

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Wednesday July 23, 2008
Central Library Meeting Room 1
814 W. Wisconsin Ave.**

PRESENT: Sharon Cook, John Gurda, Ald. Ashanti Hamilton, Dir. Charlene Hardin,
Ald. Nik Kovac, Joan Prince, David Riemer, Paula Kiely

EXCUSED: Ald. Milele Coggs, Art Harrington, Marty Schreiber, Kathy Williams,
Ald. Terry Witkowski

STAFF: Meg Diaz, Bruce Gay, Kelly Hughbanks, Joan Johnson, Sue Knorr, Bill Lenski
PRESENT: Sandra Melcher, Kathryn Mlsna, Crystal Sura, Sandy Rusch Walton,
Taj Schoening, Paul Wilant, Judy Zemke

OTHERS Amy Hefter, Legislative Reference Bureau
PRESENT: Sarah Horn, Common Council City Clerk Office
Eric Pearson, Budget and Policy Division
Jake Miller, Budget and Policy Division

President David Riemer called the meeting of the Milwaukee Public Library Board of Trustees to order at 8:23 a.m. on July 23, 2008 with a quorum present.

Trustee Kovac left at 8:55 a.m., Trustee Prince left at 9:45 a.m., Trustee Gurda left at 9:50 a.m. at which time a quorum was lost. All action items were voted on with a quorum present.

Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT Citizen Mary Fertel Rust addressed the board. Ms. Fertel Rust said she is concerned about the possible closing of four neighborhood libraries. She stated that the library has tremendous resources and is one of the few places the poor can go without an admittance fee. Ms. Fertel Rust also noted her concern regarding the change in the date-due slip which according to a recent newspaper article may allow the elimination of staff positions. The library is replacing the stamping of date-dues with a printed receipt. The City needs to keep all the libraries, maintain the current hours open, and retain the jobs. Libraries are one of the most valuable institutions we have in Milwaukee. Her final point is a concern at the many quality books being sold at the Bookseller for twenty-five cents. Many books appear to be treasures and she questions their sale.

APPROVAL OF MINUTES Trustee Cook moved and Trustee Hardin seconded a motion to approve the June 18, 2008 meeting minutes, shown as attachment A of the agenda packet.

Motion passed.

OLD BUSINESS

1. **MPL Board Committee Assignments.** The MPL Board Committee Assignments were distributed and reviewed. The Personnel Committee has been rolled into the Budget and Finance Committee and is now called the Finance and Personnel Committee. A new Strategy Committee has been formed and an ad-hoc Bylaws Committee has been established. Committee meetings are at the call of the Chair.

Informational item.

2. **2009 Budget.** President Riemer reminded the Board that at a previous meeting, Ms. Kiely briefed the Board on the library's 2009 requested budget. The library was asked to reduce \$2 million from its 2008 budget and in response proposed to cut four libraries. Since then, Ms. Kiely and library administration have been working to identify other budget options to present to the budget director and the mayor. The library continues to investigate self check-out and radio frequency identification (RFID). There is some question as to what the actual savings, in terms of staff effort, this would provide. In the event that libraries would have to be closed, library administration has identified four areas to examine: 1) access to other libraries; 2) the need of the community – educational attainment, poverty levels, illiteracy rates, and the number of children; 3) how the library is used – traditional measures such as circulation/patron count and computer use; and 4) the condition of the facilities – what facilities need immediate investment because of the age of the building. Trustee Cook asked about the role of the Board. A discussion on the budget process ensued. Ms. Kiely stated that it is unusual year that the budget has been made public this early in the process. The Mayor is holding a public hearing on July 29. Trustee Hamilton stated that Ms. Kiely and her staff have made a responsible and thoughtful, however difficult, decision. Trustee Prince reminded the Board that they need to be strong advocates. Trustee Gurda suggested that there be more input from other trustees regarding the budget options. Trustee Hardin agreed that it is necessary to share the information because the trustees of this board want to be able to explain in good conscience why the libraries budget is what it is. President Riemer stated that he will call a special board meeting to discuss options for the library's budget.

Informational item.

3. **Media Holds Policy.** At the June 18 MPL Board meeting, the Board voted to support the MCFLS proposal to set the maximum number of holds allowed per patron to 15 if MPL would reinstate the retrieval of holds for all media items. Director Kiely discussed the policy compromise with Mayor Barrett. Mayor Barrett suggested that any reinstatement of service be deferred until the 2009 budget is final. The Board agreed by consensus to defer the reinstatement of service of holds for all media items currently being restricted as of January 2008. Any implementation of restoration of service will be discussed after the 2009 budget is final in November. Ms. Kiely reported that circulation increased by 6% in July with entertainment DVDs accounting for a significant portion of the increase. Those materials are available in libraries more since the change in policy and are being used more. The statistics are also showing a 43% increase in children's paperbacks.

Informational item.

NEW BUSINESS

4. **New Trustee Appointment.** Ms. Kiely has been in contact with the County Executive's office regarding the Milwaukee County Board representative appointment to the Library Board. No formal confirmation has been made at this time.

Informational item.

5. **Budget and Finance Committee.** Chair Riemer stated that a quarterly review of the internal control of the MPL Trust and Gift Fund was given by Business Operations Manager Taj Schoening. All financial statements are in order. The investment manager presented the Committee with a quarterly performance report of the MPL Trust Fund. The investment market is volatile but low stock pieces offer a good value as prices are expected to rise. No changes in the MPL investment allocations were recommended. The report was accepted as presented. The Committee agenda, minutes, and asset allocation summary are attached.

No action was taken.

6. **Legislative Agenda.** Ms. Kiely stated the Library works with the Intergovernmental Relations Division on legislation that would benefit MPL. Items that were on the agenda last year were supported and benefit the entire state. The Library would like to keep these items on the agenda and is asking the Board for approval. The items are: to officially recognize and fund the Central Library as the State Resource Library; to increase aid to support Interlibrary Service loans of library materials within the State of Wisconsin; provide funding to the Wisconsin Regional Library for the Blind and Physically Handicapped to convert recorded format books from cassette to downloadable digital chips; and, to explore an opportunity for the library to look for support through the new Wisconsin Department of Children and Families. Trustee Cook reviewed the process. Trustee Gurda suggested an attachment in the future. Trustee Hardin asked that Ms. Kiely let the Board know when this comes before the Common Council so they may be there in support of the agenda items. Trustee Cook moved and Trustee Hamilton seconded a motion to approve the proposed legislation requests to the Department of Administration Intergovernmental Relations Division.

Motion passed.

7. **Return on Investment Study.** Ms. Kiely referred to attachment B, page 19 of the agenda, the executive summary of The Economic Contribution of Wisconsin Public Libraries to the Economy of Wisconsin. This study was conducted through the Wisconsin Department of Public Instruction on behalf of public libraries in Wisconsin. For every dollar invested in Wisconsin public libraries there is a \$4.06 return. MPL produced a marketing piece called the "wow factors" in 2006 which demonstrated the value of Milwaukee libraries and their services. If people were to purchase everything that they've checked out in the library for one year, the value would be approximately \$50 million. The study demonstrates that public libraries are important not only to the
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7. **Return on Investment Study.** (continued)
community but libraries are important to the economy as well. Also in 2006, the Board approved using MPL Foundation funds to do a similar study of city of Milwaukee libraries. Library administration will meet to discuss whether the study is still needed.
Informational item.
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8. **Resolution Honoring Alderman Terry Witkowski for his Service on the Library Board.** President Riemer referred to attachment E, page 28 of the agenda. Alderman Witkowski has submitted his resignation from the Library Board. He was not present to accept the resolution acknowledging his commitment to the library system. Ms. Kiely expressed her gratitude for his service and will deliver the resolution to him. Trustee Kovac moved and Trustee Gurda seconded a motion to approve the resolution.
Motion passed.
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9. **Resolution of Appreciation.** President Riemer presented a resolution (attachment D, page 26 of the agenda) to Sue Knorr, Coordinator of Circulation and Public Service, on the occasion of her retirement. Ms Knorr served the Milwaukee Public Library passionately for 35 years and will be missed. Trustee Gurda moved and Trustee Prince seconded a motion to approve the resolution.
Motion passed.
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10. **MPL Foundation Activities.** MPL Foundation Director Meg Diaz reported that the Friends of the Library held a successful event on July 17 presenting two local authors and music in the Central Library's rotunda. The Library and the MPL Foundation celebrated the 10th anniversary of the Central Library Betty Brinn Children's Room on June 20. Recent grants received include \$50,000 from Northwestern Mutual to continue the free public computer classes. These classes are a great benefit to the citizens of Milwaukee. The Bradley Foundation approved a \$75,000 grant for general operations. Ms. Diaz commented that reaching the MPL Foundation's goal this year may be challenging during these stressed economic times but the value of the library is recognized and respected by the corporate community.
Informational item.
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ADMINISTRATIVE REPORTS

11. **Personnel Actions.** Personnel actions, attachment E, page 27 of the agenda, were presented and reviewed.
Informational item.
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12. **Financial Report**. The financial report, attachment F, page 29 was reviewed. The investment activity listed below was noted for the record:

U. S. Bank Certificate of Deposit #486027223 dated 06/04/08 and maturing 07/03/08 at a rate of 2.00%.....\$187,000.

Informational item

13. **Library Director's Report**. The Library Director's Report, attachment G, page 30 of the agenda was presented. Ms. Kiely took this opportunity to commend the staff during the three tornado warnings recently. The public and staff were gathered calmly and professionally to a safe part of the building until the all-clear was issued.

Informational item.

ADDITIONAL NEW BUSINESS. None.

On a motion made by Trustee Cook and seconded by Trustee Hamilton, the Milwaukee Public Library Board of Trustees meeting of July 23, 2008 was adjourned at 10:00 a.m.

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
COMMITTEES
2008-2009**

FINANCE & PERSONNEL COMMITTEE

Trustees: Marty Schreiber, Chairperson
Milele Coggs
Ashanti Hamilton
Kathy Williams
David Riemer, President (*Ex-Officio*)

LIBRARY BUILDING & DEVELOPMENT COMMITTEE

Trustees: Kathy Williams, Chairperson
Sharon Cook
Nik Kovac
Joan Prince
David Riemer, President (*Ex-Officio*)

LIBRARY SERVICES & PROGRAMS COMMITTEE

Trustees: Sharon Cook, Chairperson
John Gurda
Charlene Hardin
County Supervisor
David Riemer, President (*Ex-Officio*)

STRATEGY COMMITTEE

President: David Riemer, Chairperson
Trustees: John Gurda
Ashanti Hamilton
Charlene Hardin
Art Harrington
Joan Prince

EXECUTIVE COMMITTEE

President: David Riemer, Chairperson
Trustees: Sharon Cook
John Gurda
Marty Schreiber
Kathy Williams

BYLAWS COMMITTEE (*ad hoc*)

Trustees: Joan Prince, Chairperson
Milele Coggs
County Supervisor
Art Harrington
Nik Kovac
David Riemer, President (*Ex-Officio*)

July 21, 2008



MILWAUKEE
PUBLIC LIBRARY

Paula A. Kiely
Director

July 16, 2008

To: Budget & Finance Committee of the
Milwaukee Public Library Board of Trustees:
Chairman Marty Schreiber, Charlene Hardin, Ashanti Hamilton, David Riemer,
Kathy Williams, Joan Prince
Kevin Moloney, JP Morgan Private Client Services
Taj Schoening, Library Business Operations Manager
Bill Lenski, Library Accounting Manager

Fm: Paula A. Kiely
Library Director

Re: Budget & Finance Committee Meeting
Wednesday July 23, 2008
8:00 a.m.-8:15 a.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.

MEETING NOTICE AND AGENDA

1. **Quarterly Review of Fund Investments.** The investment manager of the MPL Trust Fund will review the performance of the investments.

ACTION

2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Business Operations Manager Taj Schoening will report on internal accounting management and Library Director Paula Kiely will report on gift to the Wisconsin Regional Library for the Blind and Physically Handicapped.

U. S. Bank Certificate of Deposit #486027223 dated 06/04/08 and maturing 07/03/08 at a rate of 2.00%.....\$187,000.

INFORMATION

3. **Other New Business.**

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX), 286-3062 (TDD), or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

814 W. Wisconsin Ave. • Milwaukee, WI 53233 • 414-286-3020

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
BUDGET AND FINANCE COMMITTEE
MINUTES
Wednesday, July 23, 2008
Central Library
Meeting Room 1**

PRESENT: Sharon Cook, Dir. Charlene Hardin, Ald. Ashanti Hamilton, Joan Prince,
David Riemer, Paula Kiely

EXCUSED: Kathy Williams, Marty Schreiber

STAFF

PRESENT: Bill Lenski, Taj Schoening, Crystal Sura, Paul Wilant

OTHERS Kevin Moloney, J.P. Morgan Securities, Inc.

PRESENT:

In the absence of Chair Marty Schreiber, President David Riemer chaired the meeting. The meeting of the Board of Trustees Budget and Finance Committee was called to order by Chair David Riemer at 8:05 a.m. on Wednesday July 23, 2008. A quorum was attained at 8:15 a.m.

Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

1. **Quarterly Review of Fund Investments.** President Riemer introduced Mr. Kevin Moloney, investment specialist from JP Morgan Securities. The Board received the MPL Investment Performance Report ending June 20, 2008 prior to the meeting. Mr. Moloney provided the committee with an overview of the economy and market. The MPL Investment Performance Report was reviewed. No changes in investment allocations were recommended at this time. The Committee accepted the report. An account summary is attached at the end of these minutes.

No action was taken.

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2. **Quarterly Report of the Internal Control of the MPL Trust and Gift Funds.** Library Business Operations Manager Taj Schoening reported to the Board that all reconciliations and statements have been reviewed and approved monthly and have been found to be in good order. The MPL Trust and Gift Funds Balance Sheet as of June 30, 2008 and the MPL Trust and Gift Funds Revenues and Expenditures through June 2008 were distributed and are attached at the end of these minutes.

Director Paula Kiely reported on a bequest gift of \$132,847.10 given to the Wisconsin Regional Library for the Blind and Physically Handicapped (LBPH). LBPH is housed at Central Library, is funded by the state and provides Braille, recorded books and playback equipment to patrons. This gift will be added to the gift funds held in a certificate of deposit in the library's name. Library administration does approve expenditures out of this fund. A plan for the expenditure of these funds is being developed by the regional library manager and staff. The library has also been notified of a future gift of \$60,000.

The investment activity listed below was noted for the record:

U.S. Bank Certificate of Deposit #486027223 dated 06/04/08 and maturing 07/03/08 at a rate of 2.00%.....\$187,000.

Informational item.

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3. **Other New Business.**

With no further business at hand, the meeting of the Library Board's Budget & Finance Committee was adjourned at 8:22 a.m. on Wednesday, July 23, 2008.



**CITY OF
MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
SPECIAL MEETING
NOTICE / AGENDA
Wednesday August 6, 2008
8:00-10:00 a.m.
Central Library Meeting Room 1
814 W. Wisconsin Ave.**

PUBLIC COMMENT

OLD BUSINESS

1. MPL Budget. The Board will receive information from the Library Director regarding budget options for the 2009 library budget.

INFORMATION

NEW BUSINESS

2. Villard Avenue Library. A representative from Gorman & Company, Inc. will share information about a proposed mixed-use facility on Villard Avenue.

INFORMATION

ADDITIONAL NEW BUSINESS

ADJOURNMENT

REMINDER: Next scheduled meeting is:

September 17 – Forest Home Library Meeting Room – 8:15 a.m.

ADJOURNMENT

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