

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday April 23, 2013
Tippecanoe Library
3912 South Howell Avenue
Milwaukee, WI 53207**

PRESENT: Ald. Milele Coggs, John Gurda, Ald. Ashanti Hamilton, Ald. Nik Kovac, Sup. Theo Lipscomb, Sam McGovern-Rowen, Dir. Mark Sain, Paula Kiely

EXCUSED: Denise Callaway, Sharon Cook, Chris Layden, Joan Prince

STAFF: Meg Diaz, Christopher Gawronski, Bruce Gay, Consuelo Hernandez, Kelly Highbanks, Joan Johnson, Dawn Lauber, Kathryn Mlsna, Taj Schoening, Crystal Sura, Brooke VandeBerg

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Ald. Terry Witkowski, Common Council

President Hamilton called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:55 p.m. on April 23, 2013. Agenda items were taken out of order; however, these minutes are presented in numerical sequence.

PUBLIC COMMENT Ald. Terry Witkowski welcomed the Board to the 13th district, Milwaukee's Garden District, giving an overview of the community.

Tippecanoe Library Branch Manager Christopher Gawronski spoke briefly on the history of the library. Tippecanoe Library opened in 1971, but the City provided library service in the neighborhood since 1960 in a Town Of Lake building. Highlighting the services, he mentioned the Adult Literacy and Basic Skills Tutoring and Read to Rover. Special collections include materials on Milwaukee and Wisconsin and an accelerated reading section that was developed in cooperation with local schools. The Board was invited to tour the library after the meeting.

APPROVAL OF MINUTES Trustee Lipscomb moved and Trustee Kovac seconded a motion to approve the March 26, 2013 minutes. Motion passed.

SPECIAL COMMUNICATION

1. **Appearance by Poets Laureate.** Director Kiely introduced James Chapson and Jeff Poniewaz. They have been selected to serve as Milwaukee Poets Laureate for a two-year term. The poet laureate makes several guest appearances during the term, promoting poetry throughout the community. Their Inaugural Poetry Event is scheduled for Sunday, May 5, 2013. Each poet read one of their works. The Poet Laureate Program is supported through the generous contributions of the Friends of the Library. Informational item.

COMMITTEE REPORTS

2. **Building and Development Committee.** Committee chair Trustee Gurda provided a report on the April 18, 2013 Building and Development Committee meeting. The Tippecanoe

2. **Building and Development Committee.** (continued)

Library HVAC replacement project was discussed. The current HVAC system is original and needs to be replaced as part of the building's renovation. Of the two bids that were received, one was incomplete. Library administration recommends awarding the contract to the highest ranked company, Hammel, Green, Abrahamson, Inc. (HGA) for \$121,383 for engineering architectural services. The cost is within 15% of the estimated total project cost of \$875,000. A request for bids for the actual construction will be issued after the system specifications are developed. Trustee Gurda moved and Trustee Sain seconded a motion to award the Tippecanoe Library HVAC contract for engineering services to HGA for \$121,383. Motion passed.

Trustee Gurda explained the East Library Condominium Agreement governs the relationship between the City of Milwaukee/Library as a condominium owner and HSI as the owner of the apartments condominium and the retail condominium. The Declaration of Condominium and the Summary of Condominium Bylaws require the library and the apartments owner to agree on any changes affecting the building. The City Attorney's Office helped draft and approved the documents. Trustee Gurda moved approval that the Board enter into the East Library Condominium Agreement. Trustee Lipscomb seconded the motion. Motion passed.

The Building and Development Committee also saw East Library conceptual design renderings presented by HGA. Design development of the library is in its beginning stage. The interior build-out drawings will be completed in late summer. Informational item. The Committee meeting agenda and minutes are attached at the end of these minutes.

3. **Finance and Personnel Committee.** Committee chair Trustee Lipscomb gave a report on the March 26, 2013 Finance and Personnel meeting. Board members received the Audited Financial Statements for the Milwaukee Public Library Trust Fund for 2012 prior to the meeting. During the Committee meeting, Mr. Joel Joyce, auditor from Reilly, Penner & Benton LLP, described the audit as clean with no concerns raised. Trustee Lipscomb moved acceptance of MPL's 2012 audit. Trustee Sain seconded the motion. Motion passed.

Trustee Lipscomb added that there were no other actions items during the meeting; however, significant discussion concerning a review of the MPL Trust Fund Investment Policy and investment allocations took place that may lead to Board action in the next quarter. The Committee meeting agenda and minutes are attached at the end of these minutes.

4. **Milwaukee County Federated Library System (MCFLS) Board.** Trustee Kovac distributed a document titled Member Library Agreement – Discussion Points, dated April 22, 2013 (attached at the end of these minutes). Trustee Kovac informed the Board that the discussion points are preliminary. State Aid to the System will be flat for 2014-2015, after a reduction of approximately \$600,000 in 2012-2013. In the past two Member Agreements, a percentage of State Aid was allocated to reciprocal borrowing, the Resource Agreement, and the Cataloging contract. Director Kiely noted that an initial meeting with the MCFLS Director has taken place. The Library Directors Advisory Committee (LDAC) will begin to review sections of a draft document in May 2013. The MCFLS Board could consider a final draft document at its September meeting. Libraries would be asked to sign the Member Agreement for 2014-2015 at the end of 2013. Informational item.

OLD BUSINESS

5. **Surplus Furniture from East Library Auction Follow-up.** Director Kiely referred to the memo dated April 15, 2013, regarding the Richard Wright Auction House, attachment B, page 18 of the agenda. At the recommendation of Trustee Layden, library administration contacted the Richard Wright Auction House in Chicago to inquire about auctioning surplus Eames chairs. The auction house was not interested in auctioning all the chairs, therefore, the library will continue to work with Leslie Hindman Auctioneers to sell the furniture. Informational item.

NEW BUSINESS

6. **Foundation Report.** MPL Foundation Executive Director Meg Diaz reported that the Friends of the Library held their annual Literary Luncheon earlier today, featuring author Elinor Lipman, at the Pfister Hotel. The Friends partnered with Boswell Books for the event. Funding updates include approval from the Bader Foundation for a grant for summer reading. The Faye McBeath Foundation, who has been a traditional funder of the summer reading program, has granted the library \$35,000 for 2013, and an additional \$35,000 pending a long-range sustainability plan. The total summer reading budget is \$139,000 in private support. The largest donor for the summer reading program is Northwestern Mutual at \$50,000. Informational item.

ADMINISTRATIVE REPORTS

7. **Personnel Actions.** The personnel activity for March was reviewed. Informational item.
8. **Financial Report.** The financial activity for December 2012 and March 2013 were presented.
Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #362087920 (rated A1/P1) dated 03/04/13 and maturing 04/03/13 at a rate of 0.09%.....\$510,000.
9. **Library Director's Reports.** Director Kiely referred to attachment E, page 23 of the agenda. She noted that a statistics summary is included in the narrative of the report. The statistical graphs were reviewed. Director Kiely commented that an updated weekly e-newsletter, listing upcoming library activities, has been produced by the Communications and Marketing Department and will be issued every Tuesday. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of April 23, 2013 was adjourned at 5:50 p.m.
