

**MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING**

**MINUTES**

**Tuesday, April 28, 2020**

**Video Conference Call by GoToMeeting**

**PRESENT:** Michele Bria, Joan Prince, Chris Layden, Ald. Milele Coggs, Ald. Nik Kovac, Matt Kowalski, James Marten, Ald. Michael Murphy, Sup. Marcelia Nicholson, Mark Sain, Jennifer Smith, Paula Kiely

**EXCUSED:** Dir. Larry Miller

**STAFF:** Rachel Arndt, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Judy Pinger, Anne Rasmussen, Rebecca Schweisberger, Kelly Wochinske, Dea Wright

**OTHERS**

**PRESENT:** MPL Foundation: Ryan Daniels, Pat Swanson

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President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:03 p.m. on April 28, 2020 with a quorum present. All Trustees participated by video conference.

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President Bria thanked all Trustees for their leadership and congratulated the elected officials on their re-elections and various appointments.

**PUBLIC COMMENT**

There was no public comment.

**CONSENT AGENDA**

1. **Regular Board Meeting Minutes March 24, 2020.**
2. **Committee Reports.**
  - a. Innovation & Strategy Committee Meeting Minutes April 8, 2020
3. **Administrative Reports.**
  - a. Financial Report
  - b. Library Director's Reports

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-19 of the agenda. Hearing no objection, the Consent Agenda was approved.

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## BUSINESS

4. **COVID-19 Response and Recovery.** President Bria thanked Library Director Paula Kiely and the MPL Administrative team for navigating the challenging situation resulting from COVID-19 while continuing to support the community. Director Kiely reviewed the decisions and steps taken since the Safer At Home order was issued. After the process of suspending library service was complete, staff was able to focus on delivering digital services to the community. Virtual programming for children, teens, and adults has been developed and promoted through the library's social media channels. Library staff is now planning for a phased reopening. Drive-Up service will open at Central Library on May 5<sup>th</sup> and staff from the Wisconsin Talking Book and Braille Library (WTBBL) will also be returning to work in the near future. Plans are in development for curbside pickup service at two branch libraries. Staff from the Milwaukee Health Department toured Central Library to review plans for Drive-Up service and endorsed MPL's strategy for keeping staff safe. MPL Facilities staff had the opportunity to deep-clean buildings and staffing has changed to a rolling schedule to maintain a regular cleaning schedule. Capital and construction projects have also continued, including the parking lot infrastructure project and Community Room 1 renovations. Director Kiely shared photos of the original windows in Community Room 1 that will be incorporated into the new design. The regular business of accounting, budget preparation, administrative support, and payroll continues remotely. Director Kiely has been in contact Kurt Kiefer, Assistant Superintendent at the Department of Public Instruction (DPI), and will be meeting with his staff to discuss next steps and advice on a reopening timeline. Steve Hesel, MCFLS System Director, has met with his counterparts in other library systems and has been a great help to MPL. Although a system-wide coordinated opening was discussed, MCFLS member libraries are setting their own schedules to begin curbside pickup. Urban Libraries Council (ULC) has offered weekly meetings for Library Directors and Deputy Library Directors, which have been very useful. ULC is putting together action teams to look at longer-term strategies, with a focus on school partnerships, addressing the digital divide, helping small businesses and entrepreneurs, race and social equity, and redefining the library's role in light of the recent changes to services. Director Kiely thanked the MPL Response Team for their efforts and support and thanked Trustee Layden for the recommendation to create shorter-term plans to manage the library's response to the Governor's order. Trustee Murphy and Trustee Sain offered thanks to Director Kiely for their work and keeping the Board informed of library service status. Informational item.
  
5. **Finance & Personnel Committee Meeting.** Trustee Sain reported on the April 28, 2020 meeting. The Committee received the auditors' report from Reilly, Penner & Benton LLP, who issued an unqualified opinion with no recommendations. Trustee Layden moved to accept the report and place it on file; Trustee Kowalski seconded. Motion passed.

The quarterly trust fund investment performance was reviewed with particular focus on market volatility resulting from COVID-19. The investment team from U.S. Bank recommends a modest adjustment to the investment policy. The adjustment will be a strategic, balanced reallocation of assets with the intention of limiting risk and maximizing

return. Trustee Murphy moved to approve the reallocation; Trustee Sain seconded. Motion passed.

MPL staff confirmed internal accounting processes were followed in the 4<sup>th</sup> Quarter of 2019. The Committee recommended holding the report for the 1<sup>st</sup> Quarter of 2020, as technical issues related to the temporary library closure did not allow all tasks to be completed. Trustee Kovac moved to accept the report for 4<sup>th</sup> Quarter 2019 and hold the report for 1<sup>st</sup> Quarter 2020. Trustee Prince seconded. Motion passed.

The Committee reviewed a revised policy regarding acceptable check signatures and recommends approval. Trustee Layden moved to approve the Check Signature Policy (P0023) and Trustee Sain seconded. Motion passed.

6. **Building & Development Committee Meeting**. Chair Sain reported on the April 2, 2020 meeting. The Committee received a recommendation to award the contract for fire alarm improvements at Central Library to Hurt Electric for a negotiated total of up to \$348,000. Trustee Kovac moved to approve the contract award; Trustee Kowalski seconded. Motion passed.

The negotiated amendment to the Good Hope Library development agreement is complete and went before the Zoning, Neighborhoods, & Development Committee on April 9, 2020. The amendment was approved by the Common Council and has been signed by Mayor Barrett and the development team. The final occupancy inspection is scheduled for April 29, 2020. A virtual opening celebration will be planned, including a video tour of the space. Chair Sain thanked Director Kiely, Library Administration, and Assistant City Attorney Mary Schanning for their work on this project.

Library Construction Project Manager Sam McGovern-Rowen provided an update about the Martin Luther King Library project. The project was not awarded tax credits and the development team has contacted Wisconsin Housing and Economic Development Association (WHEDA) to request more information about the award process and next steps. Informational item.

7. **Department of Public Instruction (DPI) Annual Report**. Assistant Library Director Jennifer Meyer-Stearns presented highlights from the annual report submitted to the DPI. Targeted programming has led to more community participation and approximately 70-75% of Milwaukee residents are Library card holders. MPL statistics and reporting have been refined and expanded to include digital resources, website visits, and social media engagement. Informational item.
8. **Office of Early Childhood Initiatives (OECI) Update**. Dea Wright, Director of the Office of Early Childhood Initiatives, presented an update on her achievements, ongoing projects, and future plans for the office. OECI work has led to the creation of the Milwaukee Cares Project. The project goal is to share information with the community about all the ways Milwaukee cares for children. The project is focused on helping provide children ages 0-3 years with language-rich environments at home and in the community. As part of the

project, family Read, Learn, and Play spaces have been created in several community areas including a local laundromat and the Vel R. Phillips Juvenile Justice Center. The spaces are intended to encourage reading, singing, and learning with children in public spaces. Other OEI accomplishments include a partnership with the National League of Cities, multiple screenings of the film *No Small Matter*, and hosting the '53206 Community Visioning Session' to discuss use of community funding with local residents. Ms. Wright has been accepted to the Presidential Leadership Scholars Program and appointed to serve on Governor Evers' Early Childhood Advisory Council. New literacy spaces called 'Pop Spots' will be created to help increase awareness of the importance of interacting with young children and promoting learning everywhere. Trustee Sain thanked Ms. Wright for her great work and promoting positive outcomes for children in Milwaukee. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of April 28, 2020 was adjourned at 5:08 p.m.

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