

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday July 26, 2011
Central Library Meeting Room 1
814 W. Wisconsin Ave.
Milwaukee, WI 53233**

PRESENT: Ald. Milele Coggs, Sharon Cook, Ald. Ashanti Hamilton, Ald. Nik Kovac, Sup. Theo Lipscomb, Joan Prince, Dir. Mark Sain, Paula Kiely

EXCUSED: Denise Callaway, John Gurda, Art Harrington, David Riemer, Marty Schreiber

STAFF: Christine Arkenberg, Meg Diaz, Bruce Gay, Panola Hall, Consuelo Hernandez, Kelly Hughbanks, Joan Johnson, Sandy Rusch Walton

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Eric Pearson, Budget and Policy Division

President Ashanti Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:44 p.m. on July 26, 2011 with a quorum present. Trustee Prince left at 5:20 p.m. and Trustee Lipscomb at 5:50 p.m. All action items were voted on with a quorum present. Items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT None.

APPROVAL OF MINUTES Trustee Cook moved and Trustee Sain seconded a motion to approve the June 28, 2011 minutes.

COMMITTEE REPORTS

1. **MPL Finance & Personnel Committee**. Committee Chair and Financial Secretary Theo Lipscomb reported that at the July 26, 2011 Finance and Personnel Committee meeting held earlier, the advisor from JP Morgan reviewed MPL's Trust Fund investments. No changes to the portfolio were recommended.

Trustee Lipscomb also noted that Director Kiely reported for Library Business Operations Manager Taj Schoening, stating all internal accounting processes were reviewed and found to be in good order. The Finance & Personnel Committee agenda and minutes are attached at the end of these minutes.

Trustee Cook asked if the Board had taken action to issue a request for proposal (RFP) for the Trust Fund's Investment Management Firm and changing MPL's Investment Policy. Trustee Lipscomb responded that there had been a referral to staff. Director Kiely added that the recommendation from the Board was to issue an RFP instead of inviting selected firms to interview. This process will begin in the near future. Informational item.

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2. **Building and Development Committee.** In the absence of Committee Chair John Gurda, Vice-Chair Milele Coggs gave a report from the July 21, 2011 Building and Development meeting. The Committee approved the award of a contract in the amount of \$13,500 to Hallett & Sons Expert Movers, Inc. for moving the Villard Avenue Library collection to the new library. An RFP was issued with four proposals being evaluated and ranked. Trustee Lipscomb noted that the memo the Committee reviewed listed the Local Business Enterprise as an additional 5% and so should have been worth 10 points. After a brief discussion, Trustee Lipscomb moved to support the recommendation of the Committee to approve the Villard Square Moving Contract to Hallett & Sons Expert Movers, Inc. for \$13,550. Trustee Cook seconded the motion. Motion passed by a 6-1 vote. The Building and Development agenda and minutes are attached at the end of these minutes. Motion passed.
- Trustee Coggs reported that the Committee reviewed a Capital Projects Status Report. She highlighted the RFID implementation and the Villard Square Library as ongoing projects near completion. The East Library Redevelopment Project RFP was issued and proposals are due August 15, 2011.
- It was noted that President Hamilton, Vice-President Gurda, and Trustee Cook will join three MPL staff on a site visit to Houston Public Library to view their express center library model. The site visit will be funded by the Greater Milwaukee Foundation.

OLD BUSINESS

3. **MPL Policy and Procedure on Prohibiting Guns in all Milwaukee Public Libraries.** Director Kiely referred to the library's code of conduct for the public, attachment B, page 8 of the agenda. Director Kiely said that she attended a meeting with Trustee Coggs and three Assistant City Attorneys to discuss the Concealed Carry Bill. At their June 28, 2011 meeting, the Board directed library administration to write a policy that would state that weapons would not be allowed in library buildings. It was decided that expanding the language, to that effect, in the current Conduct of Public Procedure would be sufficient. Assistant City Attorney Vince Moschella approved the revised procedure. The Milwaukee Police Department was also consulted. Trustee Coggs summarized discussion on the posting of signs at City buildings. The State has certain regulations that must be followed and there is a level of liability when there is a sign posted that excludes weapons in a building. The City as a whole continues to determine their policy. Trustee Prince moved and Trustee Cook seconded a motion to approve the revised MPL Procedure – Conduct of Public as presented in attachment B. Motion passed.
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4. **Milwaukee County Federated Library System (MCFLS) Member Agreement.** Director Kiely reported from the MCFLS Board meetings. She noted that no formal communication between the MCFLS Board or the MCFLS office and MPL. The last communication was from President Hamilton rejecting their offer of 6% for the Resource Contract. At their meeting on July 18, the MCFLS Board voted 5-1 on the Member Agreement financial terms of 43% of state aid toward reciprocal borrowing, 11% for the MPL Cataloging Contract and 7% toward the Resource Library Agreement. Director Kiely reiterated the library's goal to have the Resource Library Agreement remain at 8%

4. **Milwaukee County Federated Library System (MCFLS) Member Agreement.** (continued) of state funding which would result in a 10% reduction due to the 10% cut in state aid. In the current proposal, MPL's funding decreases by 21%. Other elements of the agreement and MCFLS's budget were discussed. The Wisconsin Department of Public Instruction (DPI) has confirmed that a library may sign the Member Agreement, striking through any non-statutory clauses, and be considered a member in good-standing. If an agreement on the Resource Agreement cannot be met, the contract automatically renews for one year and representatives of DPI will mediate the 2013 Agreement. It is expected that the MCFLS Board will vote on the entire agreement at their August meeting. Informational item.
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5. **2012 Budget.** Director Kiely reviewed how the library is preparing their budget. She said that several meetings are planned with the Library's budget analyst Eric Pearson and the library's administrative staff. Director Kiely stated her priorities for the 2012 budget are to maintain hours, the materials budget and youth services programming. She noted that after several challenging budget cycles, it is difficult to find large savings. Some savings may be seen due to anticipated staff retirements. Director Kiely reminded the Board that the Center Street Library will be moving from Community Block Grant Development funding to the City levy. Center Street Library currently serves the public for fifty hours a week and it is probable that hours will be reduced. Informational item.
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6. **Library Board Retreat.** The Board's retreat is scheduled for August 17 at the Port of Milwaukee. The Board will discuss and prioritize key issues likely to face the library in the next 3-5 years, which will be the focus of strategic planning in January 2012. Ms. June Kriviskey from Vernal Management will be the facilitator. Informational item.
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NEW BUSINESS

7. **Grant Applications.** Director Kiely referred to attachment C, page 11 of the agenda. The library requested approval to apply for and accept two grants to support the annual summer reading program and a new digital collections project. The library is requesting \$40,000 from federal Library Services and Technology Act funding to support educators to work with children over the summer of 2012. A request for \$108,714 will also be submitted to the National Endowment for the Humanities to digitize the Milwaukee Historic Performing Arts Collection. for \$108,714. Central Library Manager Christine Arkenberg provided examples from MPL's collection that would be digitized. Trustee Sain moved and Trustee Cook seconded a motion to approve the request to apply for the two grants as noted in attachment C. Motion passed.
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8. **Legislative Agenda.** Director Kiely summarized the Legislative Requests to the Wisconsin Legislative Session for the 2012-2013 budget, attachment D, page 14 of the agenda. Some issues that have an impact on MPL are a 10% cut in funding to all Wisconsin Library Systems and elimination of Maintenance of Effort from the Wisconsin

8. **Legislative Agenda.** (continued)

State Statutes, and full funding of the Wisconsin Talking Book and Braille Library. For the 2011-2012 Wisconsin Legislation Session, the Intergovernmental Relations Division Director has advised there will be little opportunity to make requests since the approved budget runs through 2013. However, library administration did discuss freeway signage for exits to the Central Library and recognition of the Central Library as a State Resource Library. Trustee Prince moved and Trustee Cook seconded a motion to present these items to the next legislative session. Motion passed.

ADMINISTRATIVE REPORTS

9. **Personnel Actions.** Library administration reported the personnel activity for June 2011, highlighting the retirement of Branch Manager Acklen Banks with 22 years of library service. Acknowledgement was given to Ms. Toni Vanderboom who recently resigned after doing an excellent job in the Human Resources Department during the recruitment of the new Human Resources Director. Informational item.

10. **Financial Report.** The financial report for June 2011 was presented.

Library administration reports the financial activity:

U.S. Bancorp Commercial Paper #266065940 (rated A1/P1/F1+) dated 06/03/11 and maturing 07/05/11 at a rate of 0.07%.....\$595,000.

11. **Library Director's Reports.** Director Kiely mentioned that all Milwaukee Public Library locations extended their hours during the heat wave and had 4,600 patrons visit during that time. The circulation, patron, electronic and computer use statistics were reviewed. The paging slips increased by 9%. The Milwaukee County Federated Library System was asked to change the holds process so items owned by Milwaukee libraries would fill requests by Milwaukee residents, rather than placing the hold on a suburban copy. Director Kiely reported that six libraries are participating in the new laptop program. Each library received 40 laptop computers for customers to check out and use while in the library building. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of July 26, 2011 was adjourned at 6:00 p.m.
