



SHOREWOOD LIBRARY BOARD OF TRUSTEES
May 8, 2019 Approved Minutes

Trustees Present: Elvira Craig de Silva, Megan O'Brien, Alex Dimitroff, Donna Whittle; Alex Handelsman, and Leslie Cooley Excused: Bryan Davis

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Village Trustee Ann McKaig, Administrative Assistant Angela Andre; Lauren Olsen

Call to order: at 5:17p.m. the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

Consent Agenda: Trustee Cooley motioned and Trustee Whittle seconded approval of the entire consent agenda, all voted in favor; approved.

Additional topics not on the agenda

- Our Village Board liaison is now Trustee McKaig
- Director Collins is requesting use of fund balance money for Digicorp internet cable service. She noted that she often loses connectivity in her office so a second cable is needed. Cables in the staff area also need cleaning up. The quote for these services is \$1,357.

MOTION: Trustee Cooley moved to approve the request to use \$1,357 of the Fund balance to proceed with the described upgrades. Seconded by Trustee Craig de Silva. All voted in favor; approved.

Informational: Friends of the Library liaison report

Alex Dimitroff reported on the discussions of the last meeting of the Friends Board:

1. Board member Pardini will act as the Friends liaison to Professional Library Associations ALA and WLA.
2. A committee is being formed to discuss the future of Shorewood Reads.

Informational: Communications Audit

Lauren Olsen is a master's degree student in Communications at Marquette University. She conducted an external communications audit on the Shorewood Public Library. She shared her results and some recommended opportunities for increased outreach.

Trustee Cooley said she's encouraged that Lauren's findings echo and enhance the Library's strategic plan.

Action: Posting of Non Library Materials policy

This update firms up language and reorders items. The policy notes that Shorewood School District content is often posted in the library as they are an important community partner. Director Collins conferred with Superintendent Davis regarding the policy update and he indicated he is in support of the changes.

The trustees suggested some amendments to the policy language.

MOTION: Trustee Cooley moved to approve the updated Posting of Non Library Materials Policy with the suggested edits. Seconded by Trustee Craig de Silva. All voted in favor; approved.

Action: Fines and Charges Policy

Assistant Director Veyra explained that the significant changes to this policy will serve to eliminate barriers to access of library services.

1. “Any fines accrued will no longer impact patrons’ access to Shorewood Public Library’s wireless Internet, public computers (excluding laptops), materials used while in the library or access to BadgerLink.”
2. Eliminating the \$1 fee for a replacement library card – we want to encourage patrons to have a library card
3. Strike the \$5 processing fee on replacement charges – this has been a source of conflict between staff and patrons and removal of this controversial charge will break down another barrier
4. Clarification that refund checks will be voided after 90 days

Trustees offered some suggestions for clarifying language as amendments.

MOTION: Trustee O’Brien moved to adopt the policy with the amendments; Seconded by Trustee Cooley and passed unanimously after a vote.

Trustee Dimitroff excused herself at 6:25 p.m.

Action: Emergency closing compensation

Director Collins was asked to research maximum days allowed in the policies of similar entities. She recommends including a five or three day limit based on her findings.

Trustees and staff agreed upon a three day limit.

MOTION: Trustee O’Brien moved to compensate scheduled library staff at straight time when the library is closed due to adverse weather or emergency up to three instances in a calendar year. Seconded by Trustee Cooley. All voted in favor; approved.

Informational: Subcommittee report

Trustee Handelsman reported that the committee met with the Greater Milwaukee Foundation, the Village Attorney, and the controller to discuss the proposed GMF fund agreement. With the advice of these parties; they identified proposed changes to help clarify the spending policy and stress that the intent of the funding is to supplement normal expenditures not replace.

They are now waiting for GMF's revisions to the agreement and hope to bring the update to the next Library Board meeting. Their next task will be to review investment options GMF makes available.

Action: Approve spending policy

Trustee Handelsman explained the modifications.

MOTION: Trustee Handelsman motioned to revoke the Lange Bequest Spending Policy dated February 2019. Seconded by Trustee Whittle and approved unanimously.

Trustee Handelsman motioned to approve the Lange Bequest Spending Policy dated May 8, 2019. Seconded by Trustee Cooley; all approved after a vote.

Informational: Nominating committee report

Trustee Whittle announced that both current officers expressed their willingness to serve again. The committee will present the slate of officers to be voted on next month.

Informational: Personnel committee report

Trustee Elvira Craig de Silva reported that the committee completed a webinar on Equity, Diversity, and Inclusion (EDI) with a specific focus on library trustees. Director Collins will share via email after this meeting.

Informational: First quarter financial report

Director Collins shared the report and pointed out that lines which appear already spent reflect items that have a once-a-year bulk payment.

Informational: Capital expenditures

Our large projects are on track or complete.

- Server replacement -complete
- TBS Print management transition –complete
- Software upgrades – in progress
- Lounge chairs & children's computer replacements - in progress

Informational: 1 year square report

This wraps up reporting on the transition to the Square payment system. The most significant change has been the increase of payments made in the library which means that people are being served here and not sent away.

Adjournment: Trustee Whittle motioned to adjourn the meeting at 7:00p.m. Seconded by Trustee O'Brien. All in favor.