

UNAPPROVED
MINUTES OF THE MEETING
OF THE
MEAD PUBLIC LIBRARY
BOARD OF TRUSTEES
INCLUDING JOINT MEETING WITH THE
COMMON COUNCIL FINANCE COMMITTEE
June 24, 2010

The meeting of the Mead Public Library Board of Trustees including the Joint Meeting with the Common Council Finance Committee was held on Thursday, June 24, 2010 in the Josephine A. Rocca Meeting Room. Present Board Members: Ms. Quinn, presiding; Mrs. Johnson, Ald. Montemayor, Mr. Nelson, Ms. Segalle, Mr. Stauber Soik, Mr. Wackowski, Ms. Wortche, and Mr. Zelpe. Absent Board Members: Mrs. Quicker. Present Common Council Finance Committee (CCFC) Members: Ald. Bouck, vice chair; Ald. Hammond, Ald. Radtke; and Nancy Buss, Interim Finance Director. CCFC Members Unable to Attend: Ald. Gischia and Ald. Bohren. Staff Members Present: Ms. Winkle and Mr. Zehfus.

1. Ms. Quinn called the meeting to order at 3:30 p.m. and determined there was a quorum present.
2. Ms. Quinn led the Board in the Pledge of Allegiance.
3. There was no public comment.
4. Mrs. Johnson **moved** to approve the minutes of the Board meeting of May 27, 2010. **Seconded** by Ms. Segalle. The motion **passed**.
5. Ms. Winkle distributed a letter from Timothy Schell, Chair of the Badger Converged Network Advisory Council to the Honorable Mark Miller and Honorable Mark Pocan, Co-Chairs of the Joint Committee on Finance urging them to support the contract extension and fiber upgrades to BadgerNet Converged Network (BCN). She reported that the Joint Committee on Finance had subsequently voted unanimously to use the federal ARRA grant for the BCN fiber network installation.
6. Ms. Quinn addressed the Board concerning compliance with Wis. Stat. Chapter 43 (copies distributed), Open Meeting Law, Public Records Law, and Library Trustee Essential 1: "The Trustee Job Description" as adopted by the Library Board in 2006. Ms. Quinn polled the Board for interest in attending upcoming Council or Committee of the Whole meetings. There is the potential that enough Board members could be in attendance that a quorum is reached. So a Badke notice will have to be posted prior to City meetings of concern to the Board. Because e-mails concerning the business of the Board fall under public records statutes, Board members

who wish to have a separate City e-mail account for official business should contact Ms. Winkle to get an account. Copies of Trustee Essential #1 were distributed.

7. Financial Report:

- a. Mr. Nelson stated that he had reviewed the invoices presented for approval. Mr. Nelson **moved** that the Board approve paying them. **Seconded** by Ald. Montemayor. The motion **passed**.
- b. Mr. Zehfus introduced the June 2010 budget status reports.
- c. There were no Line Item transfers.
- d. Mr. Zehfus read the report of gifts received and distributed a Donation Investment spreadsheet and an 850 expenditure report. Gifts received: F. E. & Johanna M. Gallagher \$100, Michael L. & Helene Carroll \$50, John R. & Patricia G. Bologna \$50 in memory of Charles Carroll for Teen Center fiction books.

8. Mr. Nelson reported on the Library Board Finance Committee (LBFC) meeting of June 2nd. The Committee recommendation is that the Board submit to the City Finance Department a library budget for 2011 that complies with state statutes, i.e. Maintenance of Effort (MoE). The Library Board will need to approve the 2011 Budget at its July meeting so the LBFC will have to meet to review the budget before then. The City will use Zero Based Budgeting for 2011 budget development. However, the methodology and documentation guidelines for that process are not yet in place.

9. Director's Report:

- a. Eastern Shores Library System (ESLS):
 1. Ms. Winkle referred to the ESLS Maintenance of Effort calculation document in the Agenda packet. Discussion followed.
 2. Ms. Winkle reviewed for the Board the "Agreement between ESLS and Mead Public Library (MPL) as a Participating Library" document in the Agenda packet.
 3. Ms. Winkle reviewed the ESLS Statutes/Policy compliance and Enforcement of Agreements documents, emphasizing Part 604 Enforcement of Agreements.
 4. Ms. Winkle referred to the ESLS Annual Report Summary 2009. This is compiled from 2009 data from member libraries. Discussion followed.
 5. Held to later in the meeting.

b. 2011 Budget Development:

1. Ms. Winkle reported on the Committee of the Whole meeting of June 9th. Aldermen Dekker and Bouck had pointed out the statutory language “may” expel a library for failing to meet system membership requirements. Ms. Winkle reported that Milwaukee Public Library didn’t meet MoE for 2010. Ms. Winkle distributed a Milwaukee Journal Sentinel article about the problem. Ms. Winkle distributed several letters between Division for Libraries, Technology, and Community Learning (DLTCL), Milwaukee County Federated Library System (MCFLS) and Milwaukee Public Library as well as a letter from MCFLS to Milwaukee Public Library concerning the MoE funding requirement and efforts to bring Milwaukee into compliance. Discussion followed.

At 5:00 p.m. Ald. Montemayor **moved** for a five minute recess. **Seconded** by Mr. Wackowski. The motion **passed**.

At 5:05 p.m. Ms. Quinn called the Library Board meeting to order and made introductions.

12. Joint Meeting with the Common Council Finance Committee:

- a. At 5:07 p.m. Ald. Bouck called the Common Council Finance Committee (CCFC) to order and led recitation of the Pledge of Allegiance.
- b. Ms. Winkle made a presentation reviewing the 2009 Annual report and the MoE funding required for ESLS membership. The Library Board and the CCFC discussed the presentation and the Milwaukee Public Library situation at length, including the pertinent correspondence shared with the Library Board earlier in this meeting.
- c. The 2011 and 2012 Mead Public Library budgets and budget process were discussed.
- d. Ald. Bouck adjourned the CCFC meeting at 6:18 p.m.

Ms. Quinn continued the meeting of the Library Board.

9. Director’s Report:

5. Ms. Winkle continued the Director’s report by reviewing the ESLS Annual Report Summary 2009: Standards for Public Libraries. The standards are presented in two ways, by municipal population and service population.

b. 2011 Budget Development:

2. The Special Budget Sub-Committee seems to be counting on saving \$200,000.00 from the Library Department, per the minutes of its meeting on June 21.
3. The Common Council resolution for 2011 Budget Development establishes “specific guidelines” for budget development including Zero Based Budgeting. It also voices concerns regarding state mandates for local funding levels.

c. Ms. Winkle distributed copies of the latest edition of the Staff Handbook as information for the Board.

d. Ms. Winkle began review and possible action on the request for a full-day Staff Institute Day on Wednesday, August 11th, concurrent with the upgrade of Polaris software for EasiCat. Ald. Montemayor **moved** to approve the Staff Institute Day on August 11, 2010. **Seconded** by Mrs. Johnson. The motion **passed**.

10. Ms. Quinn introduced for review and possible action the time of day of the monthly meetings of the Library Board. Ms. Quinn recommended a start time of 5:00 p.m. The Board discussed the matter. Ms. Quinn **moved** that Library Board meetings be held at 5:00 p.m. **Seconded** by Ald. Montemayor. A **roll call vote** was called for. Voting aye: Mr. Nelson, Ald. Montemayor, Ms. Quinn, Mr. Stauber Soik and Ms. Wortche. Voting nay: Mrs. Johnson, Ms. Segalle, Mr. Wackowski and Mr. Zelpe. The motion **passed**.

At this time Ms. Segalle announced that she would not be able to attend all of the Board meetings due to the time change. The Board discussion continued on the basis of this new information. Ms. Quinn **moved** to reconsider the vote on the previous question. **Seconded** by Mr. Wackowski. The motion **passed**. Further discussion resulted in the Board agreeing by **consensus** to explore the matter further at a future meeting. Ms. Quinn announced that the next Board meeting (July) will be held at the original time and the matter again placed on the agenda.

11. Liaison Reports:

- a. Mr. Nelson reported that the next ESLS Board meeting will be on Monday. The main topic will be training for library trustees and all Board members are invited.
- b. Ms. Quinn reported that the Foundation’s financial advisor thinks the economy may finally be turning around. The investment earnings have improved, so more income will be available to fund future programs.
- c. There was no Friends report.

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13. Mr. Wackowski **moved** to adjourn. **Seconded** by Mrs. Johnson. The motion **passed**. Ms. Quinn adjourned the meeting at 6:37 p.m.

Sharon Winkle, Secretary