



SHOREWOOD LIBRARY BOARD OF TRUSTEES
February 12, 2020 Approved Minutes

Trustees Present: Alex Dimitroff, Donna Whittle, Alex Handelsman, and Leslie Cooley

Excused: Bryan Davis, Elvira Craig de Silva

Others Present: Library Director Rachel Collins, Assistant Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:17 p.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 Whittle motioned and Trustee Cooley seconded for approval of the entire consent agenda. All voted in favor. Approved.

Informational: GMF Reports: Mark Maurice

Mr. Maurice review the reports for each of the three Lange Bequest Funds.

Action: Sick Leave sharing program policy

The Village Board adopted the program with some changes at their 1/21/20 meeting and it has been added to the 2020 Human Resource manual. Director Collins listed the changes in her memo to the Library Board. The major change is that instead of donating either sick or vacation time, the program now only allows donation of vacation time. The reason for this change is due in part to the variation in sick leave retirement benefits for employees based on start date. Although she is disappointed with this change in particular; Director Collins still recommends that the Library Board adopt the updated program.

MOTION: Trustee Whittle moved to adopt the Sick Leave Sharing Program policy as written and adopted by the full Village Board at their January 21, 2020 meeting; seconded by Trustee Dimitroff and all approved after a vote.

Action: Fund Balance Request

This is a request to purchase a mobile slat wall unit for use in displaying civic information including voting information.

This item is tabled so that staff can search for other options and styles of display units.

Action: Approve annual report

According to [Wis. Stat. s. 43.58(6)(c); The Library Board is required to answer the question of whether the library system did or did not provide effective leadership and adequately met the

needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities. This question is on the last page of the annual report from MCFLS which includes data from member libraries.

Director Collins recommends indicating that MCFLS has provided effective leadership and has met the needs of Shorewood Public Library in 2018.

MOTION: Trustee Handelsman motioned to answer that the Milwaukee County Federated Library System provided effective leadership and met the needs of the Shorewood Public Library in 2019. Trustee Cooley seconded and all approved after a vote.

2nd MOTION: Trustee Dimitroff moved to approve the 2019 Shorewood Public Library annual report as presented by the Library Director. Trustee Cooley seconded and all approved after a vote.

Informational: 2019 financial report

Although the budget year is not yet completely closed; this end of the year/ 4th quarter report shows that the library stayed on track with the 2019 budget. The donations made by the Friends almost doubled. Lines that appear to be over such as Equipment and Furniture are offset by Fund Balance requests. Also outside of the projected budget are an Onufrock gift and other donations.

Informational: Outputs and measurements follow-up

Assistant Director Vieyra explained the additional information provided on this month's statistics report and asked for feedback. The new charts are:

- Operational Activities report – to attempt to capture day to day work load (*trustee suggestion – add data per hours open*)
- Computer Use by hour - previously only reported on use per session, but the addition of this chart should provide a more accurate depiction of computer use
- Checkins - unlike checkouts which can sometimes be automated, checkins are done entirely by staff

Informational: Nominating Committee Report

Trustee Whittle reported that the committee interviewed three potential Library Board trustee candidates and forwarded names to the Village Nominating Committee.

Informational: Personnel Committee

Trustee Dimitroff reported that the committee reviewed the last year's Library Director performance review survey and made a few changes. If there are no objections, the survey will be distributed to trustees and library staff this week. Deadlines will be stated on the surveys.

Informational: Friends of the Library liaison report

Trustee Dimitroff reported that the Friends:

- have welcomed a new Board member
- will be treating library staff to lunch and snacks the week of Valentine's Day

Informational: Strategic and facilities planning committee report

Trustee Cooley explained that the Annual Library Strategic Planning & Budget calendar which was distributed to the trustees will serve as a guide for what needs to be done and when regarding budgeting, planning, and Lange Bequest proposals and requests. This internal document can be altered in the future if needed.

The committee has also developed form templates for presenting Lange Bequest proposals to the full Library Board. These forms will be seen three times a year:

1. **In July** with proposed uses for Lange funds for Library Board review.
2. **In September**, with the proposed uses for Lange Funds, as they are include in the Library budget submitted to the Village board for Library Board approval.
3. **In December**, after the Library budget and tax levy is approved by the Village Board, with the actual amounts being requested from GMF from Lange Bequest for Library Board approval.

Each of the forms will include narrative outlining the approved uses of each of the Lange Bequest Funds.

Informational: 2019 Hoopla Report

The report generated by the vendor is accompanied by a report that staff created to put Hoopla use into context. Currently MCFLS is picking up 61% of the cost of using Hoopla.

Informational: Annual Committee Chair meeting

President Handelsman is unable to attend the March 9th, 6PM event but invited other trustees to attend if they so desire.

Items for future consideration:

- Evaluation of an additional 2020 Greater Milwaukee Foundation request

Adjournment: Trustee Cooley motioned to adjourn the meeting at 7:10p.m. All in favor.