



City of Madison

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

Meeting Minutes - Approved MADISON PUBLIC LIBRARY BOARD

Thursday, September 4, 2008

4:30 PM

Madison Public Library
201 W. Mifflin St., Rm. 201

1. CALL TO ORDER / ROLL CALL

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

Present: 7 -

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

Excused: 2 -

Barbara J. Karlen and Gregory Markle

Also present: J. Olson, Grogan, Sawyer, Dimick, Deiters, Lee

2. APPROVAL OF MINUTES

A motion was made by Arntsen, seconded by Wallner, to Approve the Minutes.
The motion passed by the following vote:

Excused: 2 -

Barbara J. Karlen and Gregory Markle

Ayes: 6 -

Maya Cole; Allen A. Arntsen; David L. Wallner; Larry Palm; Ann L. Falconer and Theodore C. Widder, III

Abstentions: 1 -

Tracy K. Kuczenski

3. CORRESPONDENCE

[11845](#)

T. Widder Letter to Dane County Executive

President Widder's letter to Dane County Executive Falk urging her to support library services in Dane County by funding the 2009 county library tax at a rate that will be sufficient to fund the Dane County Library Service budget at 100% of actual costs was placed on file.

4. PUBLIC COMMENT

There were none.

5. BOARD INFORMATION EXCHANGE

There was none.

6. ACCEPTANCE OF DIRECTOR'S REPORT

[11846](#) September 2008 Library Director's Report

A motion was made by Arntsen, seconded by Cole, to Accept the September 2008 Director's Report. The motion passed by voice vote/other.

7. ACCEPTANCE OF FINANCIAL REPORT

[11847](#) July 2008 Library Financial Report

The library is pretty much on target for salaries - a bit over on hourly but under on permanent because vacant positions are being held open. The Mayor has asked for justification for the hiring of new permanent staff. He is concerned that with such a tight budget staff might have to be laid off. In the case of the library, however, many of our hires result in another vacancy. Fines and fees are coming in at the budgeted rate.

A motion was made by Falconer, seconded by Cole, to Accept the July 2008 Financial Report. The motion passed by voice vote/other.

8. REPORT ON 2008-09 LIBRARY BARGAINING AGREEMENTS - MIKE DEITERS

Mike Deiters, from City Labor Relations outlined the changes to both of the 2008-09 library bargaining agreements.

Wages - 3% increase effective the pay period that includes January 1, 2008. 2% increase effective the pay period that includes January 1, 2009 and 1% increase effective in the pay period that includes July 1, 2009.

Health Insurance - 105% of the lowest cost health plan paid by the City to maintain status quo.

Sick Leave Benefit adjustment - Beginning in 2009 employees to cash out 50% of their accrued sick leave each year after accruing over 150 days with no cap

on total sick leave accrual.

An MOU regarding Constructive Action Contracts was added. In matters of discipline, the employee has the option to take constructive action program rather than time off without pay. In the constructive action contract, the employee admits to wrong doing and does not have to serve time off, but the wrong doing goes on the record.

MOU added regarding Post-Retirement Sick Leave Conversion Medical Reimbursement Plan or the City's Governmental 401(a) Special Pay Plan.

An MOU was added regarding bus passes - same as existing policy.

An MOU was added regarding security improvements. This involves looking at installing cameras at the Central Library and long range at Meadowridge.

An MOU was added to include Sunday hours for 28 weeks at the Sequoya Branch Library in addition to the Central Library.

CHANGES TO PROFESSIONAL UNIT ONLY:

Voluntary transfer language changed to allow Library to consider skills and experience outside of Library and gives transferred employees a 6-month evaluation period. The employee can then be returned to previous position if he/she or management wishes.

Employees hired after November 1 will be allowed to carryover unused floating holidays in first year of permanent employment.

Death in the Immediate Family language changed to allow time off for the death of the friend to be charged at the discretion of the employee rather than management.

The contracts will be approved at the September 16 Council meeting.

9. APPROVE DANE COUNTY LIBRARY TAX EXEMPTION RESOLUTION

[11812](#)

A resolution regarding application to the Dane County Board for exemption from Dane County Library tax levied under Section 43.64(2) Wisconsin Statutes.

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

10. APPROVE PROPOSED CHANGES TO THE MEETING ROOM POLICY

[11848](#)

Proposed Changes to the Meeting Room Policy

Staff has proposed changing the meeting room policy so that groups that held 12 meetings in a 12 month period and are now registering for meetings in a new year may reserve for the entire 12 meetings in a new 12 month period rather than the 6 meetings in a 6-month period as is the current policy. The purpose is to ease the reservation process.

A motion was made by Arntsen, seconded by Wallner to approve the recommended change to the policy.

There was a question about groups having weekly meetings.

Palm moved to table the motion until the policy could be looked up online.

The Board went on to discuss items 11-16 and then returned to this item.

A motion was made by Palm to take off the table.

The concerns raised over weekly meetings were satisfied by the policy.

The motion previously made by Arntsen, seconded by Wallner, was voted on. The motion passed by voice vote/other.

11. APPROVAL OF 2008 MADISON PUBLIC LIBRARY FOUNDATION GRANT REQUESTS

The Foundation wants to have a more formal relationship with the Library Board. The Foundation has a formal grants committee whose purpose is to identify areas of need that the Foundation might focus on. By having the Library Board approve requests rather than being submitted directly from staff, the Library Board will be aware of the Library's needs and be part of the decision making process for requesting Foundation support. Staff recommends the Library Board approve the following requests for grants from the Foundation for 2008:

\$12,000 for web page updates and \$5,000 for audiobook collection for all ages.

A motion was made by Kuczenski, seconded by Palm, to approve the 2008 request. Motion passed by voice vote/other.

12. APPROVAL OF 2009 MADISON PUBLIC LIBRARY FOUNDATION GRANT REQUESTS

Staff recommended the Library Board make the following grant requests of the Foundation for 2009:

\$19,000 to fund Sunday hours (28 weeks) at the new Sequoia Branch
\$15,000 to fund MPL's 2009 summer library program.

Publicity for these items would include a statement such as " these services were brought to you by the Madison Public Library Foundation." This would be a great marketing opportunity for the Foundation and gives them the

recognition they deserve.

The Foundation charter states funding will not be provided for core activities, those that are tax payer funded. They provide for enhanced activities. Sunday hours at branches are outside the scope of core activities as they have never been city funded.

A motion was made by Kuczenski, seconded by Palm, to approve requesting the above funds from the Foundation for 2009. Motion passed by voice vote/other.

13. APPROVAL OF REQUEST TO MADISON PUBLIC LIBRARY FOUNDATION FOR SEQUOYA CAPITAL PROJECT

The Sequoia Commons developer wants the Sequoia Branch Library out of its current site by October 1 so they can begin Phase 2 of their development. The new branch will not be ready for occupancy at that time. We anticipate opening in November. Because of the additional costs to store and move the library contents twice, the project will be over budget by \$220,000. \$100,000 could come from the contingency fund reducing the shortage to \$120,000.

The Foundation goal of \$975,000 for the project has been exceeded by \$40,000. An additional \$40,000 has been pledged. Given that, it was recommended that the Library Board ask the Foundation to consider a request of raising \$120,000 in additional funds (this \$80,000 plus an additional \$40,000) to close out the project.

A motion was made by Arnsten, seconded by Wallner, to formally request the MPL Foundation raise up to \$120,000 in additional funds for the Sequoia project. The motion passed by voice vote/other.

Next month, the Library Board will have to formally request the City Council to authorize the additional funding for the new Sequoia Branch Library.

14. FACILITIES UPDATE

The upgrades at Pinney Branch have been completed.

The capital budget for 2009 has increased funding for the South Madison Branch. It was increased from \$2.3 million to \$3.5 million. \$550,000 is to be raised in donations. The Foundation already has \$350,000 in donations/pledges leaving a balance of \$200,000 to raise. The city hopes to have a shovel in the ground by November and have the project completed by the end of 2009.

Ms. Dimick has asked the city how to deal with outstanding future pledges. Would the city fund the project and then as pledges are received, the library would pay them back?

15. FOUNDATION UPDATE

The Elizabeth Moon Proctor Scholarship Award Brunch is scheduled for September 15 at the Lakeview Branch Library. All Library Board and Foundation Board members are invited to attend.

Letters will be sent out to the Sequoia donors to start an endowment for Sequoia.

A tour of the new Sequoia Branch has been scheduled for major donors and Library and Foundation Board members for September 24 at 4:00 p.m.

16. SOUTH CENTRAL LIBRARY SYSTEM UPDATE

There was no report.

17. DANE COUNTY LIBRARY SERVICE UPDATE

There was no report.

18. ADJOURNMENT

The meeting adjourned at 5:40 p.m.