

**MILWAUKEE PUBLIC LIBRARY  
BOARD OF TRUSTEES  
REGULAR MEETING  
MINUTES  
Tuesday October 22, 2013  
Central Library  
814 W. Wisconsin Ave.  
Milwaukee, WI 53233**

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

**EXCUSED:**

**STAFF:** Chris Arkenberg, Consuelo Hernandez, Dawn Lauber, Bill Lenski, Taj Schoening, Crystal Sura, Brooke VandeBerg, Duane Wepking

**OTHERS** Amy Hefter, Legislative Reference Bureau

**PRESENT:** Eric Pearson, Budget and Policy

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President Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:45 p.m. on October 22, 2013 with a quorum present. Trustee Prince participated by conference phone.

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**PUBLIC COMMENT** None

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**APPROVAL OF MINUTES** Trustee Cook moved and Trustee Gurda seconded a motion to approve the September 24, 2013 minutes. Motion passed.

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**COMMITTEE REPORTS**

1. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac reported on the October 21, 2013 MCFLS Board meeting. The Proposed 2014 MCFLS Budget was reviewed and he highlighted the Milwaukee County allocation of \$100,000 which is a \$33,350 budgetary increase. The Sierra library system software and server, which will replace Millennium, is a new expense through 2016. State aid revenue remained the same as 2013 at \$2,677,006. MCFLS will allocate 41% of State aid toward reciprocal borrowing for 2014 and 2015. These funds subsidize each net lending library according to its percentage of overall net lending. Ten percent of system aid will go toward the cataloging contract in 2014. Seven percent of system aid will go towards the resource library contract with MPL. Informational item.
2. **MPL Trust Fund Investment Policy Subcommittee.** Trustee Lipscomb referred to the subcommittee agendas, minutes and revised investment policy listed as attachment B, page 10 of the agenda. He briefly summarized the changes, noting that the asset allocation guidelines specify a range of their funds that can be invested in stocks, bonds and alternatives. A statement giving the Board the right to authorize expenditures for special projects to meet the needs of the Library, was also added. The Subcommittee recommends

2. **MPL Trust Fund Investment Policy Subcommittee.** (continued)  
approval. Trustee Lipscomb moved approval of the Milwaukee Public Library Trust Fund Investment Policy dated October 3, 2013 to the full Board of Trustees. Trustee Cook seconded the motion. Motion passed.
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3. **Library Building & Development Committee.** Vice President Gurda reported that at the committee meeting on October 17, 2013, two of four items were approved for action. The express library installation is postponed until spring of 2014 due to a delay in the bus shelter site preparation that will house the unit at Westlawn Gardens. Informational item.  
There were no bids received for the East Branch interior construction project. More information and clarification will be made to the Request For Proposal and the project will be rebid. Recommendations will come before the Building & Development Committee and forwarded to the full Board at their regular meeting on November 26, 2013. Informational item.  
A Central Library cooling tower, originally installed in the 1970s, needs to be replaced. The committee agreed with library administration's recommendation to award the cooling tower contract to the low bidder Butters-Fetting Co., Inc. for a total of \$438,500. Vice President Gurda moved approval and Trustee Cook seconded the motion. Motion passed.  
Director Kiely distributed a document dated October 17, 2013, titled Mayor's Proposed Budget for Milwaukee Public Library. Vice President Gurda stated that at the meeting, the committee reviewed the Facilities Plan motion, approved by the Board in 2010, which included a model for consolidating two libraries and building an area library in their place. The Mayor's 2014 proposed budget for the library includes a total of \$3,383,000 in Capital Funds. Of this, \$2.3 million is for several branch library improvements. Initial funding of \$600,000 will allow the library to begin two new mixed-use projects. The budget through 2018 excludes the area library model. Vice President Gurda said he has asked library administration to research the cost of a mixed use model in comparison to a stand-alone library. He added that experience should guide the Board's decision on the rebuilding plan as it moves forward, noting not all sites have the same qualities. Vice President Gurda moved and Trustee Cook seconded a motion to approve Mayor Barrett's plan for the library system. Motion passed. The agenda, minutes and the Mayor's Proposed Budget document are attached at the end of these minutes.
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4. **Finance & Personnel Committee.** Trustee Lipscomb reported that two recommendations were made at the Finance & Personnel Committee meeting held earlier. The Committee recommends approval of a MPL Trust Fund expenditure in the amount of \$96,846 for 2014 operational support. Of that amount, \$12,000 is from restricted funds supporting the Wisconsin Talking Book and Braille Library's staff development and the Arts and Media Department. Unrestricted funds supporting materials, programming, training, marketing and contingency total \$84,846. The total request of 4.1% of the Trust Fund balance is consistent with the investment policy guidelines. Trustee Lipscomb moved to approve the 2014 Trust Fund expenditure totaling \$96,846. Trustee Layden seconded the motion. Motion passed.  
Two library audits were conducted by the City's Comptroller's office in September. The library responded to the recommendations made by the auditors. One recommendation regarding cash controls involves Milwaukee County Federated Library System (MCFLS) software which limits MPL's ability to reconcile cash collected from overdue material fines.

4. **Finance & Personnel Committee.** (continued)

Library administration will contact MCFLS staff on the issue. The audit reports will be presented to the Common Council's Finance and Personnel Committee. The Comptroller's Office will conduct a follow up meeting with the library. The Committee will continue to be updated quarterly on any further audit discussions. The audit reports were accepted and placed on file. Informational item. The committee agenda and minutes are attached at the end of these minutes.

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**OLD BUSINESS**

5. **Strategic Plan.** Director Kiely referred to attachment C, page 16 of the agenda, MPL 2020 Our Plan for the Future. She summarized the document using a PowerPoint presentation. The plan includes new vision and mission statements, three organizational and workplace values, sets of outcomes and eight citywide strategies. The plan will be presented to the staff during a development day scheduled for November 11, 2013. Central and the branches have audited their services and each library will have a detailed plan of strategies completed by first quarter of 2014. The Strategic Planning Steering Team will develop a detailed timeline. Tools that list the activities and measure the outcomes will be used to keep the Board, the staff and the community informed. After a few comments from the Board regarding establishing partnerships, engaging the community and trusting the process, Vice President Gurda moved approval of the MPL 2020 Our Plan for the Future as presented and to endorse the vision. Trustee Cook seconded the motion. Motion passed.
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6. **Library Budget Hearing Report.** Director Kiely told the Board that the Library's budget hearing before the Common Council's Finance & Personnel Committee was held on October 10, 2013. The discussion included the impact of funding six Library Technology Specialists with library operating funds. These positions were funded with Broadband Stimulus Funds in 2013. The total requested 2014 budget represents an increase of \$174,478 which is 0.8% higher than 2013. Budget amendment day is scheduled for October 25, 2013. The City of Milwaukee's budget for 2014 will be adopted on November 1, 2013. Informational item.
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**NEW BUSINESS**

7. **Trustees 2014 Meeting Schedule.** The proposed schedule for 2014 MPL Board of Trustees meetings was presented for approval, attachment D, page 22 of the agenda. Corrections were noted: the Finance & Personnel Committee meeting on April 22 will be at Washington Park Library; the Building & Development Committee meetings will be scheduled on January 16, April 17, July 17 and October 16. Trustee Coggs moved and Trustee Cook seconded a motion to accept the 2014 Board meeting dates with corrections. Motion passed.
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8. **2014 Milwaukee Public Library Proposed Public Service Hours.** The 2014 schedule of Proposed Public Service Hours was presented for approval, attachment E, page 26 of the agenda. There were no changes proposed in the 2014 schedule compared to last year. Trustee Layden moved approval and Trustee Lipscomb seconded the motion. Motion passed.
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**ADMINISTRATIVE REPORTS**

9. **Personnel Actions**. The personnel activity for September 2013 was reviewed. Informational item.

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10. **Financial Report**. The financial report for September was presented.

Library administration reports the financial activity:

U. S. Bancorp Commercial Paper #266076131 (rated A1+/P1) dated 09/04/13 and maturing 10/04/13 at a rate of 0.09%.....\$510,000.

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11. **Library Director's Reports**. Director Kiely referred to attachment H, page 30 of the agenda. She highlighted the Digital Inclusion project that she has been working on with Trustee Bria, Sharon Robinson from the City's Department of Administration and Nancy Olson from the City's Information and Technology Management Division. Community leaders responded with interest to plans for a summit that will be held next year.

The library is once again partnering with Poet's House, showcasing a Poetic Voices of the Muslim World exhibit at Central and offering related programming.

The Central Library participated in Door Open Milwaukee giving tours to over 1,000 visitors.

The statistical reports were reviewed. The closing of East Library continues to affect the total visits and circulation which were slightly lower than the prior year. The use of electronic resources, specifically e-books and downloadable audio books, continues to grow with a monthly increase of 72.5% and 53.3% respectively.

Director Kiely noted that the 2013 Benjamin Franklin Awards Celebration honoring Mark and Debbie Attanasio of Milwaukee Brewers Baseball Club will be held at Central Library on October 24, 2013.

The Board was reminded that at the November 26, 2013 regular meeting, gifts of books or cash to purchase books for the library's shelves would be appreciated. Informational item.

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With no further business, the Milwaukee Public Library Board of Trustees meeting of October 22, 2013 was adjourned at 6:15 p.m.

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