



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved MADISON PUBLIC LIBRARY BOARD

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Thursday, April 5, 2012

4:30 PM

Senior Center  
Rm. 1, 330 W. Mifflin St.

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PLEASE NOTE THAT ITEMS ARE REPORTED IN AGENDA NUMBER ORDER.

### 1 CALL TO ORDER / ROLL CALL

**Present:** 6 -

Larry Palm; Barbara J. Karlen; Tracy K. Kuczenski; David L. Wallner; Ann L. Falconer and Gregory Markle

**Absent:** 1 -

Beth Moss

**Excused:** 1 -

Theodore C. Widder, III

**Others Present:** Susan Lee, Michael Spelman, Deb Lehnher, Carol Froistad, Mary Burton, Bryan Cooper, Marc Gartler, Mark Benno, Tana Elias, Brian Munson of Van Der Wahl and Associates

David Wallner called the meeting to order at 4:33 p.m.

### 2 APPROVAL OF MINUTES

Falconer moved approval of March minutes, Karlen seconded. Approved unanimously.

### 3 PUBLIC COMMENT

No public comment.

### 4 DISCLOSURES AND RECUSALS

No disclosures or recusals.

### 5 BOARD INFORMATION EXCHANGE

No information exchanged with Board members.

### 6 ACCEPTANCE OF DIRECTOR'S REPORT

[25813](#)

April 2012 Library Director's Report

A motion was made by Palm, seconded by Karlen, to Approve the Director's Report. Palm inquired if we put together the Community Conversation budget information in the report. Interim Director Susan Lee said MPL staff put it together. Each City agency was requested to provide a document describing its top services and their associated costs. Lee said the goal is to get deeper into public opinion on budgets. The motion passed by voice vote/other.

Palm moved to go to item 9 out of order. Falconer seconded, motion approved unanimously.

**7 APPROVAL OF 2012 REVISED ADOPTED OPERATING BUDGET**

Markle moved approval of 2012 Revised Adopted Operating Budget. Falconer seconded. Lee opened with revenues explanation. Palm asked about \$ 210,000, Lee replied that it is designated to return to contingency reserves. Lee said MPL staff is interested in moving towards more RFID tagging, but that unrestricted fund balance would be designated for salaries instead. Lee explained expenditures. Lee said she worked with City Budget Analyst Deb Simon to increase salary savings. Wallner asked Lee what she would do with more budget dollars. Lee replied that an increase in the training budget, technology, and collection area would be beneficial. The 2012 Revised Adopted Operating Budget was approved unanimously.

[25815](#)

Revised Adopted 2012 Operating Budget

2012 Revised Adopted Operating Budget.

**8 APPROVAL OF JANUARY AND FEBRUARY 2012 FINANCIAL STATEMENTS**

Palm moved approval of January and February 2012 Financial Statements. Palm asked after the status of Hawthorne Branch capital renovation. Hawthorne Branch supervisor Marc Gartler explained that he and staff had just met to discuss dispensation of remaining funds. Library Administrative Services Manager Mark Benno said improvements would be complete by end of summer. January and February 2012 Financial Statements were approved unanimously.

[25816](#)

Financial Statements for January and February 2012

**9 GRANDVIEW COMMONS PRESENTATION - VERIDIAN/VANDEWALLE ASSOCIATES**

Brian Munson of Van Der Wahl and Associates spoke to the Board on behalf of Veridian Homes. He presented a proposed layout of the Grandview Commons development. He indicated that the Library site and conditions have remained the same throughout the planning process. He said that other changes to the site have, in Veridian's opinion, improved the layout of the site. A street rather than a driveway has now been proposed for the site; the street has sidewalks on both sides to make access to the Library as walkable as possible. He said a bike lane terrace is planned for Gemini Street. Wallner asked when construction could begin. Munson replied that planning, utilities installation could begin as early as fall 2012, with the grocery store beginning construction in 2013. Munson said the 16 parking spaces nearest the Library could be designated as short term express parking. Wallner indicated interest in the spots being Library only stalls. Palm and Munson indicated no interest in Library only parking. Palm reminded the Board that the entire site encompasses hillside, with frequent grade changes that might affect pedestrian routes. Munson reminded the Board that this April meeting was informational, and that during the May 2012 Library Board meeting Veridian would present their plans for official Board approval.

At this point the meeting continued in agenda item number order.

**10 STRATEGIC PLANNING UPDATE - SUSAN LEE**

Lee explained that the Strategic Plan survey received much staff input, over one hundred survey respondents. The Strategic Plan Steering Committee has identified six areas for goals and objectives. Tana Elias said there would likely be a Strategic Plan presentation to the Board in May, though Palm urged the Steering Committee to take more time if needed. Lee added that a measured approach is better than a quick process for such a far reaching plan. Elias and Gartler indicated that they still thought presentation would be ready for May meeting. Lee hopes, among other things, that the Strategic Plan will provide guidelines for budget process, a prioritization and educational process.

**11 PERSONNEL COMMITTEE REPORT - ALD LARRY PALM**

Palm informed Board that the deadline for applications for Library Director is April 16, 2012. Applicants will be reminded to complete a questionnaire. Palm said so far the hiring process has gone smoothly. Palm said that City of Madison Human Resources staff asked the Personnel Committee to reconvene after the week of 4/16 to clarify questions to be asked of candidates. Palm indicated that the Personnel Committee is seeking direction from the Board: is the Board at large interested in exploring various approaches to determining final candidate? Board discussed "softer" approaches, such as interacting with final candidates in a more social setting, versus risks involved in interactions where definitive scoring cannot take place. Palm and Wallner indicated support for placing candidates in position to express "soft" skills. Markle and Falconer indicated concern over non-identical approach. Palm said final process to be determined, that any approach would need approval from City Human Resources. Palm said some questions for candidates were solicited from staff before Library Director Barbara Dimick's recent retirement. Markle asked if Board could submit questions to Personnel Committee, Palm said yes. Palm advocated for Personnel Committee to submit questions, and added that MPL staff is still encouraged to submit themes for candidate questions. Palm concluded report with remark that he would like Madison Public Library Friends, Foundation, and other external people and groups involved in hiring process.

**12 UPDATE ON CENTRAL LIBRARY**

City Architect and Central Branch Project Manager Bryan Cooper said construction on facility began in March. The firm KPH began hazardous material abatement in March, and that they were about half completed with their task. He said they should be done by target of May 4, 2012. He said Findorff officially started on March 28. Cooper indicated that he is taking photographs of demolition process as ceilings and walls are demolished. He reported that the March 27th ground breaking ceremony went well. Event was not well communicated to Library Board. Cooper said that furnishings are currently being selected. He said a report on the marketing/branding effort would come in May report.

**13 FACILITIES REPORT**

Wallner asked Benno about 126 S. Hamilton Street facility. Benno replied that move in process was complete, and that as of March 28th building was sold to Larry Lichte. Benno said the facility was filled to capacity with staff and equipment, but fulfilling temporary facility needs.

**14 FRIENDS REPORT**

Falconer said Book Club Cafe event plans were well underway. She said MPL Foundation was helping with invites, a great help to her. The event will take place May 10th, and that the popular Beer and Chocolate fundraising event will be repeated in October.

**15 FOUNDATION REPORT**

Wallner asked that MPL Foundation Director Jenni Collins update Board at upcoming meeting.

**16 SOUTH CENTRAL LIBRARY REPORT**

Lee said she expects an update to Koha (shared library) software in the next month. She said a mobile application (app) is just about ready to deploy, along with text alerts for patrons. Markle asked if Dane County libraries had worked out their issues with Koha. Lee said that there had been several productive meetings and ongoing discussion about prioritizing development.

**17 DANE COUNTY LIBRARY SERVICE REPORT**

Palm asked about topic of recent years, referring to study conducted by Dane County Library Service that examined municipal, regional, and district approach to library organization. Lee said she would update Board on that topic in May.

**18 ADJOURNMENT**

Karlen motioned for adjournment, Palm seconded. Approved unanimously. Meeting was adjourned at 5:58 p.m.