

**MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES**

**REGULAR MEETING**

**MINUTES**

**Tuesday, January 24, 2023**

**Video Conference Call via GoToMeeting**

**PRESENT:** Michele Bria, Ald. Milele Coggs, Matthew Kowalski, Teresa Mercado, Michael Morgan, Felicia Saffold, Erika Siemsen, Scott Spiker, Kathleen Vincent, Joan Johnson

**EXCUSED:** Chris Layden, Mark Sain

**STAFF:** Kelly Bolter, Eileen Force Cahill, Chetla Jackson, Carlos Lopez, Tammy Mays, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Matt Murphy, Karli Pederson, Rebecca Schweisberger, Kelly Wochinske

**OTHERS**

**PRESENT:** MPL Foundation: Ryan Daniels

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Financial Secretary Teresa Mercado called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:02 p.m. on January 24, 2023 with a quorum present. All Trustees participated by video conference.

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**SPECIAL COMMUNICATION**

1. **Introduction of New Trustee.** Trustee Mercado introduced new Trustee, Supervisor Kathleen Vincent. Trustee Vincent shared a brief overview of her professional background. She has a strong passion for public libraries and looks forward to serving on the Board and supporting MPL at the county level. Informational item.
2. **Quarterly Review of Fund Investments.** Mr. Wayne Sattler, Senior Vice President & Managing Director at U.S. Bank reviewed the Account Investment Materials and provided a market overview. The investment performance of the trust fund for the period ending January 24, 2023 was reviewed. There were no recommended changes to the current portfolio allocations. Informational item.

**CONSENT AGENDA**

3. **Regular Board Meeting Minutes November 22, 2022**
4. **Committee Reports**
  - a. Innovation & Strategy Committee Meeting Minutes – January 10, 2023
5. **Administrative Reports**
  - a. Financial Report
  - b. Library Director's Reports
  - c. Statistics

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**REPORTS**

6. **MPL Board Building & Development Committee.** Trustee Morgan reported on the January 12, 2023 meeting. A Request for Proposal (RFP) for a new café vendor at Central Library was issued in 2022

and two strong proposals were received. MPL staff will complete the selection process and present a contract award request at an upcoming Building & Development meeting. MPL has cleared out a large storage space in the 8th Street corridor of Central Library which could potentially house the new café and Bookseller. MPL is working with the Redevelopment Authority of the City of Milwaukee (RACM) to prepare the former Mill Road and Llewellyn properties for sale. The properties have been appraised and are expected to be listed for sale in spring 2023. MPL has identified a temporary space to use during construction and is in the process of negotiating the lease. The final construction costs are nearly complete and closing is projected for March 2023. The next step in the process is to declare the current Martin Luther King branch library as surplus to allow Department of City Development (DCD) to begin the property sale transaction. Trustee Morgan moved to declare the current Martin Luther King library property at 310 W. Locust Street as surplus to the needs of the Library for the eventual development of a new Martin Luther King branch library in a new mixed-use development. Trustee Bria seconded. Motion passed.

7. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Siemsen reported on the November 28, 2022 and January 12, 2023 meeting. On February 7, 2023 MCFLS arranged a shuttle to take staff from member libraries to Madison for Library Legislative Day. MCFLS is encouraging member participation as part of their strategic plan. A systemwide marketing campaign has been initiated to encourage patrons to return to library buildings. The campaign highlights locations and resources and invites patrons to share a 'Shelfie' in front of a library shelf. The campaign includes print and radio ads and a newsletter to all state and local elected officials. Wisconsin Library Association is focusing on intellectual freedom and MCFLS encourages member libraries to create processes or procedures to address materials or access challenges. Informational item.
8. **MPL Foundation.** MPL Foundation Executive Director Ryan Daniels provided an update on fundraising activities. In 2022, the Foundation raised a total of \$2,433,926.21, which is nearly \$1M over 2021. This total does not include other opportunities that don't result in direct donations to MPLF, such as assistance with grant writing for federal funding. The MPLF Strategic Plan is under review and is expected to be finalized in upcoming months. The Foundation will continue working on joint committees, especially the Balancing the Books committee. In addition to short-term funding opportunities, efforts will be focused on securing long-term structural funding. Informational item.

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## NEW BUSINESS

9. **State Annual Report.** State Annual Report. Trustee Mercado referred to the Statement Concerning Public Library Systems Effectiveness, which was included as Attachment C of the agenda. The statement is part of the Public Library Annual Report presented to the Department of Public Instruction (DPI). Each year, MPL is required to report on the effective leadership of Milwaukee County Federated Library System (MCFLS). Library Director Joan Johnson noted MCFLS Executive Director Steve Hesel and the entire MCFLS team have been great partners. Accomplishments over the last year include:
  - MCFLS has been astute and thorough in maximizing the use of system funds to yield the greatest amount of benefit to all members, including MPL.
  - A system-wide task force was created to issue a Request for Proposal (RFP) for the shared cataloging system, which resulted in a re-negotiated contract with the existing vendor for improved services at a reduced cost.
  - MCFLS provided strong support to all members in administering the American Rescue Plan Act (ARPA) grant-funded projects.

- MCFLS continues to provide reliable delivery of materials throughout the county and support of MPL's AmeriCorps program.
- Ongoing continuing education is offered to all member libraries.

Trustee Siemsen moved and Trustee Saffold seconded a motion to approve the statement, which will be signed by President Sain and sent to DPI as part of MPL's Annual Report. Motion passed.

10. **Contract Award.** Kelly Bolter, Library Services Manager of Events and Programming, presented a request to award the 2023 Cargill Kitchen Consultant contract. On December 1, 2022 MPL released a Request for Proposal (RFP) for a vendor to run virtual and in-person culinary literacy programs and 3 qualified proposals were received. A staff committee evaluated the proposals and interviewed candidates. The committee unanimously recommended awarding the contract to Sharrie Agee, who has been the Kitchen Consultant since April 2022. In that time, Ms. Agee has re-envisioned the popular Snack Hack program at Mitchell Street Library, introduced new programming including the Pit Master Bar-B-Que Challenge, Community Meals, and programs to include healthy foods and light movement. The contract will be awarded for up to \$44,400, which includes a wage increase and covers equipment and program supplies. Trustee Kowalski moved to approve the 2023 Cargill Kitchen Consultant contract award to Sharrie Agee; Trustee Vincent seconded. Motion passed.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of January 24, 2023 was adjourned at 4:56 p.m.

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