



City of Madison

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

Meeting Minutes - Approved MADISON PUBLIC LIBRARY BOARD

Monday, August 10, 2009

4:30 PM

Madison Public Library
201 W. Mifflin St., Rm. 204

1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 4:30 p.m.

Present: 5 -

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

Absent: 1 -

Larry Palm

Excused: 3 -

Maya Cole; Tracy K. Kuczenski and David L. Wallner

Also Present: Dimick, Sawyer, Benno, Roughen, Froistad, Lee, Lehnherr

2. APPROVAL OF MINUTES

A motion was made by Arntsen, seconded by Falconer, to Approve the Minutes of July 2, 2009. The motion passed by voice vote/other.

<http://legistar.cityofmadison.com/calendar/#current>

3. CORRESPONDENCE

[15602](#) MPD Request

The Madison Police Department has requested and been approved for use of the Central Library for training purposes primarily during hours when the library is not open. The request was placed on file.

4. PUBLIC COMMENT

There were none.

5. BOARD INFORMATION EXCHANGE

There was none.

6. DIRECTOR'S REPORT

[15632](#) August '09 Director's Report

A motion was made by Markle, seconded by Karlen, to Accept the August Director's Report. The motion passed by voice vote/other.

7. FINANCIAL REPORT

[15630](#) June 2009 Financial Statements

There are no concerns with the 2009 budget at this point in the year. Things are moving along pretty much as expected.

A motion was made by Arntsen, seconded by Markle, to Accept the June 2009 Financial Report. The motion passed by voice vote/other.

ROLL CALL

Ald. Palm arrived at 4:37 p.m.

Present: 6 -

Larry Palm; Barbara J. Karlen; Allen A. Arntsen; Ann L. Falconer; Theodore C. Widder, III and Gregory Markle

Excused: 3 -

Maya Cole; Tracy K. Kuczenski and David L. Wallner

8. APPROVAL OF 2010 OPERATING BUDGET

[15631](#) 2010 Proposed Operating Budget

City department heads received very specific instructions on how to prepare the 2010 operating budget proposals: Prepare two budgets - 1) 0% increase from 2009 (the 2009 adopted budget amount plus adjusted increase for debt service); and 2) a 6% contingency cut plan.

Revenues for 2010 are budgeted at \$14,263,422. This includes an estimated reduction of \$114,277 in walk-in library service payment from Dane County as well as smaller reductions in fines and fees, LINK cataloging payment, rental collection income and a \$32,893 loss in space rental due to the South Central Library System's relocation.

Total Expenditures for 2010 are budgeted at \$14,582,515. Salary savings were increased from 2.5% to 3.25% which means we will be holding vacant positions

open longer to save money in salaries. Computer hardware was reduced because we will be receiving PCs from the Gates grant. Rental expenditures are down due to the now-rented-soon-to-be-owned South Madison Branch.

There is a gap of \$319,093.14 between the revenues and expenditures.

To make up the gap staff proposed the following:

- Reduce collections by \$189,749
- Eliminate Sunday hours at Central saving \$60,000
- Eliminate two vacant positions, saving \$69,344.

The elimination of Sunday hours was recommended because it could be done without staff layoffs (which would affect other services) and because the Sequoia Branch is open on Sundays (funded by the Foundation). By union agreement, the library is allowed to operate Sundays by using permanent staff that volunteer to work the extra hours at time and one-half.

In order to accomplish the additional 6% reduction, the following staff proposal was made:

- Further reduce collections and supplies by \$350,000
- Reduce budget for hourly employees by \$158,000 (13% of total hourly budget)
- Reduce Monroe Street Branch hours by 15 per week for \$50,000 savings
- Change in second floor services at Central: Youth Services reduced by 25 hrs/wk
and provide security service in the Fiction area only for \$54,789 savings
- Hold two vacant positions open for 2010 for savings of \$95,135

As part of the budget process, Supplemental Initiatives can be submitted, asking for funding to be restored. The following staff recommendations were made:

- Restore Collection money (\$189,749 from 0% cut budget and \$350,000 from 6% cut budget) (These cuts combined total 41% of the collection budget!)
- Restore budget for hourly employees (\$158,000)
- Restore Monroe Street Branch hours (\$50,000)
- Restore Sunday hours at Central (\$60,000)

There was discussion among board members re the Central closing on Sundays. These are the busiest hour for hour usage all week. They didn't feel it would be prudent to close then in light of the fact we are trying to build support for a new library when some people question the need for a Central library at all.

After much discussion a motion was made by Markle, seconded by Karlen, to Approve the following:

To make up the \$319,093.14 gap for the zero percent budget proposal:

- Reduce collections by \$154,614
- Eliminate two vacant positions saving \$69,344
- Hold two vacant positions open for 2010 - \$95,135

and to accomplish the 6% (\$707,924) reduction budget (in no order):

- Further reduction in collections and supplies - \$385,135
- Eliminate Sunday hours at Central, saving \$60,000
- Reduce budget for hourly employees by \$158,000
- Reduce Monroe Street hours by 15 hrs/wk - \$50,000
- Change in 2nd floor services at Central: YS reduced by 25 hours/wk; security only in Fiction room - \$54,789

and submit supplemental initiatives in the following priority order :

1. Restore Sunday hours at Central (\$60,000)
2. Restore collection money (\$269,874.50)
3. Restore budget for hourly employees (\$158,000)
4. Restore collection money (\$269,874.50)
5. Restore Monroe Street Branch hours (\$50,000)

The motion passed by voice vote/other.

9. APPROVAL OF POLICY TO REQUIRE ANNUAL BOARD REVIEW OF M&I TRUST PERFORMANCE

City Treasurer Dave Gawenda first became aware of the library's M&I fund during the city's annual audit. He noted that the library board seems to be involved in interacting with the trust officer providing a check on how the trust company is managing the corpus of the trust. He is concerned, however, that a future library board might no longer be as actively interested in the management of the trust. If that were to happen and he was not aware of the change, there might be an expectation that he should have been more involved. To allay his concerns, he suggested the board adopt a policy that requires the full board to review the trust performance periodically with the trust officer and minutes of that review be sent to the treasurer's office and that the board adopt a resolution that requires the director to notify the city treasurer if the board no longer wishes to take take responsibility for reviewing the trust's management.

Arntsen moved, seconded by Palm, to adopt a resolution to review, at least annually, the investment policy in place in connection with the Fund and the performance of fund managers and will confirm and/or modify the investment policy and fund performance by formal action, and that this annual confirmation or change in policy will be communicated to the City of Madison Treasurer's office. Motion passed by acclamation.

10. APPROVAL OF INTERYSYSTEM RESOURCE LIBRARY AGREEMENT BETWEEN MADISON PUBLIC LIBRARY & SOUTHWEST WISCONSIN LIBRARY SYSTEM

[15603](#)

SWLS Agreement

A motion was made by Palm, seconded by Arntsen, to Approve the 2010

Intersystem Resource Library Agreement between Madison Public Library and the Southwest Wisconsin Library System. The motion passed by voice vote/other.

11. FACILITIES UPDATE

A special Council meeting was held at the library last week with 11 alders and the mayor in attendance to hear the HGA renovation proposal for the Central Library. A tour of the building was also included. This was the second such meeting of the Council. The first was to hear the Fiore/Irgens proposal for the entire block the library sits on. A third meeting is yet to be scheduled when council members will be able to ask questions.

Verification of costs for both proposals is ongoing by an outside engineering firm. There is urgency to get this done because the mayor's capital budget proposal is due September 1.

Bids for the South Madison Branch construction will be going out in the next couple of weeks.

12. FRIENDS' UPDATE

There was no report.

13. FOUNDATION UPDATE

The South Madison Branch campaign is underway with about \$300,000 remaining to be raised. The campaign will run through 2010.

14. SOUTH CENTRAL LIBRARY SYSTEM UPDATE

There was no report.

15. DANE COUNTY LIBRARY SERVICE UPDATE

The County Executive is proposing to fund the walk-in reimbursement at 88% of the total cost. It may be necessary to solicit support for a higher reimbursement from county supervisors.

16. ADJOURNMENT

A motion was made by Arntsen, seconded by Markle, to Adjourn at 5:25 p.m. The motion passed by voice vote/other.