

MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

**REGULAR MEETING
MINUTES**

Tuesday, May 28, 2024

**Central Library
Rotary Club of Milwaukee Community Room
814 W. Wisconsin Avenue
Milwaukee, WI 53233**

- PRESENT:** Mark Sain, Michele Bria, Teresa Mercado, Ald. Milele Coggs, Michael Morgan, Ald. Scott Spiker, Ald. Larresa Taylor, Sup. Kathleen Vincent, Venice Williams, Joan Johnson
- EXCUSED:** Matthew Kowalski, Felicia Saffold, Erika Siemsen
- STAFF:** Chantel Clark, Melissa Howard, Yves LaPierre, Sarah Leszczynski, Tammy Mays, Jennifer Meyer-Stearns, Karli Pederson, Marian Royal, Rebecca Schweisberger, Kelly Wochinske

President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:32 p.m. on May 28, 2024. Trustees Coggs and Mercado participated by phone. The agenda items were taken out of order; however, these minutes are presented in numerical sequence.

CONSENT AGENDA

1. **Regular Board Meeting Minutes April 23, 2024**
2. **Committee Reports**
 - a. Finance & Personnel Committee Meeting Minutes – April 23, 2024
 - b. Building & Development Committee Meeting Minutes – May 2, 2024
3. **Administrative Reports**
 - a. Financial Report
 - b. Library Director’s Reports
 - c. Statistics

Chair Sain asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 3-36 of the agenda. Hearing no objection, the Consent Agenda was approved.

REPORTS

4. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Trustee Vincent reported on the May 16, 2024 meeting. The MCFLS Board approved a 3-year contract for UserWay Widget. It is an accessibility tool that overlays existing systems and will be used on all interfaces for the new online catalog. The new CountyCat platform will go live on June 20th. A demonstration of the beta version was presented at the MPL Library Services & Programs Committee meeting on May 1st. The MCFLS Board moved into closed session to discuss system contracts. Informational item.

5. **Library Services & Programs Committee Meeting.** Trustee Vincent presented action items from the May 1, 2024 meeting.
 - **New MPL Policy Approval Request.** Library Information Services Manager Dan Keeley presented a new MPL policy related to the Children’s Information Protection Act (CIPA) and internet safety. MPL administration requested authorization to create a separate, specific policy to officially codify MPL’s internet safety policy, particularly as it relates to CIPA, in order to comply with federal E-rate participant requirements. MPL will bring the new policy to the Board for approval. Informational item.
 - **New MPL Policy Approval Request.** Associate Director of Strategic Initiatives and Public Services Chantel Clark presented the revised meeting room use policy. The policy codifies the following:
 - o Consolidates several existing policies and procedures into one document
 - o Establishes a priority of use
 - o Establishes fees for room use
 - o Reduce restrictions for the business community to use the meeting spaces
 - o Clarifies prohibited uses

The new policy will be implemented in alignment with the new reservation management software. The new software is expected to roll out in September and information will be shared with patrons in advance. MPL Administration recommends these changes based on thorough research and feedback from the Board. Trustee Vincent moved to approve the new policy as written and Trustee Bria seconded. Motion passed.

NEW BUSINESS

6. **Officer Election.** Trustee Morgan reviewed the slate presented by the Nominating Committee: Mark Sain for President, Michele Bria for Vice-President, and Teresa Mercado for Financial Secretary; the Past President seat is vacant. No other nominations were presented. Trustee Spiker moved to approve the slate and Trustee Vincent seconded. Motion passed.
7. **Annual Bylaws Review.** President Sain referred to the MPL Board Bylaws, listed as Attachment D of the agenda. No changes were recommended. Informational item.
8. **Proposed Revisions to MPL Board Operating Guidelines.** Library Director Joan Johnson reviewed proposed changes to the MPL Board Operating Guidelines. The changes are related to the procedures and protocol MPL must abide when certain personnel actions are taken. For most other City departments, these actions are handled by the Civil Service Commission (CSC). The MPL Board has authority over library personnel actions. The proposed revisions will align MPL procedures more closely with those of the CSC and incorporate more inclusive language. The appeal process form was updated to instruct appellants to submit directly to the Library Director rather than the Department of Employee Relations (DER). The Board directed MPL to send the revisions to the City Attorneys Office for review and resubmit it for a vote at the July 23, 2024 meeting. Informational item.
9. **Contract Awards – Wisconsin Talking Book and Braille Library and Interlibrary Loan Service.** Business Finance Manager Sarah Leszczynski presented the Wisconsin Talking Book and Braille Library (WTBBL) and Interlibrary Loan Service (ILS) contracts, listed as Attachment F of the agenda, for approval. The contracts are State-funded grants and MPL is the exclusive contractor for these services. MPL enters into these agreements each year and they run July-June, in conjunction with

the State budget cycle. For the 2024-2025 cycle, both grants received a 3% increase. The WTBBL total is just over \$1M and the ILS total is \$197,100. The Board was briefed on the services WTBBL and ILS provide. Trustee Vincent moved to approve the WTBBL and ILS contracts and Trustee Taylor seconded. Motion passed.

10. **Contract Award – Martin Luther King Branch Redevelopment.** Library Construction Projects Manager Yves LaPierre referred to the memo listed as Attachment G of the agenda. MPL issued a Request for Proposal (RFP) for the redevelopment of the Martin Luther King branch. Two complete and responsive bids were received at the public bid opening. Trustee Coggs moved to award the contract to Scherrer Construction, for a total cost of \$4,909,788.00; Trustee Bria seconded. Motion passed.

11. **Summer Reading Program.** Library Public Services Area Manager (Education & Outreach) Kelly Wochinske presented an update on MPL’s Summer Reading Program (SRP). The goal of SRP is to support kids, teens, and families and keep them reading all summer. Studies suggest that lower income students can be 2-3 years behind more affluent peers when entering school. For babies and toddlers, High 5 Bingo promotes 5 practices of early literacy that parents and caregivers can do with children each day, with a goal to log 2 hours of reading. Children 6-12 years old can use the bi-lingual badge book to track reading each day, reach at least 15 hours of reading, and make book recommendations to their peers. Teens can participate using the DIY journal to track reading. They can use stickers to design their journal and are encouraged to read 3 books, provide 3 book reviews, and submit a reflection piece. Summer reading begins June 1st and a grand prize drawing will be held at each location at the end of summer. MPL will continue outreach over the summer, with visits planned to 84 childcares and 184 school-age sites. The sites opt-in to a variety of resources from MPL, including deposit book collections, access to an online resource portal with recorded programs and lesson plans, DIY boxes with materials to implement the Super Reader Squad programs, and professional development. Select sites will receive more in-person support, with AmeriCorps staff leading literacy and STEM activities at 11 locations. MPL is working with Milwaukee Rec and will deliver DIY boxes to all 17 playground locations and will have staff at 3 playgrounds once per week. MPL and the Housing Authority will be holding 3 events at Westlawn. MPL Outreach staff will also be present at various events, including: National Night Out, Chill on the Hill, COA Skylight Concert Series, the Fondy Market, and Washington Park Wednesdays Concert Series. Additionally, MPL will be tabling at Pride Fest, Juneteenth Day, and Mexican Fiesta. Throughout these events, MPL gives out more than 20,000 books each summer. A Summer Reading Program kick-off party will be held on June 8th and all Trustees are invited to attend. Ms. Wochinske offered thanks and appreciation to the MPL Foundation for their ongoing funding and support of the SRP. Informational item.

12. **Closing Remarks.** President Sain thanked Vice-President Bria for taking on Board leadership duties during his leave of absence.

With no further business, the Milwaukee Public Library Board of Trustees meeting of May 28, 2024 was adjourned at 6:05 p.m.
