



City of Madison
Meeting Minutes - Draft
MADISON PUBLIC LIBRARY BOARD

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

Thursday, September 7, 2006

4:30 PM

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

I. CALL TO ORDER

The meeting was called to order at 4:35 p.m.

Present: Larry Palm, Barbara J. Karlen, David L. Wallner, Theodore C. Widder, III and Gregory Markle

Excused: Carol Carstensen, John A. Taft, Jr. and Ann L. Falconer

Also Present: Dimick, Sawyer, Warren, Grogan, Olson, Froistad, Lee, Benno

II. APPROVAL OF MINUTES

The August 1, 2006 Minutes were approved.

**A motion was made by Karlen, seconded by Wallner, to Approve the Minutes.
The motion passed by acclamation.**

III. CORRESPONDENCE

Board President Widder wrote to County Executive Falk requesting that the DCLS reimbursement program be maintained at 2006 levels, which is 97% of full funding for the reimbursement for operations and 98% for the facility program. She responded that library service is a priority for her. However, the County is facing a very difficult budget losing almost \$2 million in state and several million dollars in federal monies.

IV. PUBLIC COMMENT

There was none.

V. BOARD INFORMATION EXCHANGE

There was none.

VI. FINANCIAL REPORT

2007 Operating Budget Update - As the Library Director was preparing the budget for submission she realized there was an error. The following four supplemental requests had been proposed and approved by the Library Board:

- Increase in the materials budget by \$347,704*
- Increase hourly salary budget by \$200,000*
- Increase programming budget by \$30,000*
- Increase salary savings by \$85,000*

Ms. Dimick never had any intention of asking for the salary savings increase (from 2.6% to 4% of salaries). This was an administrative rather than a customer service cut and would not likely have been funded. She had discussions with both President Widder

and Ald. Palm who were in agreement not to submit that particular request. She was now requesting full board approval of the budget submission.

Markle moved, seconded by Karlen, to confirm and ratify the modified supplemental budget proposals as submitted by the Director. Motion passed by acclamation.

The Mayor's Executive Capital Budget has come out. The new South Madison Branch was in the 2006 budget for planning and 2007 for construction. It has been put off a year (planning in 2007 and construction in 2008). The City has brought in a financial analyst to pull together the plans of the whole Villager Mall. There are a lot of entities involved in this whole project adding a lot of complexities that have to be straightened out before proceeding. The Library Board expressed some concern that this project might be put off even further. They would like an opportunity to provide input into what happens to the library and requested that Ms. Dimick ask Janet Piraino, mayoral chief of staff, to come to an upcoming Board meeting.

There are funds in the 2006 capital budget for land acquisition for a far west side branch. (Real Estate is still pursuing sites.) \$445,000 will be allocated into 2007 for this. Borrowing for the Pinney and Monroe Street Branch improvements has been reauthorized into 2007. This work is underway and should be completed in early 2007.

Financial Report - The library appears to be underspent in some expenditures, however, we are behind on some projects (i.e. rewiring) in terms of spending the money is concerned. The salary budget is the big item to watch. The Director is getting bi-weekly reports on how much money is spent; we're okay at this point.

It was noted that M&I is doing what we requested they do; they have transferred 61% of our portfolio into the fixed income accounts. The M&I report listed a negative entry of \$5,006 for purchased income. Ms. Dimick to follow-up with M&I to find out what this is and report back to the Board at the October meeting.

VII. INFORMATION ITEM: RENAMING OF THE MIDVALE PLAZA DEVELOPMENT

The developers of the Midvale Plaza notified the library they would like to rename the project "Sequoia Commons". Per the city attorney, the library has no rights to the name "Sequoia" so the developers can rename the project if they wish to do so.

VIII. MADISON METROPOLITAN SCHOOL DISTRICT REFERENDUM INFORMATION IN LIBRARIES

MMSD has asked the library to display kiosks at all locations concerning information about a public referendum. Making information about public issues available is consistent with the library's mission. There were some questions about size restrictions and whether we should develop a policy re referendum items. The Board agreed that it would be ok to display these kiosks, but leave it up to the individual branches as to whether they had enough space available. The policy will be added to the October agenda for further review.

IX. INFORMATION ITEM: REPORT ON SELF SERVICE HOLDS AT CENTRAL

Ms. Grogan, Circulation Supervisor, reported that holds at the Central Library are now available in the public area, placed spine down with the first four letters of the last name and two letters of the first name visible. This is a pilot project and is proving to be very

efficient. It limits staff handling of materials and frees them up to do other things. Self check machines will soon be available as well and that will be another staff saver. We have experienced double digit growth every year since people could place holds. Our customers can now proceed through the checkout lines more quickly since they don't have to wait for staff to find their holds. Staff are available in the area shelving and are happy to help patrons as the need arises. This is a way to keep up with the growing demand for the service.

Ms. Grogan has received many positive comments and only one anonymous complaint concerning privacy. The Lakeview Branch has had open holds for two years without complaints. They use full form of name as do the Sun Prairie and Verona libraries.

X. LOCAL HISTORY ON-LINE DEMO ON DIGITIZING MADISON'S HISTORY - Molly Warren, Reference and User Services Librarian

A computer presentation was made by Molly Warren, Reference and User Services librarian. Ms. Warren wrote and received a grant in 2006 to digitize city directories and plat books. The information was available in time for the Sesquicentennial Celebration. All pages of the documents are available to view and are fully searchable by key word. She has submitted a grant request for 2007 to continue digitizing directories through 1910.

XI. FACILITIES UPDATE

The Sequoya Commons project will be submitted to the Urban Design Commission on September 27 for final UDC approval on October 18.

XII. FRIENDS' UPDATE

There was no report.

XIII. FOUNDATION UPDATE

The spring campaign has been completed making its goal of \$80,000. The goal for the fall campaign is \$140,000. It will be underway soon. The latest issue of Sequels has just been printed. It focuses on the Sequoya campaign and lists several large bequests. Over \$300,000 was added to the endowment in the last few weeks. A bequest designated for the South Madison project was also received.

The Sequoya campaign steering committee meets monthly. It is co-chaired by Gary Poulson and Jean McCubbin. Ms. Dimick, Mr. Widder, Judy Olson and representatives of seven neighborhoods are also on the committee. It is our hope that all ten neighborhoods will be represented before long.

At the request of the Foundation Board, the Library Board was asked to consider dropping its requirement to include a "do not solicit" box on response cards to library database recipients of the Foundation's annual solicitations. A large percentage of donating respondents check the box thereby limiting the Foundation's efforts to fund raise.

It was suggested that language be developed which will be included on a general hand out to new library card holders letting them know they may receive communications from the library Foundation. This will be brought back to the October meeting for further discussion.

XIV. SOUTH CENTRAL LIBRARY SYSTEM UPDATE

The System Celebration Dinner is scheduled for September 21.

Ald. Palm left the meeting at 5:50 p.m.

Present: Barbara J. Karlen, David L. Wallner, Theodore C. Widder, III and Gregory Markle

Excused: Larry Palm, Carol Carstensen, John A. Taft, Jr. and Ann L. Falconer

XV. DANE COUNTY LIBRARY SERVICE UPDATE

We are still waiting for the final consultant report.

XVI. COMMITTEE UPDATES

There was no report.

XVII. ADJOURNMENT

The meeting adjourned at 5:52. p.m.

A motion was made by Wallner, seconded by Markle, to Adjourn. The motion passed by acclamation.