

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday June 22, 2010
Central Library Meeting Room
814 W. Wisconsin Ave.**

PRESENT: Ald. Milele Coggs, John Gurda, Ald. Ashanti Hamilton,
Art Harrington, Sup. Theo Lipscomb, Joan Prince, David Riemer,
Martin Schreiber, Gretchen Schuldt, Paula Kiely

EXCUSED: Sharon Cook, Ald. Nik Kovac, Dir. Bruce Thompson

STAFF: Chris Arkenberg, Meg Diaz, Bruce Gay, Panola Hall,
Joan Johnson, Dawn Lauber, Bill Lenski, Kathryn Mlsna, Belinda Morris,
Sandy Rusch Walton, Toni Vanderboom
Buildings and Grounds staff: Johnny Allen, Clem Augustynowicz, Robert
Delgado, Patricia Fischer, Mike Gorgas, Tiffeny Hankins, Jim Kotras, Joe
Megna, David Miller, Peggy Ness, Tom Piontek, Louise Prihoda, John Salfer,
Mike Wiederholt

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Mike Jeffers, Gorman & Co.
David Latona, Milwaukee Economic Development Corporation
Ted Matkom, Gorman & Co.
David Misky, Redevelopment Authority of the City of Milwaukee
Mark Nicolini, Budget and Management Division
Eric Pearson, Budget and Management Division
Dewayne Pohl, ACC Management
Doug Skinner, Engberg Anderson
Kevin Sullivan, City Attorneys Office

President Ashanti Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 8:20 a.m. on June 22, 2010 with a quorum present.

Agenda items were taken out of order; however, these minutes are presented in numerical sequence. Trustee Riemer left at 10:00 a.m. at which time a quorum was lost. All action items were voted on with a quorum present.

PUBLIC COMMENT None.

APPROVAL OF MINUTES Trustee Gurda moved and Trustee Lipscomb seconded a motion to approve the May 20, 2010 minutes.

SPECIAL COMMUNICATION

1. **Recognition of Building & Grounds Division.** President Hamilton presented a resolution of appreciation for outstanding work to the MPL Buildings and Grounds staff. Informational item.
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2. **Budget.** Budget Director Mark Nicolini reported that the budget outlook for 2011 is expected to be stable and maintain the same level of library hours and programs as 2010. The key focus for the library is the facilities plan. The library's 2011 capital budget request includes an additional mixed-use development library; an express library; and, an area library. The City's Capital Improvements Committee may make recommendations in late summer. The library has been creating opportunities through capital improvements, technology and service operations to use as leverage in budget discussions. Mr. Nicolini stated that the library's strategic plan is reflected in several initiatives such as the Community Development Block Grant (CDBG) funding granted to MPL for the Teacher in the Library program and an expansion to the Summer Reading Program. Informational item.

COMMITTEE REPORTS

3. **Executive Committee.** Committee chair President Hamilton reported out from the Executive Committee meeting on June 11, 2010. He referred to the meeting minutes, attachment C, page 16 of the agenda. President Hamilton stated that Director Kiely reviewed the goals of the library and the committee discussed its strategy to support the library's mission. The Executive Committee approved a proposal to schedule standing meetings for the committee in December and May. Discussion also included changing the regular Board meeting times to the evening to allow for more public attendance. Several Board members expressed their thoughts on changing the time of the regular Board meetings but no action was taken. Informational item.

OLD BUSINESS

4. **New Villard Avenue Library – Build-Out.** Mr. Doug Skinner from Engberg Anderson, Inc. presented results of several Villard Avenue Library design development meetings. He stated there have been very few design changes on Villard Square since April, but there have been many refinements. The most significant change is the move of the fireplace to between the meeting room and the adult browsing area. The issue of delivery has been resolved and the accessible parking has been moved closer to the main entry. Signage continues to be discussed. There will be some desktop computers, but the Villard Avenue Library will be the first to fully implement a laptop computer system with up to forty laptops available for patrons to use in the library. Director Kiely stated that there will be another design presentation at a future Board meeting. Informational item.

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5. **New Villard Avenue Library – Agreements.** Mr. Ted Matkom, from Gorman and Company, introduced Mr. Dewayne Pohl from ACC Management, Inc. ACC Management will be managing Villard Square. Mr. Pohl assured the Board that ACC has managed many tax-credit properties and they are experienced in all areas of property management and excel in the compliance area as it relates to Wisconsin Housing and Economic Development Authority (WHEDA). Assistant City Attorney Kevin Sullivan explained that the Villard Avenue branch will occupy the first floor of a four-story condominium building. The top three floors will be residential. Gorman and Company assembled the building and it is the library's

5. **New Villard Avenue Library – Agreements.** (continued)

responsibility for the build-out. The Redevelopment Authority of the City of Milwaukee (RACM) will be the actual purchaser of the first floor unit. RACM will enter into a lease with the City, to allow the City to operate that space as a branch library. The reason RACM is involved is to permit this project to utilize Federal New Market Tax Credits. Mr. Sullivan stated that with this type of structure, agreements include a purchasing agreement, a condominium declaration, a lease between RACM and the City (for library purposes), and a management services agreement to govern the relationship between the two condominium owners. Within the building, each unit owner has sole responsibility to manage its own unit. There will be a mechanism to provide for arbitration if a joint decision cannot be reached on a particular issue. The expectation is that as the process of construction continues, contact and communication amongst the parties will strengthen. The lease agreement between the City and RACM will be for seven years in order to utilize the tax credits. At the end of the seven years, the purchase price would be an amount equal to retire whatever debt RACM had incurred to acquire the property. This arrangement is designed to be pass-through for RACM. Informational item.

6. **New Villard Avenue Library – New Market Tax Credits.** Mr. Dave Misky, from RACM, stated that Director Kiely was approached by the Wisconsin Community Development Legacy Fund (WCDLF). They are a State organization with partners that received new market tax credits. The Villard Square project has since moved from WCDLF's tax credits to Milwaukee Economic Development Corporation's (MEDC) tax credits. Mr. Misky commented that the City is looking for creative ways to partner for cost benefit.

Mr. Dave Latona, from MEDC, distributed a chart titled NMTC Financing Structure Villard Library - \$3,000,000 Project, attached at the end of these minutes. He explained that by monetizing the tax credits, the City can receive approximately 25% of the project cost in capital expenditures. MEDC is working with legal council to ensure that the Villard Square Project agreements are structured properly. Mr. Latona commented that this is a great project that tells a great story for the City. After a brief discussion regarding costs, Trustee Lipscomb asked that the initial offer from WCDLF be reviewed before the final MEDC agreement is approved. Informational item.

7. **New Villard Avenue Library – Construction Schedule.** Mr. Ted Matkom, Gorman and Co., provided a status report on construction of the Villard Square Development. Mr. Matkom distributed a project timetable and introduced Mike Jeffers, the Villard Square architect. The final commitment to close the financing is expected to happen on July 15, 2010 with construction beginning on July 19, 2010. The library shell is expected to be completed on February 15, 2011. The entire project is expected to be completed on June 30, 2011. The project timetable is attached at the end of these minutes. Informational item.

8. **Maintenance of Effort.** Director Kiely summarized the Maintenance of Effort (MOE) requirement stating that MPL was out of compliance in 2010. The MOE states that a library may participate in a public library system if it receives funding from the municipal

8. **Maintenance of Effort.** (continued)

governing body at a level that is not lower than the average of such funding received for the previous three years. Director Kiely distributed correspondence between Richard Grobschmidt, Assistant State Superintendent of the Department of Public Instruction, and Milwaukee County Federated Library System Board President Paul Ziehler, along with a memo from MCFLS Director Jim Gingery dated April 19, 2010 proposing a system compliance plan. Director Kiely also referred to a letter to past Board President David Riemer from State Superintendent Tony Evers, dated May 24, 2010, attachment D, page 17 of the agenda. Director Kiely stated that she does not foresee significant problems resulting from the plan and library administration will work with the City Budget Office to see how the library can be brought back into compliance. The Board acknowledged that MPL's planned facilities changes will redefine the service model and that will also help MPL to meet the MOE requirement. Informational item.

NEW BUSINESS

9. **MPL Board Appointment.** President Hamilton noted that Director Bruce Thompson has been reappointed to the MPL Board of Trustees by the Milwaukee Board of School Directors President Michael Bonds. Informational item.

10. **Committee Assignments.** Board President Hamilton announced Board Committee assignments. The document is attached to the end of these minutes. Informational item.

11. **Foundation Report.** MPL Foundation Executive Director Meg Diaz reported on Foundation activities. Ms. Diaz stated that the Foundation Board held their annual meeting and their new Foundation Board President is Ms. Gina Peter. Trustee Riemer was acknowledged for his service on the Board for the past two years and they are looking forward to welcoming President Hamilton to the Foundation Board of Directors. As of May 31, 2010, the Foundation is approximately 11% ahead of 2009 in contributed income. A \$50,000 grant was recently received from the Richard and Ethel Herzfeld Foundation for the Books2Go Program. The Jane Bradley Pettit Foundation is also supporting the Books2Go Program with a \$15,000 grant. The FINRA Foundation has awarded \$99,000 through the Foundation to the Library. Ms. Diaz thanked Public Area Services Manager Christine Arkenberg and her team for implementing the previous grant from FINRA, as the library was invited to apply again. Plans for the annual Benjamin Franklin Award Dinner are taking place. Mr. David Uihlein presented a gift to the Foundation, on the occasion of his Board resignation, to invite a well-known author to speak at the event.

ADMINISTRATIVE REPORTS

12. **Personnel Actions.** Library administration reports the personnel activity for May.

13. **Financial Report.** The financial report for May 2010 was presented.

Library administration reports the financial activity for the month:

U. S. Bancorp Commercial Paper #362077644 (rated A1/P1/F1+) dated 05/05/10 and maturing 06/04/10 at a rate of 0.17%.....\$310,000.

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14. **Library Director's Reports.** Director Kiely highlighted the progress of the new RFID Self-Check system. Progress is being made on implementing the Teacher in the Library program. The library was host to the Government Agency Resource Fair that provided information on employment opportunities. The Language of Conservation Grant poetry program at the zoo had its ribbon cutting event on June 19, 2010. Director Kiely commented that the fifty-four poems throughout the grounds enhance the zoo exhibits. The circulation and patron statistical reports were reviewed. Director Kiely followed up on the suggestion made by Trustee Riemer at the May meeting of comparing Friday and Saturday closings. There was a slight difference in attendance and circulation when the library was open on Saturday versus Friday. The libraries that were closed on Saturday saw an average decrease of less than 22% in attendance as opposed to those libraries that were closed on Friday, which showed a drop in attendance of about 20%. The average drop in circulation for libraries closed on Saturdays was 16.3% versus the libraries closed on Fridays which had a drop in circulation averaging 13.6%.

With no further business, the Milwaukee Public Library Board of Trustees meeting of June 22, 2010 was adjourned at 10:45 a.m.
