

MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

**REGULAR MEETING
MINUTES**

Tuesday, October 22, 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, Matthew Kowalski, Michael Morgan, Felicia Saffold, Ald. Scott Spiker, Ald. Larresa Taylor, Venice Williams, Joan Johnson
- EXCUSED:** Erika Siemsen, Sup. Kathleen Vincent
- STAFF:** Amanda Burns McGillivray, Chantel Clark, Dawn Gardner, Melissa Howard, Dan Keeley, Yves LaPierre, Tammy Mays, Jennifer Meyer-Stearns, Joe Moretz, Karli Pederson, Marian Royal, Rebecca Schweisberger, Kelly Wochinske
- OTHERS:** Budget & Policy Division: Nathaniel Haack
Milwaukee Public Library Foundation: Peter Drews

President Mark Sain called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:08 p.m. on October 22, 2024. Trustees Mercado, Coggs, Saffold, and Williams 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, September 24, 2024**
2. **Committee Reports**
 - a. Innovation & Strategy Committee Meeting Minutes – October 1, 2024
 - b. Building & Development Committee Meeting Minutes – October 3, 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 3-35 of the agenda. Hearing no objection, the Consent Agenda was approved.

REPORTS

4. **Milwaukee County Federated Library System (MCFLS) Board Meeting.** Library Director Joan Johnson reported on the October 14, 2024 meeting. The MCFLS Board discussed the 2025-2028 contract and agreement renewals. Director Johnson presented additional information about the contracts in agenda item 9. Informational item.

5. **Summer Reading Program Update.** Library Public Services Area Manager (EOS and CLCR) presented a report on the 2024 Summer Reading Program. MPL's goal for summer reading is to ensure reading and learning resources remain available to children, teens, and families. In 2024, a total of 22,535 patrons participated in the program, via libraries and outreach partners. Nearly 6,000 youths were enrolled at MPL locations and 16,591 participants joined at outreach locations. MPL outreach staff visited 220 child care sites, including day care centers, community centers, YMCA branches, and other locations throughout the city. Overall, there was a 14% increase in teen sign-ups and a 30% increase in children's sign-ups in the library. Summer outreach events included partnerships with the Housing Authority of the City of Milwaukee (HACM), Milwaukee Police Department, Office of Early Childhood Initiatives, and Betty Brinn Children's Museum. MPL Outreach staff attended all of the National Nights Out in Milwaukee and connected with about 1,000 patrons there. Additionally, MPL partnered with Camp Rise, part of the Employ Milwaukee Earn and Learn program, to engage with 300 youths ages 14-24 for a 6-week camp focused on positive decision-making and ways to contribute in the community. MPL delivered materials, including deposit collections and giveaway books, to all 16 Milwaukee Recreation playgrounds that serve as food sites in the summer. MPL continues to strengthen its partnership with the Boys and Girls Club and will be piloting new projects at their locations throughout the school year. Informational item.
6. **Finance & Personnel Committee.** Trustee Mercado reported on the October 22, 2024 meeting. The July 17th meeting minutes were accepted and approved and the following informational items were received:
- **Quarterly Review of Fund Investments.** Mr. Wayne Sattler of US Bank presented an update on the quarterly investment reports.
 - Mr. Sattler noted that as of October 1st, US Bank Corp. Asset Management will be listed on the investment materials instead of PFM Asset Management. The department is still a subsidiary of US bank but this will allow the bank to continue all its institutional asset management under one place instead of multiple places. Mr. Sattler and his team will remain as Fiduciaries for MPL.
 - Financial conditions in the US are reasonably good and the market still seems fairly stable. While MPL's investment portfolio is reasonably diversified, Mr. Sattler recommended updates to MPL's investment policy. MPL staff will review the proposed changes and the Committee will vote on the revision at the January 2025 meeting.
 - **Quarterly Library Report of the Internal Control of the MPL Trust and Gift Funds.** Deputy Library Director Jennifer Meyer-Stearns reported all internal control processes were followed and there were no accounting issues. Informational item.

Quorum was lost before all of the action items were presented. As such, the following items were moved to the full Board for decision.

- **2025 Library Trust & Gift Fund Expenditure Request.** Library Director Joan Johnson presented Library Administration's request to expend funds from the MPL investment fund in 2025. The request is attached at the end of these minutes. Each year, MPL can request to withdraw up to 5% from the fund. Unrestricted funds are used for public programming, marketing, and professional development. Restricted funds are used for materials purchases. The 2025 request is 5%, with \$286,000 unrestricted and \$15,000 restricted, for a total of \$301,000. Trustee Bria moved to approve the request and Trustee Morgan seconded. Motion passed.

- **NewsBank Negotiations.** The related memo is attached at the end of these minutes.

President Sain stated his intention to convene in Executive Session, pursuant to Wisconsin Statutes sec. 19.85(1)(e), for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussing MPL's contract with NewsBank, Inc. Trustee Spiker made a motion to move into closed session and Trustee Kowalski seconded the motion. Roll was called and unanimously passed. Library Director Johnson, Deputy Library Director Meyer-Stearns, Associate Library Director Pederson, and Administrative Assistant Rebecca Schweisberger remained during closed session.

The Board reconvened in open session at 5:31 p.m.

President Sain reported that the Board moved and approved a motion to authorize the Library Director or their designee to sign the pro forma with NewsBank Inc. for \$638,444, which includes a 1% finance fee, to be paid over 3 years for perpetual digital access to the Historic Archives of the Milwaukee Journal and Milwaukee Sentinel from the 1880s through 1995. Motion passed.

NEW BUSINESS

7. **OneMKE.** Communications and Community Engagement Director Melissa Howard shared information about the One MKE coalition. The presentation is attached at the end of these minutes. The grant-funded project is a non-partisan coalition focused on providing information about accessing local, state, and federal services, community events and engagement, and voting resources. MPL utilized its role as a trusted messenger of reliable information to provide civic and voter engagement materials. The OneMKE website was accessible in English and Spanish and promotional materials were translated in Spanish, Hmong, and Burmese. The project also focused on 'Pledge to Vote' cards, which were offered at all outreach events. Completed cards were then sent back to the individual as a reminder of their pledge to vote. The project is funded through the end of 2024 and the partners will meet in November to assess future participation. Library Director Joan Johnson thanked Director Howard for her leadership on this significant project and efforts to ensure its success. The final project report will be shared with the Board. Informational item.

OLD BUSINESS

8. **2025 Budget.** Library Director Joan Johnson presented a status report on the 2025 budget. MPL's budget hearing was held on October 15, 2024 and staff will follow up with information to add to the Common Council file. As requested at the September Board meeting, Director Johnson sent Trustees the updated budget scenarios and basis for reductions, including:
 - Eliminating 6 Circulation positions
 - Changes to Ready Reference phone service
 - Central Library hours reduction; moving to a one shift model
 - Total of 14 positions cut from the Library's positions ordinance. This will be a mix of Reference and Circulation positions and one Technical Services position.

Director Johnson noted that despite these reductions, there will be no layoffs for MPL staff. Amendments will be taken up on October 31st and November 1st (if needed) and budget adoption will be November 8th. The 2025 library hours will be finalized after that and presented for Board approval at the November meeting. Deputy Library Director Jennifer Meyer-Stearns noted that beginning in 2025 MPL will have employed Security Officers on staff rather than contracted staff.

Additionally, staff positions will not be funded by the American Rescue Plan Act (ARPA).
Informational item.

9. **MCFLS Contracts and Agreement Update.** Library Director Joan Johnson reviewed the provisions of the Milwaukee County Federated Library System (MCFLS) contract and agreement, listed as Attachment C of the agenda.

- 2025-2028 Bibliographic Database Development and Maintenance Agreement – this agreement reflects salary increases for MPL cataloguing staff. Under the agreement, MCFLS shall pay MPL \$641,830 for the first year of the contract, covering the full payment obligation for that year. For subsequent years, the contract cost will not exceed a 3% increase over the previous year's cost. Payments to MPL will be made by MCFLS in equal quarterly installments, due by March 31, June 30, September 30, and December 15 of each year from 2025 through 2028. The document will be updated with the correct name of the MPL Board President.
- 2025-2028 Resource Library Agreement – this agreement has a revised list of MPL deliverables. Each year, MPL will receive 6.25% of State System Aid received by MCFLS for 2025 through 2028.
- 2025-2028 ILS, Resource Sharing, and Technology Agreement – highlights of this agreement are contained in a letter to member libraries from MCFLS Board President Paul Ziehler, attached at the end of these minutes. The compensation model will change from using only net positive transactions to considering net positive transactions and items added to the database. Each library's payment is based on its percentage of the total weighted value for both factors combined. Formerly known as reciprocal borrowing, this compensation model will now be known as the Member Reserve Fund. The percentage of State Aid allocated to the Member Reserve Fund will be adjusted to enhance compensation for member libraries. In 2026, the percentage will be 35% and each year the allocation will decrease by 1%.
- MCFLS will no longer cover costs for digital content. MPL will investigate the sustainability of taking on the Hoopla subscription or exploring comparable products. The related memo is attached at the end of these minutes.

Director Johnson offered thanks to Karli Pederson, Associate Library Director (Library Information Technology and Technical Services) for her work with MCFLS to prepare these documents.

Trustee Bria moved to accept the agreements as presented and authorize President Sain and Director Johnson to sign the agreements. Trustee Morgan seconded. Motion passed.

With no further business, the Milwaukee Public Library Board of Trustees meeting of October 22, 2024 was adjourned at 6:16 p.m.
