovac, Library Manager Judy Pinger, and she will be reviewing the proposals and inviting the top three candidates to participate in a phone interview. The recommendation to the board for the consultant's contract for services is expected to be made at the October 23 meeting.

Director Kiely highlighted the successful efforts of staff in regards to programming offered to the community.

The statistical reports were reviewed. The Computer, Internet, and Electronic Statistics list significant increases in digital circulation. In July, downloads of E-books increased by 392% and 423% in August. Discussion regarding the E-book issue will be revisited at the October meeting. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of September 25, 2012 was adjourned at 6:20 p.m.
