

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday April 24, 2012
Center Street Library
2727 W. Fond du Lac Ave.
Milwaukee, WI 53210**

PRESENT: Denise Callaway, Ald. Milele Coggs, Sharon Cook, Ald. Ashanti Hamilton, Ald. Nik Kovac, Sup. Theo Lipscomb, Sam McGovern-Rowen, Joan Prince, Dir. Mark Sain, Paula Kiely

EXCUSED: John Gurda, Marty Schreiber

STAFF: Chris Arkenberg, Hermoine Bell Henderson, Meg Diaz, Bruce Gay, Panola Hall, Consuelo Hernandez, Kelly Hughbanks, Joan Johnson, Dawn Lauber, Bill Lenski, Taj Schoening

OTHERS Eric Pearson, Budget & Policy Division

PRESENT: Mary Schanning and Maurita Houren, City Attorney's Office
Elaine "Bunkie" Miller, Department of City Development
Jeremy Hillenbrand and Kevin Moloney, JP Morgan
Joel Joyce, Reilly, Penner & Benton LLP

President Ashanti Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:35 p.m. on April 24, 2012 with a quorum present. Several trustees left the meeting before it was officially adjourned, however all action items were voted on with a quorum present.

PUBLIC COMMENT Center Street Branch Manager Hermoine Bell-Henderson welcomed the Board. Ms. Bell-Henderson gave a brief history of the Center Street Library noting that the library originated in 1928 in the building across the street where it operated until 1989 when it moved to its current location. She added that the library has many successful programs for the community and many local artists' works are on display throughout the building.

APPROVAL OF MINUTES Trustee Cook moved and Trustee Kovac seconded a motion to approve the March 27, 2012 minutes. Motion passed.

COMMITTEE REPORTS

1. **Library Building & Development Committee.** In the absence of committee chair John Gurda, Trustee Coggs reported on the April 24, 2012 meeting that took place earlier. Trustee Coggs stated that the Committee supported the library administration's recommendation to award the contract for masonry restoration of the west side of the Central Library to the low bidder Holton Brothers, Inc. for a total of \$185,225 and moved approval to the full Board. Trustee Cook seconded the motion. Motion passed.

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2. **Finance and Personnel Committee.** Financial Secretary Lipscomb noted that the Finance and Personnel Committee scheduled for April 24, 2012 was cancelled. Trustee Lipscomb then moved, and Trustee Prince seconded, that the Board go into committee of the whole to consider the items from the Finance and Personnel Committee agenda.
- Financial Statements and Auditors' Report.** The Board received the MPL Trust Fund Audited Financial Statements report for the year ended December 31, 2011 prior to the meeting. Mr. Joyce from Reilly, Penner & Benton, presented the Board with a summary of the audited financial statements. The report indicates the financial statements of the MPL Trust Fund present fairly in all material respects. Mr. Joyce said the accounting department did a great job in recording the activities of the MPL Trust Fund during the current year. Trustee Lipscomb moved and Trustee McGovern-Rowen seconded a motion to accept the audit report. Motion passed. Trustee Riemer moved that library administration provide, at the next regular Board meeting, language that will implement the recommendation, noted in the management letter, to establish an order of fund balance spending policy or a minimum fund balance policy; and, procedural language to ensure contributions are recorded in the correct fund balance classification. The motion passed, following a second by Trustee Lipscomb.
- Quarterly Review of Fund Investments.** The Finance and Personnel Committee reviewed the Milwaukee Public Library JP Morgan Financial Review and Market Outlook dated April 24, 2012. JP Morgan Senior Investment Advisor Kevin Moloney gave the committee a brief market overview. The fund investment allocations remain 45% fixed income, and 55% equity and alternative assets. The balance is up 6.6% in the first three months. No changes in current investment allocations are recommended. The Investment Summary and Performance Summary as of March 31, 2012 are attached at the end of these minutes. Informational item.
- Employee Discipline Appeals Procedure.** Assistant City Attorney Maurita Houren explained that the City's union contract expired at the end of 2011 and since Wisconsin Act 10 (budget repair bill) does not allow collective bargaining, employees no longer had the option of utilizing the grievance procedure under collective bargaining. The City passed a grievance procedure beginning January 1, 2012 for suspensions of fifteen days or less to take the place of what used to be a provision under collective bargaining in the union contract. The Library Board has always had the responsibility of hearing certain types of disciplines, although most were handled by an arbitrator, through the collective bargaining agreement. The Board's Finance & Personnel Committee is now the only avenue to hear certain types of discipline. Library Human Resources Director Consuelo Hernandez summarized the changes that were made to the MPL Board of Trustees Operating Guidelines under Section II, MPL Board Finance and Personnel Committee/Employee Discipline Appeals Procedure. Director Kiely requested Board approval of the Employee Discipline Appeals Procedure. Trustee Kovac moved and Trustee Cook seconded a motion to approve the discipline appeals procedure. Motion passed. The Operating Guidelines are attached at the end of these minutes.
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OLD BUSINESS

3. **Milwaukee County Federated Library System (MCFLS) Resource Library and Member Agreements.** Director Kiely referred to attachment B, page 7 of the agenda. The memo from Assistant State Superintendent of the Department of Public Instruction Kurt Kiefer regarding the MCFLS Resource Library issues, acknowledges that the system does not have a Resource Library Agreement in place. The DPI Division for Libraries and Technology (DLT), as directed by state statutes, will attempt to mediate a new system resource library agreement. The Board was in agreement that Director Kiely will be designated as the primary contact person for communications on the issue with DLT. Director Kiely updated the Board on the MCFLS Member Agreement. The Milwaukee Public Library is considered a member in good standing and the MCFLS is considered in-compliance by the State. The Member Agreement is currently in effect. Informational item.

4. **East Library Developer Agreement.** Assistant City Attorney Mary Schanning reported that MPL, the City Attorney's office and the Department of City Development have concluded negotiations with the East Library Developer, HSI Properties, on a Purchase, Sale & Development Agreement to cover the project from the initial property sale through acquisition of the new East Library condominium unit. Changes from the original negotiations include an option to purchase by HSI in the event the Library Condominium Unit is declared surplus to municipal need and the possibility that the building may be split into three condominium units due to Housing and Urban Development (HUD) financing requirements. The tentative schedule on the last page of the summary was reviewed. Trustee Kovac moved and Trustee Sain seconded a motion to approve the Development Agreement between the Library, City, and HSI Properties. Motion passed. The East Library Redevelopment Summary & Update dated April 24, 2012 was distributed and is attached at the end of these minutes.

5. **Express Library Model Site Visit.** Deputy Director Johnson presented a PowerPoint presentation on the Houston Public Library site visit. A ten-page report titled Huston Public Library and HPL Express Site Visit February 2-3, 2012 was included in the March 27, 2012 Board agenda. A team of three trustees and three library administrators, traveled to Houston for the purpose of investigating the Express Libraries operated by the Houston Public Library. The trip was funded by a grant from the Greater Milwaukee Foundation. The MPL Team came to consensus after their site visit: The MPL Express Library is an exciting opportunity to expand access to library materials and should be piloted. The Team recommends adding an Express "Vending" Library to the City in 2013 with a partner, at a site to be determined. The new East Library should also include a vending library that will be available 24/7. Discussion ensued. Trustee Riemer mentioned that any significant change from the original facilities plan will alter the financial validity of that model. Director Kiely responded to a question from Trustee Coggs regarding the price of a book vending machine, estimating a cost of \$160,000 installed. Overall, the process of purchasing, partnership, and stocking may cost \$225,000. Trustee Lipscomb suggested

5. **Express Library Model Site Visit.** (continued)

that to solve the issue of accessibility, the money that would be used to purchase a vending machine could go toward extending hours at the current library locations which already provide the geographic coverage throughout the City. Director Kiely said that she spoke to the City's Capital Improvement Committee regarding 2012 budget requests, which includes funding for a book vending machine express library and funding to start the area library project. Additional funding was requested for East Library based on the increased square footage. She added that based on the City's financial situation it is unpredictable as to what projects will be funded. Informational item.

6. **Library Services and Technology Act (LSTA) Grant Award.** Youth Services Coordinator Kelly Hughbanks stated that the library is planning the Super Reader program kickoff on May 14. Each year, the library works with approximately sixty community organizations and brings the Super Reader program to them. MPL has been awarded a Library Services and Technology Act (LSTA) grant totaling \$27,141 to support the Bridging the Summer Reading Gap with Reading Lounges project. To develop this project, the library will create reading lounges at three of the community organizations. The funding will provide Brown Street Academy, COA Riverwest, and Engleburg with comfortable seating, books and a library representative to work the children for approximately thirty minutes each day. The project is designed so staff at the sites can replicate the program to create a culture of reading at school, in the home and at the library in the future. Informational item.
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NEW BUSINESS

7. **Request to Return Art to Artist.** Director Kiely referred to the memo dated April 12, 2012 regarding the wall hanging "Reindeer," dated April 12, 2012, attachment C, page 8 of the agenda. The library is requesting Board approval to return the wall hanging to the artist. Trustee Cook moved and Trustee Sain seconded a motion to return the piece to the artist with a letter of appreciation. Motion passed.
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8. **Foundation Update.** Library Foundation Executive Director Meg Diaz announced that the Foundation met its fundraising goal in 2011 with total revenue of \$1,084,915. The library received \$822,000 in support from the Foundation. Grants and support from the community for the Summer Reading Program totals \$131,000. The donors include: Northwestern Mutual Foundation, The Faye McBeath Foundation, the Brewers community – specifically Corey Hart, and the Helen Bader Foundation. Another recent gift of \$50,000 was received from the Richard and Ethel Hertzfeld Foundation for the library's early literacy program, Books2Go. Ms. Diaz invited the Board to attend the Friends of the Library's Spring Literary Luncheon featuring Wisconsin author, Chad Harbach and his fiction debut, The Art of Fielding, on May 4, 2012. Informational item.
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ADMINISTRATIVE REPORTS

9. **Personnel Actions.** The Personnel Actions report was reviewed. Director Kiely highlighted the retirement of Ms. Pat Fischer with almost twenty-five years of service to the library as a custodial worker at the Central Library. Informational item.
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10. **Financial Report.** The financial reports for December 2011 and March 2012 were presented.

Library administration reports the financial activity:

U. S. Bancorp Commercial Paper #266069425 (rated A1/P1) dated 03/07/12 and maturing 04/06/12 at a rate of 0.09%.....\$565,000.

11. **Library Director's Reports.** Director Kiely summarized the Director's Report, highlighting the awards for the Villard Square Grandfamily Apartments and Library project.

The statistical reports were reviewed. System-wide, there were increases in visits over the course of the month. Overall, circulation of materials has increased by 12% over last year. Villard Square increased its circulation by 85% during the month of March. The computer, internet and electronic statistics show the digital download circulation increasing in all formats. The quarterly computer use report indicates an increase of 24% during March in 2012 compared to the same month last year. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 24, 2012 was adjourned at 6:40 p.m.
