



Vision

MPL is an anchor institution that helps build healthy families and vibrant neighborhoods – the foundation of a strong Milwaukee.

Mission

Inspiration starts here – we help people read, learn, and connect.

BOARD OF TRUSTEES REGULAR MEETING

Tuesday, June 23, 2020

4:00 p.m.

By Go To Meeting

By computer, tablet or smartphone:

<https://global.gotomeeting.com/join/619381653>

By phone:

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 619-381-653

AGENDA

4:00 – 4:05

WELCOME & ROLL CALL

4:05 – 4:10

PUBLIC COMMENT

4:10 – 4:15

CONSENT AGENDA

Attachment A, page 4

1. **Regular Board Meeting Minutes, May 26, 2020**

2. **Administrative Reports.**

- a. Financial Report
- b. Library Director's Report

ACTION ITEMS

4:15 – 4:20

3. **Bylaws Revision.** Revised Board Bylaws will be presented for approval.

Attachment B, page 12

4:20 – 4:30

4. **Code of Conduct.** Trustees will be asked to approve a change to the Code Of Conduct that specifies changes due to COVID-19.

Attachment C, page 26

MPL BOARD AGENDA

06/23/2020

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REPORTS

4:30 – 4:40

5. **MPL Foundation**. Executive Director Ryan Daniels will provide a report on Foundation activities.

4:40 – 4:50

6. **MCFLS Board Meeting**. Trustee Ald. Nik Kovac, Resource Library Representative, will report on the June 15, 2020 MCFLS Board meeting.

4:50 – 5:20

7. **COVID-19 Recovery and Reopening**. Library Director Kiely will present an update on the library's recovery plan, including preparations for the return of staff and the public, service preparations, and grant applications.

8. **Adjourn**.

REMINDER: Next scheduled meetings are:

July 2, 2020 Building & Development Committee – Video Conference Call, 8:00 a.m.

July 27, 2020 Services & Programs Committee – Video Conference Call, 5:30 p.m.

July 28, 2020 Finance & Personnel Committee – Video Conference Call, 3:00 p.m.

July 28, 2020 Regular Board Meeting – Video Conference Call, 4:00 p.m.

Trustees

Michele Bria, *President*, Joan Prince, *Vice-President*, Chris Layden, *Financial Secretary*, Ald. Milele Coggs, Ald. Nik Kovac, Matthew Kowalski, James Marten, Dir. Larry Miller, Ald. Michael Murphy, Sup. Marcelia Nicholson, Mark Sain, Jennifer Smith
Paula Kiely, *Secretary*, Rebecca Schweisberger, *Secretary's Assistant* (414) 286-3021

The Milwaukee Public Library Board of Trustees is an informed, dedicated group of citizens who represent a cross-section of the city of Milwaukee and are committed to supporting, developing, and advancing the library for the benefit of all residents of Milwaukee and others throughout Milwaukee County, the State of Wisconsin, and beyond. In their role as advocates and advisors, they serve the library's many patrons, its staff, the common good of the community, and this critical and enduring institution.

Persons engaged in lobbying as defined in s. 305-43-4 of the Milwaukee Code of Ordinances are required to register with the City Clerk's Office License Division. More information is available at www.milwaukee.gov/lobby or by calling (414) 286-2238.

Please be advised that members of the Milwaukee Common Council who are also members of this body will be in attendance at this meeting. In addition, Common Council members who are not members of this body may attend this meeting to participate or to gather information. A quorum of the Common Council or any of its standing committees may be present, but no formal Common Council action will be taken at this meeting.

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities. Make requests to the Library Director's Office at (414)286-3021, 286-2794 (FAX) or Central Library, 814 W. Wisconsin Ave., Milwaukee, WI 53233 Attn: Accommodation Request.

MILWAUKEE PUBLIC LIBRARY BOARD OF TRUSTEES

REGULAR MEETING

MINUTES

Tuesday, May 26, 2020

Video Conference Call by GoToMeeting

PRESENT: Michele Bria, Joan Prince, Chris Layden, Ald. Milele Coggs, Ald. Nik Kovac, Matt Kowalski, James Marten, Mark Sain, Paula Kiely

EXCUSED: Dir. Larry Miller, Ald. Michael Murphy, Sup. Marcelia Nicholson, Jennifer Smith

STAFF: Rachel Arndt, Eileen Force Cahill, Joan Johnson, Sam McGovern-Rowen, Jennifer Meyer-Stearns, Judy Pinger, Anne Rasmussen, Rebecca Schweisberger, Kelly Wochinske

OTHERS

PRESENT: MPL Foundation: Ryan Daniels, Pat Swanson

President Michele Bria called the meeting of the Milwaukee Public Library Board of Trustees to order at 4:05 p.m. on May 26, 2020 with a quorum present. All Trustees participated by video conference.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

1. **Regular Board Meeting Minutes April 28, 2020.**
2. **Committee Reports.**
 - a. Finance & Personnel Committee Meeting Minutes April 28, 2020
3. **Administrative Reports.**
 - a. Financial Report
 - b. Library Director's Reports

President Bria asked the Board if any items should be removed from the Consent Agenda presented as attachment A, pages 4-14 of the agenda. Hearing no objection, the Consent Agenda was approved.

ANNUAL MEETING

4. **Welcome to Trustees.** This item was held for the June 23, 2020 meeting.

5. **Election of Board Officers.** This item was held for the June 23, 2020 meeting.

SPECIAL COMMUNICATION

6. **COVID-19 Response and Recovery.** Library Director Paula Kiely provided an update on the status of library services, staffing, and recovery efforts.

Ongoing Services

MPL implemented materials request and pick-up service at the Central Library Drive-up and curbside at Washington Park and Tippecanoe branch libraries. Developing, coordinating, and implementing these services was a significant undertaking. Staff participated in a one day orientation session which included information about safety protocols as well as service transaction instructions and practice.

Wi-fi service continues to be available outside all MPL locations and MPL is included in a statewide map of free wi-fi locations. MPL purchased 150 Hot Spots, some of which will be offered to MPS families in need of internet service. Hot Spots are also available for staff members who have been redeployed to Milwaukee Health Department (MHD).

Approximately 100 MPL employees are assisting MHD with contact tracing, research, data entry, and phone calls regarding COVID-19 test results. MPL's IT department coordinated with the City's Information and Technology Management Division (ITMD) to ensure city and library staff had the necessary equipment for this work. A total of 17 MPL staff members have been furloughed, including 7 full-time employees. The remainders of MPL employees are classified as essential and have been working on digital services, building cleaning and maintenance, managing ongoing projects, and planning. Regular work and services have been paused or modified as needed. The City's Department of Employee Relations (DER) is exploring staff eligibility for hazard pay and some MPL staff may be eligible based on the DER criteria.

Online programming has increased and this year the Summer Reading Program and Teen Summer Challenge will take place entirely online. The focus of the Summer Reading Program will be to read, create, and discover. All participants will receive books at the beginning of the program while incremental prizes will be discontinued. Books will be distributed with the help of local partners, including MPS meal sites. Information about summer programming will be available on mpl.org, shared on social media, and sent to area schools, parent coordinators, and school media specialists. MPL is working with community partners to provide virtual programs and some live visits if possible.

MPL is working with the tenants at Central Library regarding their return to the building. Tenants include: the Library Foundation, MCFLS, ABLE, and the Library Friends Bookseller. City orders, protocols for safety and cleaning, and the return of MPL facilities staff will need to be in place before expanding operations to include tenant return.

Reopening the Library

MPL Administration continues to plan and prepare for reopening, which will be phased in an organized manner. Not all locations will open at the same time.

The first step in reopening will be modification or lifting of the City's safer at home orders. Safety protocols, equipment, and supplies will need to be in place before reopening. Due to increased demand, supply levels are low and some purchases have been backordered, limited, or cancelled by the supplier. In addition to regular cleaning supplies, MPL has also ordered Plexiglas shields and personal protective equipment (PPE). A hazard assessment, completed and approved by MHD, is also required before reopening. Individual hazard assessments will be needed at each branch library. The Department of Public Instruction (DPI) has created guidelines and formulas which will be useful in determining how many people to allow in a building at the same time.

The return of redeployed and furloughed staff is also a critical part of the reopening timeline. There is currently no indication how long MPL staff will be needed to support MHD work.

Library services, including collection browsing, digital resources, technology, and employment assistance, will be assessed and phased in as needed. MPL staff will be prepared to work in new and different ways, including remote work if necessary.

MPL is working with the Foundation to seek funding through various grants. MPL has applied for a grant through the National Endowment of the Humanities to cover staff salaries and fringe benefits while completing an archiving project. MPL is also eligible for a competitive grant through the Institute of Museum and Library Services (IMLS), which, if awarded, would provide funding for a recovery plan designed to strengthen the community and build resilience for the future. The grant would allow MPL to build capacities through staff development, technology enhancements and remote work infrastructure, and increase public access to information, online learning resources, and virtual social services access.

MPL is on pace with our national counterparts and comparable urban library systems. Urban Libraries Council (ULC) has been a great resource and has created workgroups to write position papers for best practices. Public Services Area Manager Anne Rasmussen was nominated for the workgroup exploring long-term outcomes from the pandemic. Director Kiely has been meeting with other Wisconsin Resource Library directors and many medium-sized libraries have set dates for reopening. Locally, some MCFLS member libraries have resumed regular services. MCFLS delivery services will resume on June 1, 2020 and MPL will accept deliveries for Central Library, Washington Park library, and Tippecanoe library. All returned materials will be quarantined for 72 hours before processing. The due date for MPL-owned materials has been extended to September and patrons will soon be able to request holds online.

MPL will continue to bring controversial items to the Board for consideration and support.

President Bria commended Director Kiely for her leadership and the work of the MPL team.

Informational item.

REPORTS

7. **MCFLS Board Meeting.** Trustee Kovac reported on the April 20, 2020 and May 18, 2020 meetings. The MCFLS Board conducted their annual review of MCFLS Director Steve Hesel and is pleased with his leadership. Inter-library delivery contracts were renewed and most member libraries are prepared to receive delivery. MCFLS has extended materials due dates through June 15, 2020; MPL has further extended the due date for its materials through September 15, 2020. On June 1, 2020 Hoopla checkouts will revert from 8 checkouts per patron to 4 checkouts. The MCFLS marketing contract has been delayed. MCFLS coordinates some digital services and all materials delivery, but members have autonomy to make decisions regarding reopening and available services. MCFLS staff is mostly working remotely and practicing social distancing while in the office. Informational item.

8. **Services & Programs Committee Meeting.** Chair Coggs reported on the May 4, 2020 meeting. The Committee received Security Reports for Quarter 4 (2019) and Quarter 1 (2020).

The Committee heard details about a security incident leading to the recommendation of a permanent ban. The Committee moved to issue a permanent ban of library patron Johnny Birkley. Trustee Sain seconded. Motion passed.

The Committee reviewed a new Materials Handling Policy, created in response to the COVID-19 pandemic. The Committee moved to approve the policy. Trustee Sain seconded. Motion passed.

The Committee heard a recommendation from Library Administration to change the Sunday open-hours locations from Central Library, Capitol branch library, and Zablocki branch library to Central Library, Good Hope branch library, and Tippecanoe branch library. The Committee moved to approve the change. Trustee Marten seconded. Motion passed.

NEW BUSINESS

9. **2021 Requested Budget.** Assistant Library Director Jennifer Meyer-Stearns presented a summary of the Library's requested 2021 budget. MPL submitted a cost-to-continue budget to the Budget office and was also asked to submit a budget model with a 3% decrease, which amounts to approximately \$530,000. Appropriate increases were made to account for higher cleaning supply and security costs. The salary budget increased by 3.5%, as a result of city-wide pay progression increases from 2019. Although energy rates increased, MPL will likely see a decrease in consumption and costs due to recent lighting and HVAC upgrades. Overall, 2020 costs are expected to be significantly under budget due to adjustments made during the temporary closure. MPL will work closely with the Budget office to prepare the 2021 proposed budget. Ms. Meyer-Stearns thanked Library Business Manager Sarah Leszczynski for her work on budget preparation. Informational item.

10. **Bylaws Revision.** President Bria introduced the revised Bylaws draft for review and Director Kiely explained the revisions. The primary revision relates to Trustee participation in closed sessions when attending meetings remotely. As a result of the current closure and distancing measures, the proposed Bylaws makes virtual meetings permissible and allows for closed sessions during video or telephone meetings. Trustee Kovac recommended contacting the City Clerk's office to inquire about the closed session procedure during virtual Common Council meetings. Another revision states that newly elected Board Officers will assume their office immediately following the vote. The Bylaws may be amended at any regular meeting of the Board, provided the amendment has been submitted in writing to the full Board at least 30 days before the designated vote. The Bylaws will be presented for vote at the June 23, 2020 meeting. Informational item.

With no further business, the Milwaukee Public Library Board of Trustees meeting of May 26, 2020 was adjourned at 5:30 p.m.

**Milwaukee Public Library
Financial Report
May 31, 2020**

2020

2019

City Revenues

	Budget	Received to date	% Received
<i>Additional City Appropriation</i>	\$ 22,651,855	\$ 9,682,935	42.7%
<i>Fines</i>	\$ 183,000	\$ 54,506	29.8%
<i>Lost Materials, etc.</i>	\$ 95,000	\$ 18,436	19.4%
<i>MCFLS Contracts</i>	\$ 722,367	\$ 198,602	27.5%
Total City Appropriation	\$ 23,652,222	\$ 9,954,479	42.1%

	Budget	Received to date	% Received
	\$ 21,937,539	\$ 9,455,569	43.1%
	\$ 215,000	\$ 78,650	36.6%
	\$ 109,000	\$ 29,794	27.3%
	\$ 750,789	\$ 202,658	27.0%
Total	\$ 23,012,328	\$ 9,766,671	42.4%

City Expenses

Salaries & Benefits

	Budget	Spent to date	% Spent
<i>Salaries</i>	\$ 13,019,079	\$ 5,580,706	42.9%
<i>Fringe Benefits</i>	\$ 5,207,632	\$ 2,318,215	44.5%
Total	\$ 18,226,711	\$ 7,898,921	43.3%

	Budget	Spent to date	% Spent
	\$ 12,375,271	\$ 5,255,069	42.5%
	\$ 5,568,871	\$ 2,066,054	37.1%
Total	\$ 17,944,142	\$ 7,321,123	40.8%

Operating Expenses

	Budget	Spent to date	% Spent
<i>General Office Expense</i>	\$ 83,900	\$ 22,999	27.4%
<i>Tools & Machinery Parts</i>	\$ 26,000	\$ 2,749	10.6%
<i>Construction Supplies</i>	\$ 40,000	\$ 6,511	16.3%
<i>Energy</i>	\$ 660,163	\$ 204,723	31.0%
<i>Other Operating Supplies</i>	\$ 170,691	\$ 107,387	62.9%
<i>Vehicle Rental</i>	\$ 8,500	\$ 2,176	25.6%
<i>Non-Vehicle Equipment Rental</i>	\$ 19,300	\$ 10,159	52.6%
<i>Professional Services</i>	\$ 399,150	\$ 152,269	38.1%
<i>Information Technology Services</i>	\$ 373,380	\$ 300,683	80.5%
<i>Property Services</i>	\$ 1,159,000	\$ 373,100	32.2%
<i>Infrastructure Services</i>	\$ 28,000	\$ 32,445	115.9%
<i>Vehicle Repair Services</i>	\$ 0	\$ -	0.0%
<i>Other Operating Services</i>	\$ 132,995	\$ 36,570	27.5%
<i>Reimburse Other Departments</i>	\$ 91,500	\$ (695)	-0.8%
Total	\$ 3,192,579	\$ 1,251,076	39.2%

	Budget	Spent to date	% Spent
	\$ 96,905	\$ 40,951	42.3%
	\$ 18,800	\$ 13,614	72.4%
	\$ 30,000	\$ 14,436	48.1%
	\$ 637,975	\$ 273,806	42.9%
	\$ 146,254	\$ 79,059	54.1%
	\$ 8,160	\$ 1,831	22.4%
	\$ 22,554	\$ 12,339	54.7%
	\$ 191,396	\$ 140,682	73.5%
	\$ 399,440	\$ 331,122	82.9%
	\$ 879,798	\$ 458,737	52.1%
	\$ 28,000	\$ 26,308	94.0%
	\$ 250	\$ -	0.0%
	\$ 287,079	\$ 30,499	10.6%
	\$ 67,250	\$ 8,539	12.7%
Total	\$ 2,813,861	\$ 1,431,923	50.9%

Equipment

	Budget	Spent to date	% Spent
<i>Library Materials</i>	\$ 1,660,343	\$ 612,595	36.9%
<i>Computers, etc.</i>	\$ 266,297	\$ 73,006	27.4%
<i>Other</i>	\$ 48,292	\$ 9,860	20.4%
Total	\$ 1,974,932	\$ 695,461	35.2%

	Budget	Spent to date	% Spent
	\$ 1,689,148	\$ 706,531	41.8%
	\$ 316,003	\$ 253,661	80.3%
	\$ 40,174	\$ 24,031	59.8%
Total	\$ 2,045,325	\$ 984,223	48.1%

Other Departmental Appropriation

	Budget	Spent to date	% Spent
<i>Villard Square Property Payment</i>	\$ 4,000	\$ 4,000	100.0%
<i>East Property Payment</i>	\$ 3,000	\$ 1,922	64.1%
<i>Mitchell Street Property Payment</i>	\$ 69,000	\$ 40,207	58.3%
<i>Good Hope Property Payment</i>	\$ 45,000	\$ -	0.0%
<i>Contingent Energy Financing</i>	\$ 137,000	\$ 62,892	45.9%
Total	\$ 258,000	\$ 109,021	42.3%

	Budget	Spent to date	% Spent
	\$ -	\$ -	0.0%
	\$ 3,000	\$ 2,402	0.0%
	\$ 54,000	\$ 27,000	50.0%
	\$ 15,000	\$ -	0.0%
	\$ 137,000	\$ -	0.0%
Total	\$ 209,000	\$ 29,402	14.1%

Total City Expenses	\$ 23,652,222	\$ 9,954,479	42.1%
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Total	\$ 23,012,328	\$ 9,766,671	42.4%
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**Milwaukee Public Library
Financial Report
May 31, 2020**

2020

2019

Additional Funding Sources

Contract Grants

	Budget	Spent to date	% Spent
WTBBL Jul '19 - Jun '20	\$ 1,026,378	\$ 805,881	78.5%
ILS Jul '19 - Jun '20	\$ 98,680	\$ 72,926	73.9%
Total	\$ 1,125,058	\$ 878,807	78.1%

	Budget	Spent to date	% Spent
	\$ 989,520	\$ 845,944	85.5%
	\$ 96,900	\$ 77,141	79.6%
Total	\$ 1,086,420	\$ 923,085	85.0%

Trust Funds

	Budget	Spent to date	% Spent
Materials	\$ 112,640	\$ 49,094	43.6%
Programming	\$ 34,000	\$ 8,936	26.3%
Training	\$ 13,000	\$ 5,383	41.4%
Marketing	\$ 29,000	\$ 3,140	10.8%
Contingency	\$ 4,000	\$ 1,086	27.2%
Board Development	\$ 6,000	\$ 185	3.1%
Headline	\$ 5,000	\$ -	0.0%
WTBBL - Goldstein	\$ -	\$ -	0.0%
Strehlow 50+	\$ 40,400	\$ 500	1.2%
E.C. Lange - Central Business Commons	\$ 100,000	\$ -	0.0%
Total	\$ 344,040	\$ 68,324	19.9%

	Budget	Spent to date	% Spent
	\$ 104,027	\$ 34,444	33.1%
	\$ 35,500	\$ 9,947	28.0%
	\$ 13,000	\$ 3,148	24.2%
	\$ 29,000	\$ 8,390	28.9%
	\$ 4,000	\$ 420	10.5%
	\$ 5,000	\$ -	0.0%
	\$ 5,000	\$ -	0.0%
	\$ 2,166	\$ 2,165	0.0%
	\$ 42,376	\$ 492	0.0%
	\$ -	\$ -	0.0%
Total	\$ 240,069	\$ 59,006	24.6%

Foundation Funds

	Budget*	Spent to date	% Spent
Materials	\$ 285,144	\$ 13,359	4.7%
Programming	\$ 2,343,370	\$ 477,566	20.4%
Total	\$ 2,628,514	\$ 490,925	18.7%

	Budget*	Spent to date	% Spent
	\$ 389,775	\$ 83,210	21.3%
	\$ 2,606,928	\$ 268,540	10.3%
Total	\$ 2,996,703	\$ 351,750	11.7%

*Foundation budget includes annual amount committed by the MPL Foundation plus prior year carryover

Investments

U.S. Bank National Assoc. Commercial Paper (rated A1+) confirmation #362112759 dated 1/30/20 and maturing 09/01/20 at a rate of 1.00%...\$350,000.00

**Director's Report
June 2020**

Since the May Board meeting, significant efforts related to the COVID-19 crisis continue to be made, both in managing the current status of staff and libraries, which have now be shuttered for 14 weeks. Adjustments were made to staff assignments, a work-duty assessment was completed related to hazard pay, and discussions with Central tenants were held regarding the outlook for reopening, As buildings and departments within Central Library are assessed by responsible managers for needed safety adaptations, the Milwaukee Health Department was consulted about a timeline for MPL staff returning to the library. MPL was contacted by the Milwaukee County Clerk and later Circuit Court representatives toured the Centennial Hall Complex to consider it as an alternative space for jury management and/or a satellite Zoom Site for small claims court participation. This idea became the central concept of an IMLS CARES Act Grant application written by the Milwaukee Public Library Foundation, which would establish Recovery Resource Sites at Central Library and four branch libraries to help those hardest hit by COVID-19. Letters of support for the grant came from local, county, and state officials, including the Mayor, Alderwoman Coggs, Chief Judge Mary Triggiano, Milwaukee Health Commissioner Jeanette Kowalik, and Assistant State Superintendent of Wisconsin's Department of Public Instruction Kurt Kiefer. Other supporters included the Bader Foundation, Legal Aid Society, the YWCA, and others. MPL's request is for the maximum award of \$500,000. The grant period is September 1, 2020 through August 30, 2022. Awardees will be notified in August.

MPL HELPS PEOPLE READ

MPL Book Chat. Library staff led a new weekly series called MPL Book Chat, an informal book discussion group where attendees share what they are currently reading. The first month of the series saw participation from a wide range of ages. Attendees shared their reading recommendations and quarantine comfort reads. After each session library staff compiled a list of the titles discussed and shared the reading list with all attendees. The series will move to bi-weekly in June. Attendance: 33

NEA Big Read Book Discussion: Advice from the Lights. MPL partnered with Woodland Pattern on an NEA Big Read project featuring Stephanie Burt's poetry collection, *Advice from the Lights*. The Book to Art Club creates art while discussing a work of literature. For this special virtual session we read aloud from *Advice from the Lights* while creating self-portraits, inspired by Stephanie Burt's poetry. Attendance: 4

MPL HELPS PEOPLE LEARN

Meditation Fridays. Meditation is the practice of becoming still and focusing awareness. The weekly Meditation Fridays series continued in May, presented by Joanna Brooks, certified yoga instructor and owner of Embody Yoga. Attendance for four sessions: 127

Rain Barrel and Rain Barrel, Native Plants and More Workshops. In partnership with Freshcoast Guardians, Clean Wisconsin and Milwaukee Metropolitan Sewerage District (MMSD), MPL offered two green initiative workshops focused on the importance of storm water management through rain barrels and native plants. Attendees for each workshop will receive a certificate for one free rain barrel per household from MMSD. Attendance for two sessions: 78

Celebrate Asian American Heritage Month: Wisconsin's Asian Americans. In Celebration of Asian Pacific American Heritage Month, MPL presented Wisconsin's Asian Americans: History, Culture, and Achievements with Dr. Chia Vang, History Professor and Associate Vice Chancellor of Global Inclusion and Engagement at UW-Milwaukee. The presentation highlighted Asian American contributions to the state of Wisconsin and a discussion of current racism directed at Asian Americans. Attendance: 10

MPL HELPS PEOPLE CONNECT

Write On! Creative Writing Series. Write On is a new bi-monthly creative writing series for writers interested in connecting with one-another, exploring journaling ideas, and practicing their craft with new writing exercises. Attendance for two sessions: 11

The Art of Gathering Discussion with Jane's Walk MKE. MPL partnered with Jane's Walk MKE to discuss Priya Parker's *The Art of Gathering*, a book exploring the purpose and benefits of gathering. Parker's book is an important read for anyone who is interesting in bringing people together; whether for a party, a meeting, a conference, or even a wedding. Parker is an experienced international facilitator and she synthesizes years of experience into accessible action steps. Attendance: 8

MILWAUKEE PUBLIC LIBRARY

BOARD OF TRUSTEES

BYLAWS

ARTICLE I – NAME AND PURPOSE

The name of this organization shall be the “Milwaukee Public Library,” hereinafter referred to as the “Library.” The purpose of the Library shall be to provide informational, cultural, educational and recreational resources and services to the people of Milwaukee, and through contract, to other appropriate political jurisdictions or organizations.

ARTICLE II – GOVERNANCE

Section 1. The general management, regulation and control of the Library shall be vested in a Board of Trustees, hereinafter referred to as the “Board,” constituted under Chapter 43 of the Wisconsin Statutes.

Section 2. All members of the Board shall be appointed and serve terms as defined in Chapter 43 and are eligible for reappointment. Each shall serve until a replacement is named. In the event of a vacancy, the President shall make a request in writing to the appointing authority, that a replacement be made. The Mayor and Library Director will be copied on the correspondence. As determined by the appointing authority, Trustees may be permitted to serve after their term ends to allow for transitional periods.

Section 3. The Board shall have powers as defined under Chapter 43 of the Wisconsin Statutes.

Section 4. Trustees may be asked to resign for cause upon a two-thirds approval of the Board. Whenever a member of the Board is unable to attend a scheduled Board or committee meeting, they should notify the secretary or the secretary’s administrative assistant to ensure their absence is excused. If the notification is not received, it will be considered an unexcused absence. The standard for attendance shall be 70%. Unexcused absences representing more than 30% of the Board and/or committee meetings shall be grounds for the Board’s Executive Committee to consider asking the trustee to resign. The attendance record is to be communicated annually to the Trustee and to the President as a matter of record. Continued failure to meet standard attendance requirements may be communicated to the appointing authority.

Section 5. Telephone and video conference calls among members of a governmental body fit within the definition of “meeting” subject to the Wisconsin Open Meetings Law. 69 Op. Att’y Gen. 143 (1980). A telephone or video conference call is acceptable as long as the appropriate notice is given and the conference call is made reasonably accessible to the public. It is the Board’s expectation that members of the Board attend meetings in person, but when unavoidable, they may participate in Board meetings via conference call as long as the meeting is properly noticed, and telephone participation is conducted using a speaker phone that allows all those physically present at the meeting to hear any comments made by the conference call participants, and allows those participants to hear what is being said by those physically present.

Section 6. All trustees shall serve without pay, but they may be reimbursed for any and all reasonable expenses incurred in the interest of the Library, including membership dues in Library organizations, conference attendance and necessary publications, when so authorized by the Board.

Section 7. Trustees selected as committee chairs will run the committee meeting and represent the committee at regular Board meetings.

ARTICLE III – OFFICERS

Section 1. At the annual meeting in May of each even-numbered year the Board shall elect one of its members as president, who shall hold office for two years and shall preside at the meetings of the Board when present. The newly elected president will assume the position immediately following the vote. No one shall serve more than two consecutive terms as president. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and fill any vacancies that may occur, execute all documents authorized by the Board and generally perform all duties associated with that office.

Section 2. At the same meeting the Board shall also elect for a term of two years a vice president from among its members. The newly elected vice president will assume the position immediately following the vote. The vice president shall perform the duties of the president in the absence of such officer. No one shall serve more than two consecutive terms as vice president. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 3. At the same meeting the Board shall also elect for a term of two years a financial secretary who shall also be the chairperson of the Finance & Personnel Committee. The newly elected financial secretary will assume the position immediately following the vote. The financial secretary shall not have the authority to personally invest any Milwaukee Public Library funds. The financial secretary along with the Finance & Personnel Committee and Library Administration will review the performance of the investment broker, investment management firm, or banking institution at least quarterly and report their findings to the Milwaukee Public Library Board of Trustees. The financial secretary shall serve as chair of the Finance and Personnel Committee and shall receive monthly statements of the Trust Funds performance from the investment management firm.

Section 4. The Library Director shall be ex-officio secretary of the Board. The Deputy Library Director shall serve as deputy Board secretary. The Library Director and the Deputy Library Director in this capacity shall be non-voting. The secretary shall keep a true and accurate record of all meetings of the Board, shall execute all documents authorized by the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 9. If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.

ARTICLE IV – MEETINGS

Section 1 – Regular Meetings. Regular meetings of the Board shall be held at a minimum of six times per year. The date and hour for the regular meetings will be set at the Board's October meeting after the Common Council schedule is issued, but may be subject to change during the year subject to a majority approval of the Board, formal notification of all Board members and satisfaction of statutory requirements in conformity with the Wisconsin Open Meeting law.

Section 2 – Special Meetings. Special meetings may be called at the direction of the president, or called at the written request of five members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours' notice shall be given. In no case may less than two hours' notice be given.

Section 3 – Annual Meeting. The annual meeting of the Board shall be held in May at such hour, date and place as the Board may determine.

Section 4 – Notices. Each member of the Board shall be notified of regular Board and committee meetings. Any member of the Board may attend and participate in discussion. In the event of an absence or vacancy, the Board President may appoint a substitute Trustee to the committee. The Board shall approve the temporary appointment.

Section 5 – Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin Open Meeting Law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 6 – Parliamentary Procedure. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Section 7 - Quorum. A majority of filled seats on the board constitutes a quorum for the transaction of business as required by Wisconsin Statutes Section 43.54(1)(e).

ARTICLE V – COMMITTEES

Section 1 – Standing Committees. There shall be five standing committees. The members of these committees shall be appointed annually by the President not later than the first meeting after the annual meeting in May, and shall serve for one year, or until their successors are appointed. All standing committee members must be sitting members of the current Board of Trustees.

Executive Committee consisting of four (4) members (the president, the vice-president, the financial secretary and the immediate past-president).

- The Executive Committee shall review any and all amendments to the Board's bylaws prior to action by the Board.
- The Executive Committee may meet between the meetings of the Board, shall act for the Board in implementing established policies and programs, and shall serve as the administrative arm of the Board. It shall have the power to fill vacancies for officers and members of the Executive

Committee; the persons so appointed are to be confirmed by a majority Board vote and are to serve until the following annual election.

- The Executive Committee shall meet with the Library Director annually in December to review achievements for the year and goals for the coming year.
- The MPL Board President or the President's designee will fill the designated seat on the MPL Foundation Board.

Finance and Personnel Committee consisting of five (5) members.

- The Finance & Personnel Committee may review the annual budget summary with the Library Director.
- The Finance & Personnel Committee shall review the performance of the trust fund investment advisor at least quarterly.
- The Finance & Personnel Committee shall hear appeals by regularly appointed employees who by notice of the Library Director have been removed, discharged or demoted, or have been suspended in excess of fifteen days or have received a second suspension for any period within six months of the first, provided they appeal in writing within three days from the time the notice is served upon the employee. No employee regularly appointed shall be removed, discharged, demoted or suspended except for just cause. The Finance and Personnel Committee shall follow the requirements of due process contained in Section 63.43 and 63.44 of the Wisconsin Statutes. (see MPL Board of Trustees Operating Guidelines).

Innovation and Strategy Committee consisting of five (5) members.

- The Innovation & Strategy Committee will explore long-term solutions and make recommendations to the Milwaukee Public Library Board of Trustees for strengthening the organization and improving the funding structure of the Milwaukee Public Library.

Library Building and Development Committee consisting of five (5) members.

- The Library Building and Development Committee shall recommend any changes in existing space needs, approve major alterations and, when appropriate construction of new facilities.

Library Services and Programs Committee consisting of five (5) members.

- The Library Services and Programs Committee shall review Library services and programs.
- The Library Services and Programs Committee shall hear written appeals from the community on issues related to Library services.

Section 2 – Nominating Committee. A nominating committee shall be appointed by the president three months prior to the annual May meeting of every even numbered year and shall present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3 – Ad Hoc Committees. The president shall appoint special committees as needed. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Ad hoc committees are advisory to, and not binding on, the Board of Trustees. Only sitting members of the current Board may serve as committee chairs.

Section 4 – Non-voting positions. Standing and special committees may include staff, public representatives, as well as outside experts. These individuals will be considered as ex-officio members. These shall be non-voting positions.

Section 5 – Committee Quorum. A majority of any committee and a minimum of three members shall constitute a quorum for the transaction of business under its supervision or referred to it.

Section 6 – Power of the Committees. No committee will have other than advisory powers unless, by suitable action of the Board it is granted specific power to act and a quorum of the Board is present.

ARTICLE VI – GENERAL

Section 1 – Bylaws Amendment. The Milwaukee Public Library Board of Trustees Bylaws may be amended at any regular meeting of the Board, provided that the amendment has been submitted in writing to the full Board at least thirty days before the designated vote. Revised bylaws take affect at the end of the meeting at which they were adopted.

Section 2 – Bylaws Review. The Milwaukee Public Library Board of Trustees Bylaws will be reviewed by an Ad hoc committee every four years.

Section 3 – Public Comment. The board may hear public comment about particular concern or needs. The board should limit itself to answering basic questions from the public and place the matter on a future meeting agenda if additional discussion or deliberation on the issue is needed.

Although it is not required, the Wisconsin Open Meetings Law does permit a governmental body to set aside a portion of an open meeting as a public comment period. Wisconsin Statutes 19.83(2) and 19.84(2). Such a period must be included on the meeting notice. During such a period, the body may receive information from the public and may discuss any matter raised by the public. If a member of the public raises a subject that does not appear on the meeting notice, however, it is advisable to limit the discussion of that subject and to defer any extensive deliberation to a later meeting for which more specific notice can be given. In addition, the body may not take formal action on a subject raised in the public comment period, unless that subject is also identified in the meeting notice.

ARTICLE VII – RECORDS

Section 1. The official records of the proceedings of the Board of Trustees and its committees shall be kept in the secretary's office and shall be open to public inspection and examination upon request. The secretary shall also serve as custodian of the Board's records.

Section 2. The Board of Trustees shall comply with Wisconsin Statutes which cover the open records law for public institutions.

ARTICLE VIII – LIBRARY DIRECTOR

Section 1. The Mayor shall appoint a Library Director, Section 66.146 (1)(1), Wisconsin Statutes.

Section 2. The Library Director shall serve as the chief executive officer of the Library system, subject to the policies established by the Board, as well as Secretary ex-officio of the Board of Trustees. This shall be a non-voting position.

Section 3. The Library Director in keeping with the policies of the Board, shall be responsible for the operation of the library, its facilities, equipment, staffing, and collection, and for its financial operation within the limitations of the budgeted appropriation, for the efficiency of Library service to the public.

Section 4. It shall be the duty of the Library Director, as secretary of the Board of Trustees, to be present at meetings of the Board and of the committees. In the absence of the Library Director, the Deputy Library Director will act in this capacity.

ARTICLE IX – CONFLICT OF INTEREST

Section 1 – Prohibition to Contract or Bid. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Milwaukee Public Library in which they have a direct or indirect financial interest.

Section 2 - Recusal. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3 – Avoidance of Influence. A Board member may not receive anything of value that could reasonably be expected to influence their vote or other official action.

Section 4 – Code of Ethics. The City of Milwaukee Code of Ethics (Chapter 303, Milwaukee Code) is accessible on the official website of the City of Milwaukee: <https://city.milwaukee.gov/home>

ARTICLE X – REPRESENTATION

Under City Charter the City Attorney shall represent the Board and defend the Board and its members in any legal action.

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Approved by the Milwaukee Public Library Board of Trustees at their April 23, 2019 meeting.

*Revised to permit participation in closed session discussion by telephone or video conference call.
Clarified the date upon which newly elected officers assume their office. Submitted to the Milwaukee Public Library Board of Trustees at their May 26, 2020 meeting.*

DRAFT

MILWAUKEE PUBLIC LIBRARY

BOARD OF TRUSTEES

BYLAWS

ARTICLE I – NAME AND PURPOSE

The name of this organization shall be the “Milwaukee Public Library,” hereinafter referred to as the “Library.” The purpose of the Library shall be to provide informational, cultural, educational and recreational resources and services to the people of Milwaukee, and through contract, to other appropriate political jurisdictions or organizations.

ARTICLE II – GOVERNANCE

Section 1. The general management, regulation and control of the Library shall be vested in a Board of Trustees, hereinafter referred to as the “Board,” constituted under Chapter 43 of the Wisconsin Statutes.

Section 2. All members of the Board shall be appointed and serve terms as defined in Chapter 43 and are eligible for reappointment. Each shall serve until a replacement is named. In the event of a vacancy, the President shall make a request in writing to the appointing authority, that a replacement be made. The Mayor and Library Director will be copied on the correspondence. As determined by the appointing authority, Trustees may be permitted to serve after their term ends to allow for transitional periods.

Section 3. The Board shall have powers as defined under Chapter 43 of the Wisconsin Statutes.

Section 4. Trustees may be asked to resign for cause upon a two-thirds approval of the Board. Whenever a member of the Board is unable to attend a scheduled Board or committee meeting, they should notify the secretary or the secretary’s administrative assistant to ensure their absence is excused. If the notification is not received, it will be considered an unexcused absence. The standard for attendance shall be 70%. Unexcused absences representing more than 30% of the Board and/or committee meetings shall be grounds for the Board’s Executive Committee to consider asking the trustee to resign. The attendance record is to be communicated annually to the Trustee and to the President as a matter of record. Continued failure to meet standard attendance requirements may be communicated to the appointing authority.

Section 5. Telephone and video conference calls among members of a governmental body fit within the definition of “meeting” subject to the Wisconsin Open Meetings Law. 69 Op. Att’y Gen. 143 (1980). A telephone or video conference call is acceptable as long as the appropriate notice is given and the conference call is made reasonably accessible to the public. It is the Board’s expectation that members of the Board attend meetings in person, but when unavoidable, they may participate in Board meetings via conference call, ~~excluding closed session discussion,~~ as long as the meeting is properly noticed, and telephone participation is conducted using a speaker phone that allows all those physically present at the meeting to hear any comments made by the conference call participants, and allows those participants to hear what is being said by those physically present.

Section 6. All trustees shall serve without pay, but they may be reimbursed for any and all reasonable expenses incurred in the interest of the Library, including membership dues in Library organizations, conference attendance and necessary publications, when so authorized by the Board.

Section 7. Trustees selected as committee chairs will run the committee meeting and represent the committee at regular Board meetings.

ARTICLE III – OFFICERS

Section 1. At the annual meeting in May of each even-numbered year the Board shall elect one of its members as president, who shall hold office for two years and shall preside at the meetings of the Board when present. The newly elected president will assume the position immediately following the vote. No one shall serve more than two consecutive terms as president. The president shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees and fill any vacancies that may occur, execute all documents authorized by the Board and generally perform all duties associated with that office.

Section 2. At the same meeting the Board shall also elect for a term of two years a vice president from among its members. The newly elected vice president will assume the position immediately following the vote. The vice president shall perform the duties of the president in the absence of such officer. No one shall serve more than two consecutive terms as vice president. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 3. At the same meeting the Board shall also elect for a term of two years a financial secretary who shall also be the chairperson of the Finance & Personnel Committee. The newly elected financial secretary will assume the position immediately following the vote. The financial secretary shall not have the authority to personally invest any Milwaukee Public Library funds. The financial secretary along with the Finance & Personnel Committee and Library Administration will review the performance of the investment broker, investment management firm, or banking institution at least quarterly and report their findings to the Milwaukee Public Library Board of Trustees. The financial secretary shall serve as chair of the Finance and Personnel Committee and shall receive monthly statements of the Trust Funds performance from the investment management firm.

Section 4. The Library Director shall be ex-officio secretary of the Board. The Deputy Library Director shall serve as deputy Board secretary. The Library Director and the Deputy Library Director in this capacity shall be non-voting. The secretary shall keep a true and accurate record of all meetings of the Board, shall execute all documents authorized by the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Section 9. If a vacancy occurs in any office, a successor shall be elected and remain in office until the next annual election.

ARTICLE IV – MEETINGS

Section 1 – Regular Meetings. Regular meetings of the Board shall be held at a minimum of six times per year. The date and hour for the regular meetings will be set at the Board's October meeting after the Common Council schedule is issued, but may be subject to change during the year subject to a majority approval of the Board, formal notification of all Board members and satisfaction of statutory requirements in conformity with the Wisconsin Open Meeting law.

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DRAFT

Code of Conduct Milwaukee Public Libraries

In keeping with its mission to help people read, learn, and connect, the Board of Trustees of the Milwaukee Public Library and staff are committed to providing excellent customer service in a safe and inviting atmosphere conducive to the successful completion of library business. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times. The following guidelines are set forth to define those behaviors and activities that are and are not allowed on library property. Library staff will enforce these guidelines in a consistent and impartial manner.

Staff is committed to providing:

- Courteous and knowledgeable assistance
- Access to library resources
- A reasonably quiet environment
- A clean physical environment in compliance with Milwaukee Health Department safety protocols to reduce or stop the spread of infectious disease

Library patrons have the obligation to:

- Interact courteously with other users and library staff
- Properly check out materials that leave the library
- Return books by the due date
- Keep library materials clean, unmarked, and intact
- Follow established computer use guidelines
- Maintain a quiet environment in study areas and computer zones, and observe appropriate noise levels in more active zones and at programs
- Maintain a clean environment and abide Covid-19 safety protocols¹:
 - Refrain from entering the library when experiencing Covid-19 symptoms
 - Comply with healthy hygiene practices²
 - Complete a Covid-19 symptom checklist questionnaire if asked
 - Wear a cloth face covering or mask that covers the mouth and nose while inside the library—required when seeking 1:1 assistance
 - Maintain a minimum of 6 feet apart from others
 - Observe posted occupancy limits and traffic flow restrictions
 - Comply with gatherings size limits
 - Children must be supervised at all times by a parent or guardian

The following behaviors and activities are examples of conduct not allowed on Library property:

- All illegal activities

¹ City of Milwaukee, Department of Employee Relations memo dated 6-2-20 RE “Protocols for Resuming In-Person Operations and Returning Employees to the Workplace”

² Centers for Disease Control and Prevention, “How to Protect Yourself and Others,”
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Code of Conduct
Continued

- Entering with concealed or openly visible firearms or other dangerous weapons, with the exception of those carried by authorized law enforcement agents
- Damaging, defacing, destroying, or stealing library property
- Carrying, consuming, and/or being under the influence of drugs or alcohol
- Harassing or threatening another person or staff
- Behaving in a disorderly, boisterous, or loud manner
- Wearing hoods, ski masks or costume masks inside the library
- Panhandling or soliciting
- Using library restroom facilities for inappropriate purposes such as loitering, bathing, etc.
- Sleeping
- Eating food or drinking beverages from an uncovered container
- Smoking or use of electronic smoking devices, or rolling tobacco or other substances
- Loitering or interfering with free passage
- Creating an offensive atmosphere from poor hygiene, spitting, biting, wearing perfume, etc.
- Entering without shoes or shirt and any other manner of dress resulting in indecent exposure
- Using cell phones, audio, or personal equipment in a manner that disturbs others or interferes with library use and service
- Skateboarding, rollerblading, etc.
- Socializing in a disruptive manner
- Violating computer use policies
- Carrying in excessive items that cannot be stowed under a standard study chair
- Using another person's library card to access library computers or check out library materials without their signed permission slip being on file
- Bringing in animals except as required by persons with disabilities [Service animals such as a therapy dog]
- Refusing to provide library card or other identification to library staff or security guards when requested
- Refusing to sign in when requested
- Creating a disruptive atmosphere by allowing unruly children to go unsupervised by the caregiver
- Trespassing on library property during a banning period

Anyone who disregards the above-listed prohibited behaviors or engages in any other conduct deemed inappropriate by Library staff is subject to removal from library property and/or restriction of library privileges. Violations of the Milwaukee Public Library Code of Conduct may also result in a formal banning from all Milwaukee Public Library locations and/or criminal prosecution.



**Code of Conduct
Milwaukee Public Libraries**

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Policy Number: P0005

Library Board Approvals: 05/27/2014

Related Procedures: [2466](#)

File Name: P0005_CodeOfConduct_PubSvc

Section:

Page 1

Code of Conduct
Continued

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- Sleeping
- Eating food or drinking beverages from an uncovered container
- Smoking or use of electronic smoking devices, or rolling tobacco or other substances
- Loitering or interfering with free passage
- Creating an offensive atmosphere from poor hygiene, eating foodspitting, biting, wearing perfume, smoking, etc.
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- Carrying in excessive items that cannot be stowed under a standard study chair
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