

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday April 26, 2011
Villard Avenue Meeting Room
3310 W. Villard Avenue
Milwaukee, WI 53209**

PRESENT: Denise Callaway, Ald. Milele Coggs, Sharon Cook, John Gurda,
Ald. Ashanti Hamilton, Art Harrington, Ald. Nik Kovac, Sup. Theo Lipscomb,
Joan Prince, David Riemer, Paula Kiely

EXCUSED: Marty Schreiber, Bruce Thompson

STAFF: Joan Johnson, Dawn Lauber, Bill Lenski, Sandy Rusch Walton, Taj Schoening,
Crystal Sura, Kirsten Thompson

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT:

President Ashanti Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:43 p.m. on April 26, 2011 with a quorum present. Trustee Prince left at 5:35 p.m. and did not participate in the Executive Session held at the end of the meeting.

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

PUBLIC COMMENT None.

President Hamilton introduced Villard Avenue Library Branch Manager Kirsten Thompson. Ms. Thompson noted that staff are very excited about moving into the new Villard Square Branch. She noted that they have actively participated in the planning of the new library, from furnishings to service. Meanwhile, Villard Avenue is busy as usual with programs conducted by the Library Youth Educator and the Teacher in the Library program, as well many visits from day-cares and schools.

President Hamilton announced that Director Paula Kiely has been chosen as one of the Business Journal's annual Women of Influence in the Public Policy category.

APPROVAL OF MINUTES Trustee Cook moved and Trustee Lipscomb seconded a motion to approve the March 22, 2011 minutes.

SPECIAL COMMUNICATION

1. **New Trustee Introduction.** President Hamilton introduced Ms. Denise Callaway, designee of Milwaukee Public Schools Superintendent Gregory Thornton. Trustee Callaway, the Business and Community Partnerships Coordinator at MPS, said that the school district and the library have a great partnership, adding that the library is a great resource for the school children.

COMMITTEE REPORTS

2. **MPL Finance & Personnel Committee.** The Board received both the audit report and the investment report prior to the meeting. Chair Theo Lipscomb reported that at the Finance and Personnel Committee meeting held earlier, the accounting firm Reilly Penner & Benton reviewed their audit of the Library's Trust Fund for the year 2010. They provided an opinion that the Milwaukee Public Library financial statements and that it was a "clean audit." for the year ended December 31, 2010 present fairly, in all material respects and that it was a "clean audit". Trustee Cook stated that page 9 of the audit report notes that the "Trust Fund has adopted an investment policy. However, the policy does not include provisions related to custodial, credit or interest rate risk." This comment will be taken into consideration in selecting an investment firm and reexamining the investment objectives.

Trustee Lipscomb continued his report, noting the quarterly review of fund investments was provided by Mr. Kevin Moloney from JP Morgan. Mr. Moloney reported that the first quarter of 2011 was cautiously positive and did not recommend any investment changes at this time.

The committee also accepted the report regarding the internal accounting management of the Trust and Gift Funds. Library Business Operations Manager Taj Schoening provided a memo indicating that there were no issues with the internal control procedures for the first quarter of 2011.

Trustee Lipscomb noted the final item relates to the contract with Unique Management Services (UMS) for material recovery and debt collection. Trustee Lipscomb stated in the form of a motion that the committee recommends that the library contract with UMS for an additional year (2012) for collection services. Trustee Gurda seconded a motion to approve the recommendation. Motion passed.

The Finance & Personnel Committee agenda and minutes from the April 26, 2011 meeting are attached at the end of these minutes.

3. **Library Building & Development Committee.** Chair Gurda referred to the April 14, 2011 Building and Development committee agenda and minutes, attachment B, page 18 of the agenda. Committee members discussed the Central Library RFID project which entails architectural modifications and staff moves to be completed in June. A 15-bin Automated Materials Handling machine and book drop will be located at the main entrance. Self-check stations are operational at all branch libraries. Status on other completed and on-going projects was reported including installation of an air-handling unit at Central, Villard Square construction, and Central Library masonry repair. Trustee Gurda stated that the Committee moved into closed session to review a draft of the East Library Redevelopment Request for Proposal. Further development of the RFP is needed before the Committee makes a recommendation to the full Board. Informational item.
-

4. **Nominating Committee.** Committee Chair John Gurda stated that at the April 7, 2011 Nominating Committee, he was nominated for the position of MPL Board Vice-President for the remainder of the 2010-2012 term. He accepted the nomination. The agenda and minutes of the Nominating Committee of April 7, 2011 are listed as attachment C, page 24 of the agenda.
-

ELECTION

5. **Election of MPL Board Officers.** President Hamilton presented the nomination of Trustee John Gurda to the position of Vice-President to the MPL Board and entertained a motion. Trustee Prince moved and Trustee Harrington seconded a motion to accept the recommendation of the Nominating Committee. Vice-President Gurda will hold office until May 2012. Motion passed.

OLD BUSINESS

6. **Milwaukee County Federated Library System Member Agreement.** President Hamilton read the Executive Session statement, pursuant to Wisconsin Statutes 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Trustee Lipscomb moved and Trustee Kovac seconded a motion to convene in Executive Session. Roll was called and unanimously passed. Trustee Lipscomb moved and Trustee Kovac seconded a motion to move out of Executive Session. Unanimously passed on a roll call vote. The Board reconvened in open session. A report from the Executive Session was not provided.

-
7. **Statement Concerning Public Library System Effectiveness.** Director Kiely explained that the Statement Concerning Public Library System Effectiveness is part of the Department of Public Instruction's (DPI) Annual Report. She reminded the Board of its decision at the March 22, 2011 Board meeting, to indicate on the statement for 2010, that the Milwaukee County Federated Library System did not provide effective leadership and adequately meet the needs of the library. A draft explanation of the library board's response was reviewed and suggested changes discussed. The Board agreed that the points capture the opinion of the Trustees. Director Kiely noted that DPI's Assistant State Superintendent Kurt Kiefer and staff, were made aware of the Board's views regarding the Federated Library System leadership, during a recent visit. She added that Wisconsin State Statutes require when more than 30% of the citizens in a system provide comment that the system has not provided good leadership, the department is compelled to investigate. The explanation of the Board's response will be revised with additional comments from President Hamilton and Trustee Riemer. There was unanimous consent directing the Board President to sign the final statement without a vote from the Trustees. Informational item.

NEW BUSINESS

8. **Department of Public Instruction (DPI) Visit to MPL.** Director Kiely reported that Assistant State Superintendent Division for Libraries, Technology, and Community Learning Kurt Kiefer, visited the Central Library April 8, 2011. Trustees Cook and Riemer were present for a portion of the meeting. State funding cuts of 10% are being proposed for four statewide service contracts including Wisconsin Talking Book and Braille Library and Interlibrary Loan Services. Mr. Kiefer and his staff toured these departments at Central. Mr. Kiefer will make a recommendation to the State Superintendent regarding how the 10% funding cut is distributed among the four contracts. Information item.
-

-
9. **State Annual Report.** Director Kiely referred to a memo dated April 18, 2011 regarding State Annual Reports – Correction, attachment D, page 25 of the agenda. The library erroneously overstated the statistical data for interloan in their 2008 and 2009 annual reports to DPI. Lending of materials between MPL’s branches was inadvertently included which inflated the statistics. The reports have been corrected.
-

10. **Presentation of Gifts to Trustee.** Due to Trustee Thompson’s absence, this item was held.
-

ADMINISTRATION REPORTS

11. **Personnel Actions.** The Personnel actions were reviewed. Trustee Harrington asked if the library expects more retirements due to the collective bargaining status of the statute. Director Kiely responded that she currently is aware of only a few upcoming retirements from the library this year. Last year, almost 10% of the library staff retired. She added that she understands that staff are concerned about potential changes to their wages and contributions, but this concern may not lead to retirements. Informational item.
-

12. **Financial Report.** The financial report for March 2011 were presented.
U. S. Bancorp Commercial Paper #266064767 (rated A1/P1/F1+) dated 03/04/11 and maturing 04/04/11 at a rate of 0.16%.....\$577,000.
-

13. **Library Director’s Reports.** The circulation, patron, electronic and computer statistical reports were reviewed. Beginning in March, Bay View, East, Washington Park and Zablocki libraries increased public service hours by 28%. The usage trends of those four libraries will be monitored and reported separately next month. Informational item.
-

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 26, 2011 was adjourned at 6:15 p.m.
The Board then toured the Villard Square Branch site located at North 35th Street and West Villard Avenue.
