



City of Madison

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

Meeting Minutes - Approved MADISON PUBLIC LIBRARY BOARD

Thursday, April 7, 2011

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 4:32 p.m.

Present: 5 -

Barbara J. Karlen; Allen A. Arntsen; Ann L. Falconer; David L. Wallner and
Theodore C. Widder, III

Absent: 4 -

Larry Palm; Beth Moss; Tracy K. Kuczenski and Gregory Markle

Also Present: Gartler, Benno, Cooper, Oakey, Dlmick, Sawyer, Roughen,
Leinherr, Navarre Saaf, Elias

2. APPROVAL OF MINUTES

A motion was made by Wallner, seconded by Arntsen, to Approve the Minutes
of March 3, 2011. The motion passed by voice vote/other.

3. PUBLIC COMMENT

There was none.

4. DISCLOSURES AND RECUSALS

There were none.

5. CORRESPONDENCE

[21926](#)

Widder Letter in Opposition to McDonald's Proposed Construction

Mr. Widder's letter reiterated the library's opposition to the proposed project to
construct a McDonald's in the Madison East Shopping Center.

[21934](#)

Go Big Read Thank You

The letter from the UW Project Manager for Go Big Read thanked staff member Liz Amundson for her service on the Suggestions Review Committee.

[21962](#)

A New LINKcat is Coming

An information sheet on the new LINKcat system.

[21963](#)

Central Library Public Elevator

The Central Library public service elevator is not working properly. Sporadically, it opens up to a floor without being level to that floor. The difference can be slight or several inches. It would cost a minimum of \$15-\$30,000 to repair and that doesn't even guarantee it would be fixed. In order to prevent a potential accident, the public will no longer be able to ride the elevator unaccompanied and will need to ask staff for assistance. With the upcoming move it was decided not to repair it.

ROLL CALL

Present: 9 -

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

6. BOARD INFORMATION EXCHANGE

Ms. Dimick and Mr. Widder attended a preview of the presentation that will be made to the public tonight at the mayor's office. New Mayor Soglin was present and had some questions about the costs. Staff will be providing him with the answers.

There was some discussion about having a meeting with the mayor and the library board and possibly the foundation board. Mr. Widder will work on setting something up.

7. ACCEPTANCE OF DIRECTOR'S REPORT

[21966](#)

April 2011 Library Director's Report

A motion was made by Arntsen, seconded by Markle, to Approve the April Library Director's Report. The motion passed by voice vote/other.

8. **APPROVAL OF 2010 FINAL BUDGET ANALYSIS AND 2011 REVISED ADOPTED OPERATING BUDGET**

[21961](#)

Financial Statement-Final 2010 Operating Budget and Revised Adopted 2011 Operating Budget

After balancing the 2010 revenues and expenditures there was a balance of \$334,099.44 to carryover into 2011. Of that total \$39,257 is encumbered to pay for outstanding purchase orders for 2010; \$22,700 was dedicated for the purchase of cash register replacements and to complete the Gates grant match funding in 2011; \$10,901 will be added to the contingent balance representing 5% of the current city appropriation; and \$261,240 is an unrestricted fund balance (essentially money saved from not filling vacancies in 2010).

Revenues for 2011 were adjusted upwards by \$41,420. \$25,000 in Special contingency funds are designated for 2011 Sequoya Sunday hours (previously funded by the Foundation). The unrestricted and adjusted revenues monies to be allocated in 2011 for: additional permanent and hourly staff, emergency repairs at Central/Sequoya, staff training, faster and more reliable internet access bandwidth, funding for strategic planning consultant (OrangeBoy), web/marketing maintenance, branch youth programs, seating upgrades at Hawthorne, Evanced teen calendar software, RFID implementation, Sunday hours at an eastside branch, rebranding project, Ebook devices, Mae Mitchell collection at Goodman South Madison, PlayAways, and Wii-type games. By carrying over these funds into 2011, the revised adopted 2011 budget increased to \$14,570,071.

A motion was made by Wallner, seconded by Falconer, to Approve the 2010 final budget analysis and the 2011 revised adopted operating budget. The motion passed by voice vote/other.

9. **APPROVAL OF JANUARY AND FEBRUARY 2011 FINANCIAL STATEMENTS**

[21967](#)

Financial Statements for January and February 2011

There was no discussion.

A motion was made by Arntsen, seconded by Palm, to Approve the January and February 2011 Financial Reports. The motion passed by voice vote/other.

10. **APPROVAL OF REVISED INTERNET USE POLICY**

[21928](#)

Internet Use Policy Revision

The current policy was approved in 2002. There have been many changes in the technology world since that time. It is being revised now to bring it up-to-date. Information was added to protect us from our wireless network. We want the same rules to apply to both hardwired computers and the wireless

networks, leaving it open to additional technologies. The copywrite information was also changed.

A motion was made by Palm, seconded by Wallner, to approve the revised internet policy. The motion passed by voice vote/other.

11. ACCEPT GREEN ROOF FEASIBILITY STUDY

- B. [21380](#) Accepting the Madison City Staff authored feasibility study for a rooftop intensive community garden and/or a green roof at the remodeled/renovated Madison Central Public Library.

A motion was made by Palm, seconded by Arntsen, to reaccept the green roof feasibility report. Motion passed by voice vote/other.

12. APPROVE AGREEMENT TO PROVIDE MOVE MANAGEMENT CONSULTING SERVICES

- [21866](#) Authorizing the Mayor and City Clerk to enter into an agreement with (Insert Company Name Here) for (Enter Dollar Amount Here) to provide move management consulting services for the move of library contents away from and back to the Madison Central Public Library during the remodel, renovation, and exterior improvement project.

A consulting firm needs to be hired to manage the move of the library contents to a temporary facility and then back to the new Central Library when the renovation is completed. The firm will inventory existing contents of the building, create and monitor a move plan, write the moving bid packages, manage the moving vendor selection, create and supervise a pre-move preparation plan, provide onsite supervision during the moves and complete a post move consultation to review any damages that may have occurred to the building or contents during the move. The money for this is included in the capital budget. We will have to hire another company or companies to actually perform the move. Specialty movers may be needed for dismantling shelving and to deal with moving artwork.

A determination of where the library will move to in the interim is still up in the air. The AT&T building did not work out. Other sites are being looked at.

A motion was made by Palm, seconded by Karlen, to authorize the Mayor and City Clerk to enter into an agreement with American Interfile and Library Services, Inc. for \$92,380 to provide move management consulting services for the move of library contents away from and back to the Central Library during the remodel, renovation, and exterior improvement project. Motion passed by voice vote/other.

13. FACILITIES REPORT

The final public informational meetings re Central are scheduled for later this evening. The design team will meet again tomorrow. Then there will be a

month-long estimating period. By May 12 Mortenson will provide an estimate of the cost of the project, Sustainable Engineering will be doing their energy modeling, city staff will do internal reviews for quality and to be sure we're meeting standards set by the city, and city and library staff and library will meet to finalize outstanding design-type issues. On May 12 Jeff Scherer, Meyer Scherer & Rockcastle, will consult with the city architect, Jim Whitney, and then move forward into the construction document phase.

14. FRIENDS REPORT

No report.

15. FOUNDATION REPORT

The private campaign piece for Central is being organized, campaign cabinet is being recruited, and case statement being developed.

16. SOUTH CENTRAL LIBRARY SYSTEM REPORT

No report.

17. DANE COUNTY LIBRARY SERVICE REPORT

They expect to move out of the building in July.

18. ADJOURNMENT

A motion was made by Arntsen, seconded by Markle, to Adjourn at 5:12 p.m. The motion passed by voice vote/other.