

**MILWAUKEE PUBLIC LIBRARY
BOARD OF TRUSTEES
REGULAR MEETING
MINUTES
Tuesday October 28, 2014
Central Library Meeting Room 1
814 W. Wisconsin Avenue
Milwaukee, WI 53233**

PRESENT: Michele Bria, Denise Callaway, Ald. Milele Cogg, Sharon Cook, John Gurda, Ald. Ashanti Hamilton, Ald. Nik Kovac, Chris Layden, Sup. Theo Lipscomb, Dir. Mark Sain, Paula Kiely

EXCUSED: Joan Prince

STAFF: Rachel Arndt, Ryan Daniels, Consuelo Hernandez, Joan Johnson, Dawn Lauber, Bill Lenski, Sam McGovern-Rowen, Judy Pinger, Taj Schoening, Crystal Sura, Brooke VandeBerg

OTHERS Amy Hefter, Legislative Reference Bureau

PRESENT: Ellen Tangen, City Attorney's Office

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:45 p.m. on October 28, 2014 with a quorum present. Trustee Cogg participated by conference phone. The agenda was revised to include a report from the October 28, 2014 Building and Development Committee meeting.

PUBLIC COMMENT None

Director Kiely introduced Librarian Rachel Arndt who was recently promoted to the Central Library General Reference and Customer Service Manager.

APPROVAL OF MINUTES Trustee Hamilton moved and Trustee Bria seconded a motion to approve the September 23, 2014 minutes. Motion passed.

COMMITTEE REPORTS

1. **Executive Committee.** Chair Gurda referred to the committee minutes, attachment B, page 14 of the agenda. He suggested that the Board agenda format be changed to a consent agenda, which will allow the Board to focus discussion on substantive topics of importance to the library system. He added that moving to a consent agenda will give the Board the opportunity to become better educated on library resources and community topics that the library can engage in. Trustees will have the responsibility of reviewing the committee minutes and statistical reports prior to the regular meeting. Trustee Cook moved approval to change to the consent agenda format for Board meetings in 2015. Trustee Bria seconded the motion. Motion passed.
2. **Building & Development Committee.** Chair Bria noted that the Building & Development meeting was held on October 16, 2014 and reported the Tippecanoe design plans were approved by the committee and entertained a motion for approval from the full Board. The Board reviewed the floor plan and design concept from Engberg Anderson Inc., dated September 10, 2014. Deputy Director Johnson, manager of the project, summarized the design. Trustee Cook moved approval and Trustee Lipscomb seconded the motion. Motion passed.

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

Chair Bria said that at the request of library administration, the committee approved giving authority to library administration to contract with an auction company to sell furniture that will be removed from branch libraries as they are renovated or replaced. Proceeds from the auctions will be used for the branch projects. Trustee Bria moved the recommendation to the full Board. Trustee Hamilton seconded the motion. Motion passed.

Chair Bria recused herself from the discussion on the Branch Redevelopment Program because as Chief Operating Officer of Journey House there is a conflict of interest. Journey House is a partner with Cardinal Capitol in one of the proposals submitted in response to the Request For Interest for the Forest Home Library. Vice-Chair Sain reported on both discussions from the October 16, 2014 and the October 28, 2014 Library Building and Development Committee Meetings. A team consisting of him, Director Paula Kiely, Deputy Director Joan Johnson, Construction Project Manager Sam McGovern-Rowen, and City Planner Vanessa Koster met to review the fourteen proposals received. The team recommended to the Building and Development Committee that the Forest Home and Mill Road branches be prioritized for redevelopment and a Request For Proposal (RFP) be issued. Two Building and Development Committee meetings will be scheduled at those branches to interview developers and review their proposals. The community will be invited. The timeframe will be condensed in order to take advantage of federal tax credits, applications of which are due on January 30. Trustee Sain moved approval that Library Administration proceed with an RFP for the Forest Home and Mill Road Branch facilities. Trustee Cook seconded the motion. Motion passed.

The committee also received a progress report on the library's participation in the Milwaukee Civic Partnership Initiative Valuation Report. The recommendation from the Committee is for Director Kiely and Vice-President Bria to meet to draft a process and update the Department of Administration's Director, who is leading the initiative. The Board will retain the authority to approve or disapprove marketing library assets. Informational item.

The Committee reviewed the status of completed and current library projects listed on a Capital Projects Report dated September 2014. The report was accepted. Informational item.

3. **Finance & Personnel Committee.** Chair Lipscomb briefly summarized the five items that were discussed at the October 28, 2014 Finance and Personnel Committee meeting held earlier.

The MPL Trust Fund investments report was reviewed and accepted. Informational item.

The Quarterly Report of the Internal Control of the MPL Trust and Gift Funds was accepted without issue. Informational item.

The MPL Audit of Expenditure and Cash Controls 4th Quarterly Update dated October 2014, was provided by Director Kiely. The City Comptroller's recommendations have been implemented. Discussions will continue with the Milwaukee County Federated Library System to see if the CountyCat software vendor can make changes that would allow the library to reconcile daily cash deposits. Informational item.

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

The Committee reviewed and approved the Overdue Fines and Fees Policy that was revised to include a Fee Dispute Form. Managers will continue to have the authority to waive fines, but the front line staff will not. Trustee Kovac commented that he recognizes the need for consistency but noted that it is not the library's goal to collect fines. After President Gurda asked how much the annual fine revenue is, Director Kiely responded \$350,000. President Gurda said that he shares Trustee Kovac's concern that patrons need to be accountable for materials but the library needs to be accessible to the public. Trustee Lipscomb moved approval of the policy. Trustee Sain seconded the motion. Motion passed.

The Committee recommends that a joint Request For Proposal be issued for an investment firm to manage the MPL Trust Fund in collaboration with the MPL Foundation. Board members were present during the closed session of the Finance and Personnel Committee meeting. With no further discussion, Trustee Lipscomb moved and Trustee Bria seconded a motion to approve the recommendation. Motion passed.

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4. **Milwaukee County Federated Library System (MCFLS) Board.** Resource Library Representative Trustee Kovac reported that he was unable to attend the October 20, 2014 MCFLS meeting. Public Services Area Manager Dawn Lauber did attend the meeting and reported that a quorum was not attained therefore the meeting was not called to order and no action was taken. Informational item.

OLD BUSINESS

5. **Library Artifact.** President Gurda entertained a motion to convene in closed session for discussion relating to the permanent loan agreement of the "The Bookworm" by Carl Spitzweg, pursuant to Wisconsin Statutes 19.85(1)(e). Trustee Cook so moved. Trustee Sain seconded the motion. Roll was called and unanimously passed. Trustee Cogg was excused. Director Kiely, Marketing and Public Relations Officer Brooke VandeBerg, Assistant City Attorney Ellen Tangen and Administrative Assistant Crystal Sura remained during the closed session. The Board reconvened in open session. President Gurda entertained a motion on the subject of "The Bookworm" painting. Trustee Hamilton moved that the library adopt the agreement for permanent loan of "The Bookworm" painting to the Milwaukee School of Engineering's Grohmann Museum, that the proceeds collected from this loan be placed in the MPL Trust Fund and that the transfer of the painting take place no later than December 31, 2014. He added that if the painting is not kept in its original frame, that the frame be returned to the library's possession. Seconded by Trustee Layden. Motion passed with President Gurda and Trustee Kovac objecting. Trustee Cook expressed her appreciation to Ms. Tangen, on behalf of the Board, on her assistance throughout the loan process.

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6. **Library Budget Hearing Report.** Director Kiely said that she made a presentation to the Common Council's Finance and Personnel Committee at the October 10, 2014 budget hearing regarding the library's 2015 budget. No further communication from the Budget Office has been received to indicate that there would be any budget amendments. When passed, the budget will allow the library system to continue services at the same level as this year. Informational item.

NEW BUSINESS

7. **2015 MPL Trust Fund Expenditures.** Director Kiely referred to attachment C, page 16 of the agenda. The 2015 Trust Fund and Gift Fund Expenditure Request memo dated October 21, 2014 provides details on the request to expend up to \$284,418 from the MPL Trust and Gift Funds for operational support during 2015. Unrestricted funds totaling \$87,718 would be used for staff training, public program support, marketing and promotion, and collection materials. This amount is based on 4% of the average unrestricted fund value of the last twelve quarters. The balance of the request is restricted and gift funds. After a brief discussion, Trustee Cook moved and Trustee Bria seconded a motion to approve \$284,418 from the MPL Trust and Gift Funds for operational support during 2015. Motion passed.
8. **2015 Milwaukee Public Library Proposed Public Service Hours.** Director Kiely referred to the 2015 Milwaukee Public Library Public Service Schedule of Hours, attachment D, page 19 of the agenda. There are no changes to public services hours from 2014 to 2015. Trustee Cook moved and Trustee Sain seconded a motion to approve the 2015 MPL public service hours. Motion passed. Trustee Cook asked how much it costs to keep the library system open for one hour. She said that knowing that cost may be a good way to discuss the budget moving forward.
9. **MPL Foundation Update.** MPL Foundation Executive Director Ryan Daniels reported that the Foundation has raised \$1,396,282 compared to \$885,000 last year at this time. Over 400 guests attended the Benjamin Franklin event which raised over \$600,000. Roundy's was acknowledged for their generous support of the award dinner. The Foundation is now focusing their efforts to raise funds for the East Library. The new library is recognized as a model of twenty-first century literacy by donors and the community. Trustee Cook expressed her gratitude to the Foundation staff for their efforts, on behalf of the Board. Informational item.

ADMINISTRATIVE REPORTS

10. **Personnel Actions.** The personnel activity for September was reviewed, as shown on attachment E, page 20 of the agenda. Director Kiely mentioned that five interns from UWM's School of Information Studies will work throughout the library system, earning credits toward their graduate degree. Informational item.
11. **Financial Report.** The financial report for September 2014 was presented as attachment F, page 22 of the agenda. Library administration reports the financial activity:
U. S. Bancorp Commercial Paper #362093675 (rated A1/P1) dated 09/05/14 and maturing 10/06/14 at a rate of 0.06%.....\$457,000.
12. **Library Director's Reports.** The Director's report, attachment G, page 24 of the agenda was reviewed. Director Kiely highlighted the many outreach activities. The library staff has been very successful on connecting to the community throughout the year.
Students from South Africa visited Central for an overview of MPL and its services.
Harvest Fest at Central was a success with 875 people attending.
MPL Express opened on October 2 and is averaging more than 20 transactions per day.
The statistical reports were reviewed. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of October 28, 2014 was adjourned at 6:10 p.m.