



SHOREWOOD LIBRARY BOARD OF TRUSTEES
April 12, 2023 Approved Minutes

Trustees Present: Donna Whittle, Alex Dimitroff, Ling Meng, Jon Smucker, and Leslie Cooley

Attending virtually via Zoom: Elvira Craig de Silva

Others Present: Library Director Jen Gerber, Library Assistant Director Emily Vieyra, Adult Services Librarian Hayley Johnson, Library Office Manager/ Confidential Secretary Angela Andre

Not Present: Interim Superintendent JoAnn Sternke

1. **Call to order:** at 5:15 pm, the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Whittle.

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

3. **No Citizens to be heard on items not on the agenda**

4. **Consent Agenda:**

MOTION: Trustee Craig de Silva motioned for approval of the entire consent agenda. Trustee Smucker seconded. All voted in favor; motion carried.

Trustee Smucker asked for a correction to the minutes involving a motion and a second. That item has been corrected.

5. **No items pulled from the consent agenda**

6. **No additional topics not on the agenda**

7. **Informational: Library Director's Report**

Director Gerber reviewed the items in her report:

- MCFLS is implementing a system-wide change to fines beginning July 1st of this year. The result of this change is that patrons will be able to checkout materials unless they accrue a fine balance over \$10.00.
- Library staff changes: One 10-hour clerk has resigned. Rather than filling that position, those hours have been reallocated to clerks that wanted additional hours. These changes do not impact the budget.

- Shorewood statistics show that we are back to nearly pre-pandemic levels of library use.
- The Friends of the Shorewood Library will be gifting an additional \$8000 per year to the library.
- Jen has initiated weekly reference team meetings. The reference team sets the agendas.
- Congratulations go out to Assistant Director Vieyra who has received a competitive scholarship to attend the Innovative User Group Conference in Phoenix, Arizona this year.
- Shorewood student artwork is currently on display in the library and the reception for the exhibit was well attended.
- Youth Services Librarian Heide Piehler has spearheaded the *Book Some Time with Your Kids* program in collaboration with Children's Hospital as well as the nonprofit organization *Reach Out and Read*. Heide will present the program to the Board at a future meeting.
- Jen was contacted by a representative from Wells Fargo who informed her that their CPA has completed the 2018 Wisconsin State Tax Return for Mr. Lange that was initially missed. The refund will add money to the GMF transfer.
- In-person programming is on the rise.
 - *The Keeping Score with Tim Driscoll*, funded by the Friends and organized by Librarian Hayley Johnson, was extremely well attended and received great feedback.
 - Children's story times are all at capacity attendance.
 - The first session of Yoga for All had maximum attendance and great feedback about the instructor. There were several attendees that had never tried yoga; several needed the mats that the library provided; and overall, the target audience was reached and engaged.
 - Shorewood has seen a major spike in the use of the Ancestry database after the first meeting of the Genealogy Interest Group (GIG) in the. At least 30 people attended the meeting at which Librarian Lizzie Hjelle highlighted the Ancestry tool. Librarian Johnson stated that at the May session of GIG, a speaker will present the role of photos in tracing genealogy.
 - Two library clerks attended a book repair workshop and are currently working on book repairs.
- Jen gave a brief summary of the incident involving one of the library lamp fixtures and her interaction with DPW and the fire department.
- The trustees discussed the need for emergency preparedness training for severe weather and for active shootings.

8. Informational: Self-Check update

Assistant Director Vieyra reported that since their installation in January of this year, the self-check machines have been running fairly smoothly. She works closely with the vendor, FE Technologies, who are very communicative and quick to address problems as they arise. There is currently one outstanding issue involving consistency in printing receipts that the development team from FE Technologies is working on.

9. Informational: Work Plan w/ Emily (roadmap)

Director Gerber noted that this plan stemmed from a closed session of the Board in December. It is a fluid document meant to grow and change.

The board discussed some of the items on the document including the carryover initiative of a new TBS printer which includes exploring options for printer and copier vendors, the review and revision of staff job descriptions.

10. Informational: Art Inventory Presentation

At the request of the Ad-hoc Art Committee, Librarian Hayley Johnson worked with Library Associate Susan Lyles to update the library's art inventory. Hayley presented their findings, process, and next steps:

ART

- Last art inventory was conducted in 2015, and several of the library's pieces of art were sent to auction 2016.
- 31 unique pieces of art, with a couple of caveats:
 - Included some pieces from the Village Center: mural, sculpture outside, pieces in the lobby
 - Some pieces could be considered a set: The Business Attribute Series, A Trip to the Library, and the Shorewood Fountain Porpoises
- Includes two-dimensional and three-dimensional pieces in a variety of formats including sculptures, paintings, prints, mixed media, and fabric art
- Includes a wide range of talent from children to internationally-recognized artists (Alexander Calder, Lois Ehlert)
- Majority of art is in the library or Village Center, and a lot of it is of local interest, i.e. Plein Aire Shorewood, local artists

PROCESS

- Library assistant Susan Lyles provided a lot of support on this project. Using the 2015 inventory, Susan tracked down each item that remained in the building. She also helped with gathering images for the inventory.
- A lot information in the "Notes" field came directly from information on, near, or with the art. Some pieces have accompanying paperwork, and there are dedication plaques throughout the building.

- Hayley tried to get as much information as possible, and throughout the research, used the internet to access artists' websites, but I also reached out via telephone and email.
- Children's Librarian, Heide Piehler, also provided a lot of insight.

NEXT STEPS

- Jen and Hayley are working on a draft policy for public display and exhibit.

11. Informational: 2022 Lange Unused Funds

Director Gerber was asked to present this information in a narrative format. The report breaks down the requested amounts and the carryover amounts.

12. Action Item: 2023 Lange Permanent Endowment Request

Director Gerber revised the document to better align with her own goals for the year. In the past, estimated costs of purchases and projects were used to submit a request to GMF for the money that would be received for the year. Rather than have money accumulate as designated or undesignated funds, Jen would rather request funds from GMF after receipt of the item or project bills.

The updated document includes a general estimate of the purpose of the grant funds. If approved, the funds would be handled similar to the general operations budget, by anticipating expenditure amounts and receiving estimates or bills before requesting the funding from GMF.

Some of the items included on the Permanent Endowment fund request are:

- a vinyl wrap for the pick-up lockers
- additional funding for programming to cover the increased cost of children's performers.
- a more generalized equity commitment that will allow for inclusion of any type of diversity and equity imbalance that can be identified
- a proposal that staff documents be moved into the cloud via Box software so that it can be accessible from any location
- Canva Pro design software for all staff

Trustee Cooley noted that the Finance Committee encouraged this revision so that it aligns with the vision of the new Director. This can be used as a type of grant guide from which the Director and Board President can sign off on use of funds.

MOTION: Trustee Cooley motioned for approval of the 2023 Permanent Endowment Lange Bequest Grant Request Guide. Trustee Smucker seconded. All voted in favor; motion carried.

13. Action Item: Code of Conduct Policy

After careful consideration and conversation with the reference team, it was decided that the line regarding sleeping in the library should be removed from the Code of Conduct Policy. According to the current policy, patrons are asked to leave the library after three warnings for sleeping. Staff has communicated that these actions seem too drastic, particularly if the situation escalates to police involvement.

Trustee Cooley wondered about Milwaukee's policy towards sleeping in the library.

Director Gerber stated that a major motivation for this change is that the policy is not being enforced equitably. The unhoused population are more targeted significantly more than others. She also confirmed that if some kind of disruption is associated with a person sleeping, that situation is addressed differently according to the policy.

The trustees noted that if this change is approved and the situation in the library changes, this element of the policy can be reevaluated.

MOTION: Trustee Smucker motioned for approval of the revised Code of Conduct Policy. Trustee Dimitroff seconded. All voted in favor; motion carried.

14. Informational: Bylaws Committee Report

Trustee Cooley reported that the group met and reviewed a draft that Director Gerber put together. There was a good discussion and lots of ideas were shared which enhanced the document. Jen will soon have a second draft that will be given to the full board for review before it is submitted for approval. The previous bylaws were nearly 25 years old.

15. Informational: Personnel Committee Report

Trustee Dimitroff reported that the committee met with Jen and talked about the memo that was sent by the Board regarding the six-month assessment and responded to Jen's request for clarification of some items.

16. Informational: Nominating Committee Report

Trustee Smucker reported that there are currently two viable applicants for new Library Board Trustees. They are awaiting word from the Village Board on who will be appointed. Director Gerber noted that the Village Clerk and Manager were very receptive to her request that the library have some input in the choices. The committee was able to look at the applications and their motivations to be on the Board.

Trustee Craig de Silva has agreed to serve another term. Finally, the nominating committee will present the slate of officers to be voted on in June.

17. Informational: Friends of the Library liaison report

Trustee Dimitroff had nothing to report.

18. Informational: DPI Trustee Essentials: TE 10: Developing Essential Library Policies

Link to handbook: <https://dpi.wi.gov/sites/default/files/imce/pld/pdf/handbook.pdf>

19. Items for Future Consideration

1. Revised bylaws
2. Slate of candidates for Library Board officers
3. Presentation by Youth Services Librarian Heide Piehler on *Book Some Time with Your Kids Program*
4. Presentation by Virtual Engagement Librarian Lizzie Hjelle on eResources
5. Update on facility information from DPW

20. Communications

Nothing to report

21. Adjournment

Trustee Dimitroff motioned to adjourn the meeting at 7:13pm. Motion seconded by Trustee Cooley. All approved.