



City of Madison
Meeting Minutes - Final
MADISON PUBLIC LIBRARY BOARD

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

Thursday, December 1, 2005

4:30 PM

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

I. CALL TO ORDER

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

Present: Ald. Larry Palm, Barbara J. Karlen, John A. Taft, Jr., Ramon R. Hernandez, Theodore C. Widder, III and Gregory Markle

Absent: William C. Keys

Excused: Ann L. Falconer and David L. Wallner

Also Present: Grogan, Benno, Dimick, Sawyer, Poulson, Olson, Froistad

II. APPROVAL OF MINUTES

The Minutes of the November 3, 2005 meeting were approved.

A motion was made by Ald. Palm, seconded by Taft, Jr., to Approve the Minutes as corrected: Add "roll call" under Item I and correct the spelling of "Markle" under Item X. The motion passed by acclamation.

Keys arrived at 4:33 p.m.

Present: Ald. Larry Palm, William C. Keys, Barbara J. Karlen, John A. Taft, Jr., Ramon R. Hernandez, Theodore C. Widder, III and Gregory Markle

Excused: Ann L. Falconer and David L. Wallner

III. CORRESPONDENCE

There was none.

IV. PUBLIC COMMENT

Gary Poulson, representing the Sequoia Campaign Advisory Committee, passed on a couple of requests from the Sequoia Friends group. They would like the Board to consider building a 24,000 sq. ft. library instead of the proposed 20,000 sq. ft. one. If this is not possible, then they would like to request that we keep the possibility of expansion in mind when developing the plan. They also requested that Sequoia staff be involved in the design of the interior.

Increasing the size of the new library is too costly to consider. However, the suggestion to keep expansion possibilities in mind was a good one. Sequoia staff will be involved in the interior design.

Mr. Poulson and Ald. McCubbin will be heading up the fund raising advisory committee for the project.

It was reported that a letter of intent has been signed for the project. The developer has only a conceptual design at this point; they hope to go through the planning process in

the summer and break ground by late next fall. After the curing process has been completed, interior construction for the library portion can begin. This will probably occur in early 2007.

V. BOARD INFORMATION EXCHANGE

There were some noteworthy items printed in the WLA newsletter. Phyllis Davis, Associate Director of SCLS, was elected to be a counselor to ALA from WLA. Peter Hamon was elected as a legislative advisor. Christy Williams was named trustee of the year for the state. The newsletter also included a full page article from Peter Hamon.

VI. FINANCIAL REPORT

The City has covered the cost of retro pay for the 2004 contracts for union employees. The library expects to receive funds for the 2005 contract settlement as well. It appears at this time that there will be some carryover at the end of the year.

There were some questions about the fixed assets budget. Staff are working on expending those 2005 funds; several of the items will be encumbered. The definition for fixed assets changes in 2006 to become items that are valued at more than \$5,000.

There was new information on the Badgerlink Converged network project. MPL doesn't need to comply as quickly as the original timetable indicated. The work can be done incrementally. As a result, it will be a lot less burdensome to staff to do the internal re-cabling in stages. It was noted that very little of this necessary investment will be usable in a renovated building.

VII. 2006 CENTRAL LIBRARY HOURS

Since usage is greater in the evening than in the early morning, staff proposes changing the Central Library's open hours to 9:00 a.m. to 9:00 p.m. Monday through Thursday and 9:00 - 5:00 Friday and Saturday. By opening a half hour later we can open the additional evening (Thursday). This will increase the open hours per week by 1/2 hour. Staff feel they can absorb this additional half hour.

Staff also proposes closing Central Youth Services at 6:00 during the week. The Youth Services staff unanimously felt the area should be closed as there is very little youth activity during this time period at Central. This will provide staff an opportunity to do more evening programming in the branches where the children are. Youth materials would, however, be available on carts in the gallery area during the evenings. Hourly staff would also be available to retrieve individual items from Youth Services if requested.

It is unknown whether the later opening time will affect our security issues.

Palm moved, seconded by Karlen, to revise the Central library hours as presented. Motion passed by acclamation.

VIII. CIRCULATION POLICY: CHANGES TO LOAN PERIODS

The LINK Circulation Standards Sub-Committee reviewed loan periods for all 48 LINK locations as an attempt to come to a consensus. Standardized loan periods will benefit the public--there will be less confusion about loan periods.

The significant changes for Madison include:

- Adult/juvenile nonfeature VHS and DVD loan periods would change from 28 to 14 days. Items will circulate faster. This may result in the library not having to buy as many copies of these items.

- Circulating magazines would change from 7 to 14 days. Magazines are not a high volume circulating item; staff feel this change is manageable.

In an effort to cooperate with other LINK libraries, staff recommends the standardization of loan periods.

Palm moved, seconded by Markle, to approve the standardization of loan periods. The motion passed by acclamation.

IX. REPORT ON CIRCULATION ISSUES

The library has had requests from users to pre-notify them of date dues. We look forward to being able to do this with our new system, Horizon.

We presently notify (by email) patrons of overdue videos when they are 3 days overdue and other materials at 14 days. We would like to change the 14 days to 7.

A 90-day trial period with Unique Management for collection of fines and fees has begun. The parameters limit the collection to customers who have amounts owing over \$50 in the last 60 days. There were only 9 people during that period of time, but if we collected everything it would amount to \$1600. The cost to MPL is \$8 per item--in this case \$72.

The final notice sent to customers owing over \$50 now states that if the amount is not paid, they will be assessed an additional \$10 and referred to a collection agency. This seems to be prompting customers to pay up before being turned over to Unique.

Staff will make regular reports on how the collection is going.

X. WLA MEMBERSHIPS

South Central Library System will once again pay the fee for trustees who wish to become members of the Wisconsin Library Association. We must let SCLS know by the end of the month who wishes to join.

XI. FRIENDS' UPDATE

The Alicia Ashman and Lakeview Friends celebrated their 5th and 2nd anniversaries respectively with big celebrations for library users.

XII. FOUNDATION UPDATE

The prospect follow-up solicitation has been sent out. The goal for the fall campaign is \$130,000. We're half way there.

XIII. SOUTH CENTRAL LIBRARY SYSTEM UPDATE

The Peter Hamon retirement event is scheduled the afternoon of January 12 at the SCLS headquarters.

The strategic plan goes to the SCLS Board for approval later this month.

XIV. DANE COUNTY LIBRARY SERVICE UPDATE

The consultant will submit the first preliminary report in January. Interviews with individual directors will begin soon after. At some point later on, board members will be interviewed as well. The final report is due in August.

XV. FACILITIES UPDATE

The library is almost to the point of having an acceptable MOU for the Grandview Commons property for a future far east side branch library. We still have to negotiate the naming rights and specific identification of the land. The MOU will lead to a definitive agreement the Library Board will have to approve.

The basic structure of the contribution remains the same. The contribution committed at this time is \$500,000 (\$250,000 is the value of the land and the remaining \$250,000 to be used as a basis for design and building of the structure).

Although the donor would like the library to build now, it has been agreed to start construction no later than 7 years from the time the library acquires the site. If the library is unable to do this, the land will revert back to the donor. The city attorney and mayor's office have been involved and are comfortable with this agreement.

Our current policy states a donor must contribute 51% or more of capital costs to obtain naming rights of the building. It has been estimated that the cost for a new library will be \$4 million six years out. To secure the naming rights then, the donor would have to contribute a total of \$2,000,000 which is consistent with our policy.

XVI. COMMITTEE UPDATES

Personnel Committee - The Committee is comprised of Barb Karlen, Larry Palm, Jack Taft, Tripp Widder, and Greg Markle. Ms. Karlen has agreed to chair.

Planning Committee - The library is still waiting for the feasibility report on the Kenton Peters proposal. We expect to have a meeting in December or January to receive the report. Mr. Peters will be invited so that he may respond to the report.

XVII. ADJOURNMENT

The meeting adjourned at 5:40 p.m.

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