



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Approved MADISON PUBLIC LIBRARY BOARD

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Monday, December 1, 2008

4:30 PM

Sequoya Branch Library  
4340 Tokay Blvd.

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### 1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 4:33 p.m.

**Present:** 7 -

Allen A. Arntsen; David L. Wallner; Larry Palm; Barbara J. Karlen; Tracy K. Kuczenski; Ann L. Falconer and Theodore C. Widder, III

**Absent:** 2 -

Maya Cole and Gregory Markle

**Also Present:** Benno, Lee, Grogan Roughen, Froistad, Dimick, Sawyer, Chandler, Bauer

### 2. APPROVAL OF MINUTES

A motion was made by Karlen, seconded by Palm, to Approve the Minutes of November 6, 2008 (<http://legistar.cityofmadison.com/calendar/#current>). Motion passed by voice vote/other.

### 3. CORRESPONDENCE

There was none.

### 4. PUBLIC COMMENT

There were none.

### 5. BOARD INFORMATION EXCHANGE

It was noted the CCOC Committee is in the process of adopting stricter rules for how city committees should operate. The library is a creature of State Statutes and as such in some instances the statutes rules trump those of the CCOC. (An example: The Library Board President may speak at meetings as well as vote).

**6. ACCEPTANCE OF DIRECTOR'S REPORT**

[12892](#) December '08 Library Director's Report

A motion was made by Falconer, seconded by Karlen, to Accept the December 2008 Library Director's Report. The motion passed by voice vote/other.

**7. ACCEPTANCE OF FINANCIAL REPORT**

[12895](#) October 2008 Financial Statements

Ms. Dimick was confident the library will make it through the end of the year without going over budget.

A motion was made by Arntsen, seconded by Wallner, to Accept the October 2008 Financial Report. The motion passed by voice vote/other.

**8. APPROVE LETTER OF INTENT TO PURCHASE GREY BOX FOR NEW SOUTH MADISON BRANCH LIBRARY**

[12787](#) Authorizing the execution of a Purchase and Sale Agreement with the Urban League of Greater Madison ("ULGM") for the purchase of a condominium unit for the expansion of the South Madison Branch Library within a proposed new building to be constructed by the ULGM at The Villager located at 2200 South Park Street.

The Urban League is the developer/ owner of the of the space the library is purchasing for the new South Madison Branch Library. Planned Parenthood is the other presence in the Urban League/ Library building, and they recently scaled back their portion, resulting in a bigger commitment of funds from the city. Jim Bauer, consultant for this very complex project, feels the price is fair for the city and the library and is excited about getting the project going. Once the letter of intent is approved, he expects the project to proceed very quickly. Ground could be broken by mid-December. The grey box could be delivered in summer and with a 3-month build out the library could be completed in late fall of '09. The current branch will maintain operation until the new building is completed. In order for the project to proceed to a contract, the Library Board must approve the Letter of Intent before the Council can adopt it.

A motion was made by Arntsen, seconded by Wallner, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES. The motion passed by voice vote/other.

**9. APPROVE 2009 DANE COUNTY LIBRARY SERVICE FACILITIES AGREEMENT**

[12842](#) 2009 Dane County Library Service Facilities Agreement

This is an annual contract spelling out the rental agreement for Dane County Library Service. It calls for a 3% increase in the rent.

Palm moved, seconded by Arntsen to approve the 2009 Dane County Library Service Facilities Agreement. Motion passed by voice vote/other.

**10. APPROVE REVISED MEETING ROOM POLICY AND APPLICATION FORM**

[12847](#) Revised Meeting Room Policy and Application Form

The proposed change to the meeting room policy was prompted by the City Attorney who is reviewing all contracts. The changes were necessary to accommodate groups who wish to use our meeting rooms and need to enter into a signed contract to do so. The policy states the library director may authorize such agreements.

A motion was made by Wallner, seconded by Karlen, to Approve the revised Meeting Room Policy accepting the fact that there will be an application associated with the policy as developed by staff. The motion passed by voice vote/other.

**ROLL CALL**

Markle arrived at 4:53 p.m.

**Present:** 8 -  
Allen A. Arntsen; David L. Wallner; Larry Palm; Barbara J. Karlen; Tracy K. Kuczenski; Ann L. Falconer; Theodore C. Widder, III and Gregory Markle

**Absent:** 1 -  
Maya Cole

**11. ACCEPTANCE OF MADISON PUBLIC LIBRARY FOUNDATION CAPITAL CAMPAIGN FUNDRAISING GOAL POLICY**

[12848](#) Madison Public Library Foundation Capital Campaign Fundraising Goal Policy

Rick Chandler, Foundation Vice-President, explained the policy was developed in an effort to set down guidelines for setting fund raising goals. The purpose of the Foundation is to raise money for library purposes. The money should be for things the donor can see--capital facilities or furnishings

to get the library running. The Foundation needs to be able to explain to people how the money is used.

The Foundation Board was concerned that with the Sequoia project a goal was set and then because of cost overruns the goal was raised. They want for there to be improved communication between the city, library board and foundation board when such things occur so that donors can then be communicated with as well. A formal process is outlined in the policy for capital campaign requests.

A motion was made by Karlen, seconded by Falconer to accept the Madison Public Library Foundation Capital Campaign Fundraising Goal Policy. Motion passed by voice vote/other.

## 12. FACILITIES REPORT

The City RFP Committee has received two responses to the request for proposal for a new Central Library. They are from T. Wall and the Fiore Company.

The Fiore proposal calls for a relocated stand-alone library at the corner of W. Washington Ave. and Henry St. The current site would be converted to parking, retail and office space.

As discussed previously, the T. Wall proposal is for a library located in mixed-use building on the current site.

City staff is analyzing both proposals. The cost for both is very high. The Council will want to know what it would cost to modify what we currently have so that a cost comparison can be made. It would be politically irresponsible not to do this. It would also be good to have this information to share with the public.

In order to do that the library would have to contract with an outside party to perform an analysis on the existing structure. Neither the Council nor the public are aware of all the problems with the current building. HGA Architectural has been contacted as they previously did the field work on the building and are familiar with it. They would do an analysis for a modest fee of \$25,000. There is no money in the library's 2008 budget for this and it would not be possible to borrow money from the 2009 planning funds in 2008. The only source of funds available at this time is the M&I endowment fund. There was reluctance to liquidate funds without having a plan for how they could be replenished.

Since it's so late in the year already, it was thought that contract negotiations could begin now with work to begin in January. The plan would be to use the 2009 Central planning money to cover the cost.

A motion was made by Palm, seconded by Markle that as a necessary component to the planning process use 2009 planning money to pay for an analysis of the Central Library building. As a second option, authorize the liquidation of up to \$25,000 from the M&I endowment fund. Funds to be paid back out of funds raised for the project. Motion passed by voice vote/other.

**13. FRIENDS' UPDATE**

No report.

**14. FOUNDATION UPDATE**

The Foundation received \$308,000 bequest to be added to the endowment fund at Madison Community Foundation.

**15. SOUTH CENTRAL LIBRARY SYSTEM UPDATE**

No report.

**16. DANE COUNTY LIBRARY SERVICE UPDATE**

No report.

**17. ADJOURNMENT**

A motion was made by Wallner, seconded by Palm, to adjourn at 5:35 p.m.  
Motion passed by voice vote/other.