

REPORT OF THE BOARD'S DELEGATE TO THE LIBRARY BOARD

November 30, 2017

Submitted by Director Mark Sain

REPORT ON THE SEPTEMBER 2017 MEETING OF THE MILWAUKEE PUBLIC LIBRARY'S BOARD OF TRUSTEES

I. CALL TO ORDER AND ROLL CALL

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:35 p.m. on September 26, 2017, in the Community Room of the Central Library, 814 West Wisconsin Ave., Milwaukee, Wisconsin. A quorum of members of the Library Board was present.

- PRESENT:** JoAnne Anton, Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda, Alderman Cavalier Johnson, Ald. Nik Kovac, Chris Layden (excused at 5:30pm), Sup. Marcelia Nicholson, Director Mark Sain, Paula Kiely
- EXCUSED:** Joan Prince, Jennifer Smith
- STAFF:** Barbara Henry, Joan Johnson, Dawn Lauber, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Judy Pinger, Crystal Sura, Kirsten Thompson, Kelly Wochinske
- OTHERS:** Eric Pearson, Budget and Policy Division; Terrell Walter & Danielle Bergner, Maures Development / Royal Capital Group; Mary Schanning & Rachel Kennedy, City Attorney's Office; and Frank Martinelli, Center for Public Skills Training

II. RESOURCES, RECOMMENDATIONS, RESEARCH

Library Archives in Poland

Humanities and Archives Coordinator Kirsten Thompson reported that one of the special collections housed at Central Library is the Local History and Manuscript collection. Dr. Anne Gurnack was using the collection to research the Jones Island Kaszube fisherman settlement in Milwaukee. Her research led to a library partnership with a museum in Poland. Library staff digitized over 150 images from the Kaszube settlement and sent them to the museum in Poland to be used in an exhibit this fall.

III. REPORTS

A. Milwaukee County Federated Library System (MCFLS) Board

Trustee Nik Kovac, Resource Library Representative, had been excused from the September 18, 2017, MCFLS Board meeting, so Director Kiely reported that the meeting was routine and that there was nothing remarkable to report.

B. Building and Development Committee

1. Committee Chair Bria provided the report from the Committee's meeting of September 7, 2017, regarding the Mitchell Street and Forest Home properties, and the Mill Road/Good Hope project. Chair Bria briefly summarized the Committee's discussion.
2. The Mitchell Street grand opening will be on October 7, 2017.

3. Vice-President Bria moved the Committee’s recommendation to direct library administration to communicate with the Department of City Development that the Forest Home branch’s building will be available on November 1, 2017, and to request that the net proceeds from the sale of the building be credited to the Library Fund. Trustee Cook seconded the motion. Motion passed.

4. The Trustees had received the document titled “Term Sheet Library Project 7717 West Good Hope Road” prior to its meeting. The Board of Trustees having resolved itself into a committee of the whole, Library Construction Project Manager Sam McGovern-Rowen summarized the Term Sheet, which outlined the parties involved, the project, financing, details of the library unit, details of the developer’s unit, and other details of the project and timing. The Term Sheet will guide the execution of all additional project-related documents to implement the project. After a brief discussion, Trustee Anton moved, and Trustee Bria seconded, a motion to approve the Term Sheet for the library project at 7717 West Good Hope Road. Motion passed.

IV. OLD BUSINESS

Summer Reading Club

Kelly Wochinske, Youth and Community Outreach Services Manager, referred to the memo regarding the summer reading program’s results, dated September 11, 2017. Ms. Wochinske announced that the MPL team had met its goal of enrolling 25,000 participants in the summer reading program. A total of 25,074 children and teens signed up, a slight decrease of 2% from last year. Promotional efforts included direct mailings to childcare centers, sign-up materials distributed to all schools, and an increase in outreach sites. Registration and the ability to log reading activities were available online. Plans are already in progress for the 2018 program, and the staff will be reviewing the online process to ensure that it is intuitive for all ages to use.

Director Kiely added that the Library is partnering with Milwaukee Institute of Art and Design to build a “tiny library,” a portable library which may be used during the summer at such outreach sites as the parks.

2018 Library Budget

Director Kiely noted that Mayor Barrett had released his proposed 2018 budget on September 26, 2017. Assistant Director Jennifer Meyer-Stearns distributed and summarized the MPL’s Year 2018 Proposed Budget Overview. The decrease in state shared revenue and the increase in the pension contribution have led to a challenging 2018 budget for City departments. The proposed operating budget for the Library includes a 2.2% decrease, or \$519,744 less than 2017.

- MPL will hold 11.6 FTE positions vacant.
- Mill Road branch will use a limited-service model during the construction of the new library on Good Hope Road. Capital funding for the branch building initiative is maintained.
- A joint public hearing took place October 9.
- The Common Council’s Finance and Personnel Committee held hearings on October 6 through October 17.
- The Library’s budget hearing was on October 16.
- Budget amendment day was November 3.
- The Common Council’s final approval was on November 10.

- Director Kiely had reached out to Common Council members to brief them on the Library’s budget.

V. NEW BUSINESS

Public Library System Redesign (PLSR)

Director Kiely referred to the report of the Wisconsin Council on Library and Network Development (COLAND) on the PLSR dated September 8, 2017. The latest activities of the Steering Committee were reviewed. Several regional meetings have taken place to offer an update on the project. Library and system directors, staff, trustees, and community members had been invited to attend. Accountability and funding for recommended changes were concerns expressed by several attendees. The Steering Team is collecting the feedback from these meetings and will respond to it. Final recommendations from the workgroups are expected in February 2018. A report will be sent to the State Superintendent in the fall of 2018.

VI. STRATEGIC DISCUSSION

Library Board Retreat

At the Library Board’s meeting on May 23, 2017, there had been consensus among the Trustees that a day-long Board retreat would be beneficial for strengthening relationships and discussing board governance, succession planning, and issues that will impact Milwaukee’s library system. The library’s administrative team will also be invited to participate.

President Gurda introduced Mr. Frank Martinelli, a consultant on board governance, who will provide planning tools and resources for the Trustees. He distributed a document titled “MPL Board of Trustee Presentation.” The Board will consider succession planning as an ongoing part of MPL’s future organizational development and long-term sustainability. Future scenarios reflecting multiple perspectives on how the future might unfold for the library system will also be considered. A planning team will be recruited to get the retreat process moving forward with a determined focus. More information on the retreat will be forthcoming.

VII. ADJOURNMENT

With no further business, the Milwaukee Public Library Board of Trustees’ meeting of September 26, 2017, was adjourned at 6:00 p.m.

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REPORT ON THE OCTOBER 2017 MEETING OF THE MILWAUKEE PUBLIC LIBRARY’S BOARD OF TRUSTEES

I. CALL TO ORDER AND ROLL CALL

President Gurda called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:35 p.m. on October 24, 2017, in the Community Room of the Mitchell Street Library, 906 West Mitchell Street, Milwaukee, Wisconsin. A quorum of members of the Library Board was present.

PRESENT: JoAnne Anton, Michele Bria, Ald. Milele Coggs, Sharon Cook, John Gurda, Ald. Cavalier Johnson, Supt. Marcelia Nicholson, Joan Prince, Jennifer Smith, Paula Kiely

EXCUSED: Ald. Nik Kovac, Chris Layden, Dir. Mark Sain

- STAFF:** Tony Frausto, Barbara Henry, Joan Johnson, Dawn Lauber, Sam McGovern-Rowen, Judy Pinger, Crystal Sura, Kirsten Thompson, Kelly Wochinske
- OTHERS:** Eric Pearson, Budget and Policy Division; Frank Martinelli, Center for Public Skills Training

President Gurda introduced Tony Frausto, Mitchell Street Branch Manager, who welcomed the Board. He said the staff are excited to continue to support the library's mission at Mitchell Street.

II. RESOURCES, RECOMMENDATIONS, RESEARCH

Studio M.

Deputy Director Joan Johnson stated that one of the unique spaces in Mitchell Street branch is the maker space, called Studio M, which is a place where patrons can learn and create. The space is equipped with a sound-and-video-production studio. Other resources include materials and tools to support makers' activities. A demonstration kitchen will support culinary and health literacies. The space will support several tracks of programming, such as library-generated programs, partnership initiatives, and community-driven programming.

III. REPORTS

A. Innovation and Strategy Committee

1. Chair Prince summarized the discussion around the Committee's responsibilities and goals. Several suggestions and areas of focus emerged:

- legislative affairs
- strategic planning
- board education
- library best practices
- value of library and its holdings
- role of the "tiny library"
- generative role as thinkers
- scenario planning
- succession planning.

2. The Committee will add context on the themes and will work with staff to send out a survey to the Board. The survey, which will provide an opportunity for additional thoughts, will rank the order of priority before the Committee moves forward.

3. The Committee discussed the Board retreat which is scheduled for February 28, 2018, and will serve to assist staff in the preparation of the retreat and with activities during the retreat and will advise on any follow-up after the retreat.

B. Library Finance and Personnel Committee

1. Chair Anton provided a report from the October 4, 2017, meeting regarding the quarterly review of fund investments and internal controls, trust fund expenditures, gifts, and the MPL Foundation's program report. She reported that the Committee had accepted the U.S. Bank's quarterly report on the investment performance of the Library's trust fund.

2. Assistant Library Director Meyer-Stearns confirmed that the internal controls for the Library's trust and gift funds were followed and that there were no issues to report.

3. Trustee Anton moved the Committee's recommendation to approve Director Kiely's request to expend up to \$144,738 from the Milwaukee Public Library Trust and Gift Funds for operational support during 2018, \$10,000 of which is to be restricted to support materials pertaining to art, travel, literature, or music. The unrestricted amount was based on 4% of the average value of the fund of the last 12 quarters. Trustee Bria seconded the motion. Motion passed.

4. Trustee Anton moved the Committee's recommendation that Mrs. Lucile Krug's gift of \$850,000 be advanced to the MPL Foundation. Half of the gift will be restricted to supporting the rare books collection, and the MPL Foundation will be responsible for ensuring that the funds are used in accordance with the wishes of Mrs. Krug. It was noted that large bequests to MPL should be reviewed individually. Trustee Prince seconded the motion. Motion passed.

5. Director Kiely submitted a list that identified projects and programs that the MPL Foundation will be asked to support in 2018.

C. Building and Development Committee

1. Committee Chair Bria provided the report from the Committee's meeting of October 5, 2017, regarding the Mill Road/Good Hope project and Martin Luther King redevelopment. Chair Bria briefly summarized the Committee's discussion: The Committee had reviewed an update on the design concept for the Good Hope project. The architect's revisions were made with consideration of the Committee's suggestions. A previous concern was library parking spaces; the developer confirmed the library will have 60 parking spaces. Some suggestions were made about the signage that will identify the library space.

2. Mr. Lavelle Young presented an updated financing plan for the redevelopment of the Martin Luther King library. One of the project's sources is contingent on the Bader Philanthropies Board's decision, on October 27, 2017 to fund the project for \$500,000. WHEDA and LISC have given their commitment to support the project. After discussing in closed session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), the Committee was satisfied with the progress and direction of the financing plan.

3. Trustee Bria also noted that the development team is in negotiations to acquire the adjacent lot north of the library to create 15 more parking spaces for the library. Director Kiely added that the library is working with a consultant and the developer to price out costs for the grey box. The City is investing \$2.35 million in the project and so is looking for \$2.35 million of value. Estimated library costs may be available at the meeting of the Building and Development Committee scheduled for is scheduled for February 28, 2018.

D. MPL Foundation

1. The MPL Foundation's Executive Director, Ryan Daniels, announced that the Benjamin Franklin award celebration raised \$2.3 million. He noted that \$2 million was donated by award honoree Senator Herb Kohl. Mr. Don Rosanova was the other awardee. Mr. Rosanova had been on the Foundation's Board of Directors for 14 years, and his efforts had helped the Foundation raise over \$2 million over the course of his tenure on the Board.

3. The Foundation has raised \$3.5 million, compared with \$1.35 million at this time last year. The Foundation is working on year-end engagement of donors and launching a planned giving initiative. More information about the planned giving initiative will be shared next year.

4. More than \$700,000 in grant applications are currently pending. The National Endowment for the Arts has awarded a grant which will underwrite the programming related to Mitchell Street's alleyway.

IV. OLD BUSINESS

2018 Budget Update

Director Kiely reported that the Library's budget hearing before the Common Council's Finance & Personnel Committee had been held on October 16, 2017. She noted that it was an interactive hearing. At the close of the hearing, Alderwoman Coggs had made a comment about the Library and our innovative and forward thinking and management that seemed very heartfelt. The staff is proud to be recognized in this way. The library has not been contacted regarding amendments to the Library's proposed budget.

V. NEW BUSINESS

Trustee's 2018 Meeting Schedule

The 2018 MPL Board of Trustees' meeting schedule was distributed. Trustee Anton moved, and Trustee Cook seconded, a motion to approve the schedule. Motion passed.

VI. STRATEGIC DISCUSSION

Library Board Retreat

Mr. Frank Martinelli from the Center for Public Skills Training distributed a memo dated October 25, 2017, regarding a retreat-planning survey. He will be facilitating a Board retreat on February 28, 2018, that will focus on trustee governance. The responses to the survey will be anonymous and will help set the stage for the governance work that the trustees will do during the retreat. The planning process, which will continue over the next several months, will include a number of strategic-thinking and analysis activities.

VII. ADJOURNMENT

With no further business, the Milwaukee Public Library Board of Trustees' meeting of October 24, 2017, was adjourned at 6:00 p.m.

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