



# City of Madison

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

## Meeting Minutes - Approved MADISON PUBLIC LIBRARY BOARD

---

Tuesday, July 31, 2012

4:30 PM

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

---

### CALL TO ORDER / ROLL CALL

**Present:** 6 -

Barbara J. Karlen; Tracy K. Kuczenski; Sheri Carter; David L. Wallner;  
Theodore C. Widder, III and Gregory Markle

**Absent:** 1 -

Ann L. Falconer

**Excused:** 2 -

Larry Palm and Beth Moss

**Also Present:** Susan Lee, Deb Lehnherr, Michael Spelman, Carol Froistad, Dave  
Gawenda, Tom Campbell, Ben Ratliffe, Marc Gartler, Mark Benno, Linda Wolfe,  
Mary Knapp, Jane Roughen, Tana Elias, Alice Oakey, Shelle Michalak

Tripp Widder called the meeting to order at 4:35 p.m. A quorum was present  
and the meeting was properly noticed.

### APPROVAL OF MINUTES

A motion was made by Karlen, seconded by Markle to Approve the Minutes.  
The motion passed by voice vote/other.

### PUBLIC COMMENT

There was none.

### DISCLOSURES AND RECUSALS

Gregory Markle disclosed that he is the Executive Director of Operation Fresh  
Start which is potentially facing a major hit by the CDBG in the City's proposed  
2013 budget. Markle will be representing the interests of Operation Fresh Start  
as his priority during the City's 2013 budget process.

### BOARD INFORMATION EXCHANGE

There was none.

### ACCEPTANCE OF DIRECTOR'S REPORT

[27214](#) August 2012 Library Director's Report

Susan Lee pointed out an error in the director's report. The Library will be paying Dane County \$ 30,079 to distribute to other libraries providing service to Madisonians not \$ 30,579 as printed in the report.

A motion was made by Wallner, seconded by Carter, to Approve. The motion passed by voice vote/other.

**APPROVAL OF JUNE 2012 FINANCIAL STATEMENTS**

[27203](#) June 2012 Financial Statements

A motion was made by Wallner, seconded by Kuczenski, to Approve. The motion passed by voice vote/other.

**APPROVAL OF EXTENSION OF PROVISIONAL DIRECTOR'S APPOINTMENT**

[26878](#) Approving an extension of the provisional appointment of Susan Lee until such time as the position of Library Director is filled on a permanent basis.

A motion was made by Karlen, seconded by Markle, to Return to Lead with the Recommendation for Approval to the BOARD OF ESTIMATES and should be returned by 8/6/2012. The motion passed by voice vote/other.

**ANNUAL BOARD REVIEW OF BMO HARRIS INVESTMENT POLICY & FUND PERFORMANCE**

Tripp Widder advised that the Library Board is responsible for a fund in excess of \$ 700,000 currently managed by BMO Harris in Milwaukee. The history of this fund is limited but was established mainly by bequests left to the library. City Treasurer Dave Gawenda spoke and informed the Library Board that GASB rules require that these funds be included in the annual audit done by the City of Madison. Gawenda had recommended that an annual review be done by the Library Board when he became City Treasurer. Upon review of the performance report prepared by BMO Harris, Gawenda advised that it was a good decision to invest in bonds and that the performance is quite acceptable. However, when interest rates start going up again bonds will not perform as well. Gawenda questioned why the fund is not serviced by the local office instead of Milwaukee. Greg Markle asked if the library should bid out management of the trust fund and Gawenda believes it would be a good idea and that City policy is to bid out approximately every five years. Widder inquired as to the current management fee and Gawenda said that the standard base fee is 1.15 and the City receives a 50% government discount bringing it down to .575 which he feels is still high for this type of portfolio. Widder stated that he thinks an RFP should be considered for the management of the fund and requested that library staff research when the fund was established and if it must be serviced in Milwaukee. Gawenda advised that there are no local trust companies and that the City is currently using US Bank. Gawenda also advised the board to review the city purchasing document from 2008 when a RFP for trust/custodial services was requested by the Treasurer's office.

Greg Markle motioned that the Library Board request a RFP for management of the fund contingent on there being no restrictions prohibiting this for the fund. Tracy Kuczenski seconded. The motion was unanimously approved. This will be an agenda item at the October 2012 meeting.

**APPROVAL OF 2013 OPERATING BUDGET REQUEST**

27211

Proposed Operating Budget for 2013

Susan Lee informed the board that all city agencies were instructed by the Mayor to cut 5% from their budgets and this is reflected in the 2013 proposed budget. Lee highlighted that the Library's debt service went down and that the city budgeted less accordingly. The Central library debt service was not yet included in the target appropriation number supplied by Finance department budget analyst Deb Simon. There was also a 10% cut from the SCLS. Dave Wallner inquired about Dane County walk in service. Lee advised that in 2013 the City will start paying Dane County. More Madisonians are going to county libraries than the reverse. Greg Markle asked about the budget for overdue fines. Susan Lee stated it is on the conservative side and it is anticipated that the revenue will increase when Central opens next fall. Monona and Middleton libraries do not charge fines for any overdue items. Dave Wallner would like to pursue additional revenue for the new Central and market more items. Tripp Widder commented that there will be increased revenue from room rentals.

The Library is proposing layoffs totaling 8.2 FTE positions. This includes 11 filled positions consisting of Librarians and Clerks. The layoffs will be done by seniority in accordance with labor agreements. There are no proposed layoffs of library assistants or hourly employees. These layoffs will result in fewer open hours. Gregory Markle pointed out that when Central reopens staff now working in the branches will come back resulting in further staff shortages.

Hourly salaries requested include \$50,000 for additional security monitors when new Central opens. Carol Froistad advised that the security monitors will help with computer labs and the circulation desk in addition to security.

A motion was made by Markle, seconded by Karlen, to Approve. The motion passed by voice vote/other.

Deb Lehnherr distributed supplemental budget requests to board members (attached). Library staff had been working on these supplemental requests right up until the time of the meeting and were unable to mail them to board members in advance for their review. Susan Lee also visited all branch locations to communicate the proposed budget and supplemental requests with library staff prior to the meeting. There are eleven supplemental requests for 2013 which is an unusually high number for the library. The requests are in the order that staff believes they should be ranked. The elimination of Sunday hours was discussed and that almost all other community libraries are open on Sundays. Tripp Widder requested that the restoration of Sunday hours be ranked higher than proposed. Jane Roughen suggested that this request be moved up and combined with the first request which is restoration of the laid off employees. Greg Markle inquired as to how changes of the elimination of collective bargaining will impact the budget. City of Madison labor agreements expire in March of 2014 and so there will be no impact on the 2013 budget. Markle also requested the MPL staff provide a projection of the 2014 operating budget.

Barb Karlen motioned to approve the supplemental requests with the modification that the restoration of Sunday hours be incorporated into the restoration of the laid off positions. Markle seconded. The motion was

unanimously approved.

#### **UPDATE ON CENTRAL LIBRARY**

Mark Benno advised that construction remains on schedule. Structural steel installation is under way at the third floor and the chiller and air handler are about to be installed. All furniture purchase orders are complete. The signage package is expected to go out for bid in September.

#### **FACILITIES REPORT**

There was no report.

#### **FRIENDS REPORT**

There was no report.

#### **FOUNDATION REPORT**

Tripp Widder reported that the capital campaign for Central is at 70% of the goal. September 20th will be the kick off for the public campaign. The Library Board will be invited.

#### **SOUTH CENTRAL LIBRARY REPORT**

The Library Board does not currently have a member attending these meetings. The meetings are held the last Thursday of each month at 12:15 and can be attended by phone. Susan Lee attended the last meeting and reported that SCLS is in the middle of tough budget deliberations. Gregory Markle questioned whether SCLS and the USPS could coordinate delivery services as a cost savings measure. Sheri Carter volunteered to represent the Madison Public Library Board at these meetings.

#### **DANE COUNTY LIBRARY SERVICE REPORT**

There was no report.

#### **ADJOURNMENT**

A motion was made by Barb Karlen and seconded by Gregory Markle to adjourn. Approval was unanimous. The meeting was adjourned at 6:10 p.m.