

NOTICE

Milwaukee County
Federated Library System
Board of Trustees

Thursday, April 18, 2024

5:00 P.M.

This meeting will be held online at

Meeting URL: [CLICK HERE](#)
Meeting ID: 869 1526 0562
Meeting Passcode: KM4SjHrw
Telephone Passcode: 75086058

AGENDA

1. Call to order
2. Adoption of agenda
Action
3. Approval of minutes: the MCFLS Board of Trustees meeting on March 21, 2024
Action [Attachment A](#)
4. Public comment

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aides.

5. Library Directors Advisory Council.

- a. A report on the April 11 meeting will be made at the May MCFLS Board meeting.

6. MCFLS Finance and Personnel Committee.

- a. Review of the 2023 MCFLS Directory survey results and evaluation will take place in closed session as part of the MCFLS Board meeting today.

7. MCFLS Legislative and System Services.

- a. The L&SS Committee met Thursday, April 11 to discuss a draft of the 2025-2028 MCFLS Strategic Plan with Rachel Arndt.

Administrative reports requiring action

8. Proposed timeline for system contract renegotiations.

Action

[Attachment B](#)

9. Financial report for March 2024.

Action

Report will be shared at meeting

Administrative Informational Items

10. Director's Report.

[Attachment C](#)Executive Session—System Director Evaluation

10. Motion to Move into Executive Session.

- 11. In Executive Session. Pursuant to Wisconsin Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

12. Motion to Move Out of Executive Session.

Next meeting date: Thursday, May 16 at 5:00 pm via Zoom.

Milwaukee County Federated Library System
Board of Trustees
Regular Monthly Meeting held Thursday, March 21st, 2024
Zoom and in person Meeting

Present: Paul Ziehler, President
Guy Johnson, Vice President
Monica Deluhery, Trustee
Elizabeth Suelzer, Trustee
Howard Snyder, Trustee

Excused: Steven Shea, Treasurer

Staff: Steve Hesel, Director
Brittney Hornung, Business Manager
Jennifer Schmidt, Library Systems Administrator

Others: Kathleen Vincent, Milwaukee County Supervisor
Chantel Clark, Milwaukee Public Library
Marion Royal, Milwaukee Public Library
Nyama Reed, LDAC Chair Whitefish Bay Public Library

CALL TO ORDER. Vice President Johnson called the regularly scheduled 5:00 p.m. monthly meeting of the Milwaukee County Federated Library System Board of Trustees to order at 5:06 p.m.

[President Ziehler joined the meeting]

ADOPTION OF AGENDA. President Ziehler referred to the agenda. Trustee Snyder motioned, and Trustee Deluhery seconded a motion to adopt the agenda as distributed. Unanimously approved.

APPROVAL OF MINUTES. President Ziehler referred to the minutes of the February 26th, 2024 shown as the Attachment A of the agenda packet. Being no corrections noted, Vice President Johnson motioned, and Trustee Snyder seconded the motion to approve the minutes as presented. Unanimously approved.

PUBLIC COMMENT.

No comment made.

President Ziehler welcomed the new MCFLS Trustee, Supervisor Kathleen Vincent. Supervisor Vincent gave a brief introduction of herself, her work background and interest in libraries.

The MCFLS Board members each gave introductions of themselves.

MCFLS STANDING COMMITTEE REPORTS.

Library Directors Advisory Council

Nyama Reed shared the report of the March 7th LDAC meeting shown as Attachment B of the agenda packet. WiLS attended the meeting to give a cooperative purchasing update and explanation of services they can provide to the libraries. Topics of action and discussion included LearningExpress Library being discontinued and a review of the MCFLS Annual report. Technology topics included workflows discussion on Collection HQ and automatic card renewal through Patron Point Verify. Information discussion included All of Us virtual library center updates and mixer details, Collaboration with Milwaukee County Community Reintegration Center, and a brief marketing update focused on the adult literacy campaign. Supervisor Vincent asked for details regarding the collaboration with Milwaukee County Community Reintegration Center and supported the idea of providing material and financial support for the library. Additional agenda items include use of legal name vs chosen name for patrons, announcement of the award for the collaboration with Marcus Theaters and United Way for menstrual health, and a discussion on Bomb threat procedures. Trustee Snyder motioned and Trustee Deluhery seconded the motion to approve the LDAC report and place it on file. Unanimously approved.

MCFLS Finance and Personnel Committee

Director Hesper shared the revised job description for the position of Library Systems Support Specialist shown as attachment C of the Agenda packet and the proposal for a rate increase the Public Information Coordinator and Library Systems Support Specialist shown as Attachment D of the Agenda packet. The position description change would re-align the job description to the current job duties. The rate changes would bring current staff to rates comparable to those of positions at library systems in the surrounding areas.

- a. Recommendation to approve changes to a revised job description for the position of Library Systems Support Specialist (formerly Administrative Assistant)
Trustee Suelzer motioned, and Trustee Deluhery seconded a motion to approve the revised job description of Library Systems Support Specialist.
- b. Recommendation to approve proposed hourly rate increases for Library Systems Support Specialist and Public Information Coordinator positions.
Trustee Suelzer motioned, and Trustee Deluhery seconded a motion to approve the recommendation to increase the rates of the Public Information Coordinator and Library Systems Support Specialist. One Abstained. Motion approved.
- c. Review of the 2023 MCFLS Directory survey results and evaluation will take place in closed session as part of the MCFLS Board meeting today.

MCFLS Legislative and System Services

- a. Draft of the 2023 MCFLS System Annual Report.
Director Heser shared a summary of the MCFLS System Annual Report shown as Attachment E of the Agenda packet. There was a Legislative and System Services meeting held on March 7th but did not have a quorum so there could be no motion to recommend to the full Board. A few highlights include system electronic resource use from Overdrive Advantage and Hoopla, Public library system income is much higher due to the ARPA grants funds received, and the narrative section reporting on collaborative activities. Vice President Johnson motioned to approve the 2023 MCFLS System Annual Report for submission, Trustee Snyder seconded the motion. Unanimously approved.

- b. The next meeting is scheduled for Thursday, April 11 to discuss a draft of the 2025-2028 MCFLS Strategic Plan with Rachel Arndt.

ADMINISTRATIVE REPORTS REQUIRING ACTION.

2023 Resource Library Report

Marion Royal walked the Board through the 2023 Resource Library Report sent separately before the meeting. Additional items added to the report are inclusive services and youth services support committees which two people from the resource library serve on. Programs and visits are steadily returning to pre-covid hours and services. President Ziehler asked for more details on Zinefest which is an opportunity for creatives who enjoy developing zines and other kinds of printed crafts. Booths and tables are set up along the first and second floor walkways to display and purchase crafts. There is also programming throughout the day dedicated to the development of zines and graphic crafts. This program takes place April 20th, 2024, for those that would like to attend. Services provided as the resource library include access to special collections, back-up references support, access to digital resources, and training/consulting. Reference transactions, retrievals and circulations are a few other resources used widely by patrons either in person, by phone or through email. There are separate agreements for both interlibrary loan (ILL) and cataloging/database maintenance between the resource library and MCFLS which benefits all member libraries by purchasing requested items from patrons through an online form. With the grant for Backstage Library Works, MPL and MCFLS were able to re-catalog all bibliographic records and update subject headings to meet modern standards. MPL also contributed \$400,000 of additional funds for OverDrive purchasing to support patrons county-wide. Trustee Snyder motioned to approve the report and place it on file, Trustee Suelzer seconded the motion. Unanimously approved.

Financial Reports

Director Heser shared the 2024 February Financial Report shown as Attachment F of the Agenda packet. Being no questions or concerns, Vice President Johnson motioned to approve the 2024 February Financial Report as presented, Trustee Deluhery seconded the motion. Unanimously approved.

ADMINISTRATIVE INFORMATION ITEMS.

Revised MCFLS Board meeting schedule for the remainder of 2024.

Director Heser shared the revised MCFLS Board meeting schedule for the remainder of the year shown as Attachment G of the Agenda packet.

Director's Report

Director Heser shared the Directors Report shown as Attachment H of the Agenda packet. System Activities focus on Strategic Planning discussions and schedule of the Legislative and System services meeting on April 11th to consider the draft of the Strategic Plan. President Ziehler suggested all board members try to attend this meeting to listen to the draft presentation by Rachel Arndt. Other System Activities include meeting with the Community Reintegration Center Staff on March 19th to support collaboration for library services to incarcerated residents, System Annual Report and Adult Literacy activities. Grant Activities included All of Us MKE Mixer Project activities including programming options and the Authority Control Project which Jen and MPL staff have been working on. Director Heser will be presenting a timeline for negotiation of contracts that are set to be renewed at the end of the year in a future Board meeting.

EXECUTIVE SESSION-SYSTEM DIRECTOR EVALUATION

President Ziehler suggested moving the executive session for the Director Evaluation to the April 18th Board meeting.

NEXT MEETING. Scheduled for Thursday April 18th, 2024, at 5:00 p.m. via Zoom.

ADJOURNMENT. With no further business to be addressed, Trustee Snyder motioned to adjourn the meeting at 6:42 p.m., Trustee Suelzer seconded. Unanimously approved.

2025 – 2028 CONTRACT RENEGOTIATION SCHEDULE

April 2024

- Board approval for contract renegotiation timeline.

May 2024

- Closed session: MCFLS director presents overview of changes to contracts using experience with current contracts and desired outcomes through strategic planning.
- Director uses board feedback to identify changes to contract language. Constructs drafts.
- Director meets with MPL administration to go over possible changes to Cataloging/Resource contracts.

June 2024

- Closed session: Director presents contract drafts to MCFLS Board.
- Director takes feedback and approval to share revised initial drafts with LDAC membership in a special meeting held late June. (This meeting could possibly be after July MCFLS Board meeting as well if a major rework is required).
- Initial drafts of all contracts shared with LDAC and comments recorded via form. Directors advised to share drafts with their boards and obtain feedback.

July 2024

- LDAC and member library board feedback assembled for MCFLS Board review.
- Additional changes (if any) to contract drafts made and shared with LDAC and library boards.

August 2024

- Director reviews contract drafts with LDAC at August 1 meeting and takes additional feedback.
- Director reviews feedback with MCFLS Board to make possible changes.

September 2024

- LDAC reviews drafts a final time before sending to MCFLS Board for approval.
- Board gives final approval on all contracts for 2025 – 2028.
- Director issues IRST contracts to all libraries. (September 23)
- Director issues Cataloging and Resource contract to MPL. (September 23)

October – December 2024

- Member library IRST signs contracts and returns to Director and Board President for countersigning and returning.



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April 18, 2024

March/April 2024 Director's Report

Summary of activities

System Activities

- Strategic planning. The Legislative and System Services committee met with Rachel Arndt on April 11 to consider a draft of the strategic plan. The committee made several suggestions for improvements which will be made by both Rachel and myself. After getting approval by L&SS to share out, Steve will share the draft with LDAC and system staff for further comment.
- New CountyCat catalog. I've been assisting Jen Schmidt and her team in preparations to roll out the new CountyCat catalog in June. Jen has done a tremendous job managing implementation and training for the entire system. She will also debut the new catalog with the MCFLS Board at the May meeting.
- Community Reintegration Center. I've arranged a meeting with CRC staff to talk further about support for library and legal center materials at their location and others supported by the County. The LDAC is also very interested in supporting these activities.
- Account Reconciliation Process. Brittney and I have completed our first online account reconciliation process and we hope this will get us a step closer to improving the evaluation of our financial oversight for the 2024 audit.
- InfoPass program. Our InfoPass Steering Committee met for the first time since October 2022. I've implemented several suggestions for process improvements and will be scheduling a follow up meeting with the steering committee sometime in October.

State and National Activities

- WAPL Presentation. I will be presenting on library compensation planning with Riti Grover from Monarch Library System and Jeannie Dilger from Palatine Public Library in Illinois. We met on April 12 to finalize our presentation and will present at the WAPL conference on May 3.
- Public Library Association (PLA) conference. I attended the national PLA conference in Columbus, OH from April 2-5. Highlights included a session on the Brooklyn Public Library initiative to support diversity in librarianship and a review of new censorship tactics identified by the American Library Association – Office for Intellectual Freedom.

Upcoming Activities

1. Complete activities related to strategic planning.
2. Begin work on contracts with assistance from the Board.
3. Begin work on County budget process.
4. Assist Jen and system staff with new catalog rollout.