



# City of Madison

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

## Meeting Minutes - Approved MADISON PUBLIC LIBRARY BOARD

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Thursday, January 5, 2012

4:30 PM

Senior Center  
Rm. 1, 330 W. Mifflin St.

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### 1. CALL TO ORDER / ROLL CALL

The meeting was called to order at 4:32 p.m.

Also present: Dimick, Ofstun, Sawyer, Navarre Saaf, Spelman, Gartler, Donohue, Lipske, Benno, Lee, Froistad, Cooper, Elias, Lehnherr

### 2. APPROVAL OF MINUTES

A motion was made by Falconer, seconded by Moss, to Approve the Minutes of December 1, 2011. The motion passed by voice vote/other.

### 3. PUBLIC COMMENT

There was none.

### 4. DISCLOSURES AND RECUSALS

There were none.

### 5. CORRESPONDENCE

Service on Madison's Public Library Board Letter

**Mr. Widder's letter thanking Allen Arntsen for his service on the Library Board.**

Peterson Staff Recognition Letter

**Thank you to staff for wonderful service.**

Goeman Staff Recognition Letter

**Thank you to staff for wonderful service.**

Message from the Library Director

**Library Director announces retirement.**

### 6. BOARD INFORMATION EXCHANGE

There was none.

**7. ACCEPTANCE OF DIRECTOR'S REPORT**

January 2012 Library Director's Report

A motion was made by Wallner, seconded by Moss, to Approve the January 2011 Director's Report. The motion passed by voice vote/other.

**8. ACCEPTANCE OF FINANCIAL REPORT**

November 2011 Financial Statement

A motion was made by Wallner, seconded by Moss, to Approve the November 2011 Financial Report. The motion passed by voice vote/other.

Staff is watching revenues and expenditures very closely at the end of the year. Additional revenues have come in in December, but are not reported on this November report. It appears that there will be some carryover, but the final figures won't be available until March 2012.

**9. APPROVAL OF 2012 DANE COUNTY EXTENSION OF SERVICES CONTRACT**

2012 Dane County Extension of Services Contract

A motion was made by Karlen, seconded by Palm, to Approve the 2012 Dane County Extension of Services Contract. The motion passed by voice vote/other.

Madison is now feeling the full impact of the new Fitchburg library. Madison's net revenue has been cut to \$249.00!

**10. NATIONAL ENDOWMENT FOR THE HUMANITIES ENDOWMENT GRANT UPDATE - Margie Navarre Saaf**

Ms. Navarre Saaf updated the Board on what is happening with the National Endowment for the Humanities Endowment Grant. As reported previously, Madison Public Library is participating with all Dane County libraries and the Madison Community Foundation in this grant. The goal is to provide a continuous stream of money for programming for all libraries. The NEH grant will match all monies raised - for every dollar raised they will give three. The goal is to raise \$1,050,000. The Community Foundation is assisting with raising the money. All libraries have committed to raising \$10,000 each - for MPL, that's \$90,000. Ms. Navarre Saaf is working closely with the library foundation to coordinate this fund raising. It will not begin until the Central campaign is completed. The library action team will begin sending out monthly updates and would like to include the library board in those updates.

**11. PROCESS FOR FILLING LIBRARY DIRECTOR POSITION - Tripp Widder**

Mike Lipske from the City Human Resources Department outlined the process for filling the library director position. The Library Board has the authority to hire the director, but Human Resources will provide staff to conduct a

nationwide search. He explained how the process has worked for the hiring of other department heads who operate under employment contracts rather than civil services rules. Applications are reviewed by city staff to see if they meet the minimum requirements and then a panel consisting of city staff, library board members and outside professionals will review the supplemental questions. Once this is done a second panel of different city staff, library board and outside professionals will conduct the oral board process. The reference process is done by the library board. Human Resources will complete the background checks. The mayor generally meets with the candidate before a hiring announcement is made. The process is likely to take 4-6 months.

After discussion it was decided to revitalize the Library Personnel Board (comprised of Palm as chair, Kuczenski and Falconer). They will meet with HR staff to review the updated position description, class specs and recruitment strategy.

#### ROLL CALL

Ms. Moss left the meeting at 5:18 p.m.

#### 12. UPDATE ON CENTRAL LIBRARY

Mr. Cooper reported that the city received five library general construction bids on December 9. All came in under estimate. However, three of the five were deemed non-responsive by the City of Madison Affirmative Action Division. AA's decision was challenged by one of the bidders. The City Attorney advised the Mayor and the Common Council to reject all bids, revise the Affirmative Action specification and rebid the library project. The Council rejected all the bids on January 3 and recommended the rebidding. Engineering will rebid the project January 6. The bids will be due on February 3 and opened that same day. Approval should go to the Board of Public Works on February 22 and then on to the Common Council on February 28. Construction should begin on March 28.

The hazardous material removal bid has been approved by the Department of Public Works and Common Council. Engineering will work toward executing the contract and if reasonable will start that work in March prior to the larger construction project.

The third FFE/Interior signage design meeting was held December 12. MSR is completing work on documenting the design and preparing for bidding the FFE items in spring.

January will be the cleaning out month at the old Central. Gary Hall, the move manager, is arriving January 9 to move out the shelving. Library staff is happy to get \$10,000 for it and have someone else remove it. On January 12 The Madison Environmental Group is inviting nonprofit groups to indicate what remaining furnishings they would like. A public sale is to take place on January 13 and 14.

The Foundation's "Bookless" event is scheduled for January 28. The building is expected to be totally empty by February 15. Library Maintenance staff will still be responsible for snow removal until the building is turned over to the

contractor.

**13. FACILITIES REPORT**

Branch projects will resume again as soon as Central is emptied out.

**14. FRIENDS REPORT**

The Central Friends provided funding of \$1500 to Operation Fresh Start to assist in moving items at the old Central. There is space available for them at the Pennsylvania Avenue site to continue operations.

**15. FOUNDATION REPORT**

To date, the Central campaign has raised \$5.2 million in cash and pledges. The City Council has approved the agreement between the City and the Foundation for the transfer of cash for the Central Library project.

**16. SOUTH CENTRAL LIBRARY SYSTEM REPORT**

The South Central Library Board has changed it's monthly board meeting date to the fourth Thursday of each month. South Central delivery of materials has been slowed down somewhat due to the Central library move.

**17. DANE COUNTY LIBRARY SERVICE REPORT**

There was no report.

**18. CLOSED SESSION - APPOINTMENT OF INTERIM DIRECTOR**

A motion was made by Palm, seconded by Karlen, to go into closed session pursuant to Section 19.85(1)(c), Wis. Stats. which permits closed sessions when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. A roll call vote was taken - Motion passed in a vote of 6 ayes, 2 excused.

Ayes: 6 - Widder, Palm, Karlen, Kuczenski, Falconer, Wallner

**RECONVENE IN OPEN SESSION**

A motion was made by Karlen, seconded by Falconer, to reconvene in open session at 5:56 p.m. Motion passed by voice vote.

**19. ADJOURNMENT**

A motion was made by Falconer, seconded by Palm, to Adjourn at 5:57 p.m. The motion passed by voice vote/other.