

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday July 23, 2013
Central Library
814 West Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: Michele Bria, Denise Callaway, Ald. Milele Coggs, Ald. Ashanti Hamilton, Ald. Nik Kovac, Chris Layden, Sam McGovern-Rowen, Joan Prince, Dir. Mark Sain, Paula Kiely

EXCUSED: Sharon Cook, John Gurda, Sup.Theo Lipscomb

STAFF: Chris Arkenberg, Bruce Gay, Consuelo Hernandez, Kelly Hughbanks, Joan Johnson, Dawn Lauber, Bill Lenski, Kathryn Mlsna, Judy Pinger, Taj Schoening, Crystal Sura, Brooke VandeBerg, Duane Wepking

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Eric Pearson, Budget and Policy
Marc Futterman, CivicTechnologies

President Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:40 p.m. on July 23, 2013 with a quorum present. Items were taken out of order; however, these minutes are presented in numerical sequence. Trustees Callaway and Coggs participated by phone. Trustee Layden left the meeting prior to the approval of action items.

PUBLIC COMMENT None

APPROVAL OF MINUTES Trustee Prince moved and Trustee Bria seconded a motion to approve the June 25, 2013 minutes. Motion passed.

COMMITTEE REPORTS

1. **Building & Development Committee.** Vice-chair Sain reported on the July 18, 2013 Building and Development Committee meeting. The committee agenda and minutes are attached to the end of these minutes. The first item was Central Library Carpet Replacement. No responses to the request for proposal were received for this project. Due to the project timeline, the Committee recommends granting library administration the authority to award the contract for the Central Library Carpet Replacement project, not to exceed the budgeted amount of \$200,000. For the re-bidding process, companies will be invited to make a proposal. Trustee Sain moved and Trustee Prince seconded a motion to approve the recommendation. Motion passed.

Trustee Sain explained that one bid was received for the Central Library Cooling Tower Replacement project, budgeted at \$600,000 of capital funding. The Committee recommends that the project be re-bid in order to engage in a competitive bidding process. Trustee Sain moved and Trustee Kovac seconded a motion to re-bid the Central Library Cooling Tower Replacement project. Motion passed.

1. **Building & Development Committee.** (continued)

The Committee reviewed design development drawings for the interior design of the new East branch library presented by Mr. Kevin Allebach, project architect manager from HGA. The groundbreaking is scheduled for July 30, 2013. The library build-out of the interior is scheduled to begin in February 2014. Completion of the project is expected in December of 2014. The Committee recommends to the full Board, approval of the design as presented. Motion passed.

The last item for discussion was the 2014 capital budget request and facilities plan. Director Kiely stated that there was discussion on whether the Board needs to review the Facilities Plan with consideration to consolidating and building the large area libraries. The plan was approved three years ago and this model may no longer be relevant given that decreases in the operating budget have already achieved the savings projected from building an area library. Mixed-use libraries may be more cost effective. Informational item.

2. **Finance and Personnel Committee.** Trustee Sain reported that at the Finance and Personnel committee meeting held earlier, the J.P. Morgan Financial Review and Market Outlook report for the Milwaukee Public Library Trust Fund, dated July 23, 2013, was reviewed and accepted.

There was further discussion regarding MPL Trust Fund investment strategies. Investment Manager Jeremy Hillenbrand suggested a change to the current allocation of investments, however; the MPL Trust Fund Investment Policy approved by the Board on May 16, 2007 limits investment allocations in fixed income assets. Trustee Prince moved the committee's recommendation to approve a one-time exception to the Trust Fund Investment Policy to rebalance the asset allocation as recommended by the investment manager in the model presented and that a small group be chosen to review and revise the investment policy. Trustee Sain seconded the motion. Motion passed.

Trustee Sain added that Library Business Operations Manager Taj Schoening provided the quarterly report of the internal control of the MPL Trust and Gift Funds. All procedures have been followed and statements are in good order. Informational item.

The Finance and Personnel committee agenda and minutes are attached to the end of these minutes. Motion passed.

3. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac reported on the July 15, 2013 MCFLS Board meeting. At the meeting, the 2012 audit was presented and approved. The MCFLS Board went into closed session to discuss the 2014-2015 Member and Resource Library agreements. In open session, the Board approved state aid received by MCFLS for 2014 be allocated as 41% for reciprocal borrowing outlined in the Member Agreement, 7% for Resource Library Agreement and 10% for the Cataloging Contract and the percentage of State Aid which is received by MCFLS for 2015 be allocated as 41% for reciprocal borrowing, 7% for the Resource Library Agreement and 11% for the Cataloging Contract. Informational item.

OLD BUSINESS

4. **System and Resource Library Administrators Association of Wisconsin (SRLAAW)**
Recommendations. Director Kiely referred to a letter dated July 15, 2013, to the Department of Public Instruction's State Superintendent Tony Evers, attachment B, page 15 of the agenda. At the June 25, 2013 regular meeting, the Board requested a letter be sent from the President opposing the recommendations from a SRLAAW subcommittee regarding Wisconsin library systems and the study of the State Statutes related to libraries. Since the letter was issued, Governor Walker vetoed the budget amendment that would have directed the Wisconsin Department of Administration to conduct this study. The SRLAAW subcommittee recommendations are still active. Of the recommendations, the Board opposed the requirement that a library system consist of no fewer than three counties and the recommendation to eliminate the statutory requirement for system resource libraries. The next SRLAAW meeting is August 2, 2013. The Board gave Director Kiely support to vote in the best interest of the library. An update will be provided at the September 24, 2013 regular meeting. Informational item.

5. **Legislative Visits.** Director Kiely stated that Wisconsin State Legislators from the Milwaukee area have been contacted to tour Villard Square Library, as a follow up from visits during Wisconsin Library Association's Legislative Day. The Trustees are welcome to participate in the discussions regarding current and future library issues. Informational item.

6. **Strategic Plan.** The following Strategic Plan topic papers were distributed to the Board: 21st Century Literacy; Consumer Technology; Organizational Development & Change; Public Services. A paper on Funding is being finalized. The leadership team, which is comprised of all the library managers, participated in meetings to discuss the library's mission statement and city-wide strategies regarding priorities the Board set, related to literacy, technology and funding. Consultant Marc Futterman from CivicTechnologies provided a PowerPoint presentation regarding the plan process and goals. Mr. Futterman explained that market segmentation and library use analysis has two components: a city-wide service strategy component, and service-area service strategies in response to local conditions. These elements go into creating the strategic plan. A public document will be issued along with a staff implementation document. The final adoption of the plan will be in September. Draft mission statements were presented to the Board for consideration. The mission statement should guide the actions of the organization, spell out its overall goal, provide a path, and guide decision-making. It should provide the framework or context within which the library's strategies are formulated. After a thorough discussion, the Board was encouraged to forward any additional comments to the library director. Informational item.

NEW BUSINESS

7. **Patron Bannings.** President Hamilton moved and Trustee Prince seconded a motion to direct this item to the Library Services and Programs Committee. Motion passed.

-
8. **Library Conferences.** President Hamilton reported that the Urban Libraries Council Annual Forum was a two-day session on June 28 where speakers and library leaders from across the country described how libraries are supporting young readers, and approaches to lifelong learning. The theme of libraries as learning centers in urban communities was presented enthusiastically. Director Kiely was in attendance as well as Trustee Prince who serves as ULC's Executive Board Chair. The American Library Association Conference was also attended that same weekend in Chicago. Director Kiely participated in a panel discussion related to using the research from the Pew Research Center in advocating for the library. Informational item.

ADMINISTRATIVE REPORTS

9. **Personnel Actions.** The personnel activity for June was reviewed. Informational item.
-

10. **Financial Report.** The financial activity for June was presented.
Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #362089206 (rated A1/P1) dated 06/05/13 and maturing 07/05/13 at a rate of 0.09%.....\$513,000.
-

11. **Library Director's Reports.** Director Kiely referred to attachment E, page 20 of the agenda. She highlighted that the recruitment for a new MPL Foundation Executive Director is on-going. The Foundation Board and staff are planning the annual Benjamin Franklin Celebration honoring Mark and Debbie Attanasio from the Brewers baseball organization on October 24, 2013 at Central Library. The report, including the statistics were reviewed. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of July 23, 2013 was adjourned at 6:30 p.m.
