

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday May 23, 2017  
Bay View Branch Meeting Room  
2566 S. Kinnickinnic Avenue  
Milwaukee, WI 53207**

**PRESENT:** Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda,  
Ald. Cavalier Johnson, Ald. Nik Kovac, Chris Layden, Sup. Marcelia Nicholson,  
Joan Prince, Jennifer Smith, Paula Kiely

**EXCUSED:** JoAnne Anton, Dir. Mark Sain

**STAFF:** Eileen Force Cahill, Christopher Gawronski, Eric Johnson, Joan Johnson, Dawn  
Lauber, Sam McGovern-Rowen, Jennifer Meyer Stearns, Kirsten Thompson,  
Crystal Sura, Kelly Wochinske

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President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:39 p.m. on May 23, 2017 with a quorum present. Trustee Coggs participated by conference phone. Trustee Smith was excused at 5:15 p.m. Trustee Johnson excused at 5:50 p.m. Trustee Layden excused at 6:05 p.m.

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**PUBLIC COMMENT** None.

President Gurda introduced Bay View Branch Manager Christopher Gawronski. Mr. Gawronski welcomed the Trustees and shared some information about the library. Bay View opened in 1993 replacing the Llewellyn Library which served the Bay View community since 1919. Programing engages the young families / traditional living demographic groups that were identified in MPL's Strategic Plan. According to patron and circulation statistics, Bay View is the second busiest library in the system. The Trustees were encouraged to take a tour of the library after the meeting.

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**RESOURCES / RECOMMENDATIONS / RESEARCH**

1. **Adult Literacy Program & Grant.** Adult Literacy Librarian Eric Johnson briefed the Board about the Library's Adult Literacy Program. MPL offers Drop-In Tutoring for adult learners. Tutors are available to help with literacy skills, such as reading, writing, math and studying for tests, including the GED. Tutoring is free and no appointment is needed – students are served on a first come first served basis. This service is available at the Central Library and select branches. Mr. Johnson showed an example of a Tutor Kit that was developed through funding provided by a Library Services and Technology Act (LSTA) grant. The Tutor Kits include tools such as calculators and measuring cups to support learning. Informational item.

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## CONSENT AGENDA

2. **Regular Board Meeting Minutes April 25, 2017.**
3. **Committee Reports.**
  - a. Finance & Personnel Committee Meeting Minutes April 25, 2017
  - b. Services & Programs Committee Meeting Minutes May 1, 2017
4. **Administrative Reports.**
  - a. Personnel Actions
  - b. Financial Report
  - c. Library Director's Reports

President Gurda asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-33 of the agenda. President Gurda entertained a motion to approve. Trustee Cook moved and Trustee Bria seconded a motion to approve the Consent Agenda. Motion passed.

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## REPORTS

5. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Nik Kovac, Resource Library Representative, reported on the May 15, 2017 MCFLS Board meeting. He said there was discussion at the Board meeting regarding concerns of lending limits and the decision of the Library Director's Advisory Council (LDAC) to increase the limit on DVD and CDs from 20 to 30. It was suggested that the decision be reconsidered until the fiscal impacts can be researched. Director Kiely said she had a discussion with MCFLS Director Bruce Gay on how the system could analyze media circulation data for consideration by LDAC. Informational item.
6. **Building and Development Committee.** Committee Chair Michele Bria provided the report from the May 4, 2017 meeting regarding the Mitchell Street, Mill Road/Good Hope, Martin Luther King and Capitol project updates, and the 2018 capital plan and budget. The meeting agenda and minutes were listed as attachment B, page 34-36 of the agenda. The Mitchell Street grand opening is tentatively scheduled for September 16, 2017. On May 17, MPL received an announcement from the Wisconsin Housing and Economic Development Authority (WHEDA) that the development team of Royal Capital Group and Maures Development Group was awarded Low Income Housing Tax Credits to finance apartments to be built above a new library that will replace the Mill Road Branch. The new library will be located at 7717 W. Good Hope Road. The library's interior will be designed by Zimmerman Architects who will present their conceptual design in September. Young Development Group continues to work on the financial model for the Martin Luther King Redevelopment Project. The committee has been reviewing potential sites for a new library to replace the current Capitol Branch. The library's 2018 capital plan and budget, attached on page 36 of the agenda packet, was summarized.

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## OLD BUSINESS

7. **Public Library System Redesign (PLSR)**. Director Kiely reported that librarians statewide have been working on the redesign process for over two years. The structure and funding of library systems & the services they provide are being studied. There are sixteen library systems that offer similar services and the workgroups are gathering information to see if those common services can be distributed or offered in a more cost-effective manner. At the Wisconsin Association of Public Libraries Conference, several activities were related to the PLSR project. Director Kiely noted that she serves on the PLSR Steering Committee and the committee is receiving feedback from Library Directors and Workgroup Chairs. Correspondence, information, agendas, minutes, and resources are available online. Director Kiely said she will visit the Southwest Wisconsin Library System to learn how a relatively poor library system operates. It was suggested that local library boards meet to engage in conversation regarding funding and services. The Board will be updated on the process as necessary. Informational item.

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## NEW BUSINESS

8. **Staff Safety**. Assistant Library Director Jennifer Meyer-Stearns presented a Security Update – City Wide Assessment (attached at the end of these minutes). She said that the City’s Department of Employee Relations has taken the lead on assessing departmental protocols around security.

MPL has strong baseline protocols and procedures:

- Updated policies and procedures for general and critical incidents
- Facility and safety audits at all locations
- Survey staff annually about security needs and resources availability
- Annual trainings on security, safety, and public interactions support, Peer Support Teams
- Tracking incidents by type, location -- adjust security strategies as needed

Action taken or needed:

- Field operations manual for Outreach staff
- Survey staff on decals and uniforms
- Standardize and articulate communications to staff

The Human Resources Training Coordinator will coordinate training at all library locations. Informational item.

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9. **MPL Board Retreat**. There was consensus among the Trustees that a Board retreat would be beneficial to develop stronger relationships and discuss issues facing Milwaukee’s libraries. Informational item.

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## STRATEGIC DISCUSSION

10. **Program & Service Sustainability**. President Gurda said that the Board has been discussing how MPL can best meet the needs of the City and now, in a time of budgetary challenges, the Trustees should engage in discussion on funding strategies. Director Kiely presented Program and Service Sustainability. The Trustees reviewed: statistics and charts on MPL’s revenues from year 2000 through 2016; annual open hours; the operating and materials budget; other urban libraries 2017 materials spending per capita; and, known

10. **Program & Service Sustainability** (continued)

funding sources. President Gurda asked if there were ideas on stabilizing funding. Discussion ensued. The Trustees expressed concern regarding sustaining public service hours during the Branch Building Initiative. State funding for libraries may be increasing in the next biennial budget. Trustee Prince suggested the underlying question to guide the retreat be, “how does the library continue to grow, be innovative, and continue to offer necessary services for the community.” She added that the the library’s offerings need to be celebrated city-wide. President Gurda said the discussion on program & service sustainability will continue. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of April 25, 2017 was adjourned at 6:06 p.m.

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