



SHOREWOOD LIBRARY BOARD OF TRUSTEES
May 9, 2018 Approved Meeting Minutes

Trustees Present: Alex Handelsman, Leslie Cooley, Megan O’Brien, Alex Dimitroff, and Elvira Craig de Silva

Excused: Bryan Davis

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

Call to order: at 5:20 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:

Ms. Cooley motioned approval of the entire consent agenda, all voted in favor; approved.

Other Items not on the agenda

- UPDATES ON ANNUAL REPORT FOR VILLAGE

Significant successes from the previous year were added to the report. Director Collins added vision items on the second page and modeled the reports of other Village citizen committees. It became clear from seeing the other reports that this second page is serving as the very first step in the 2019 budget process.

Ms. Cooley suggested adding the implementation of goals from the strategic planning process to the list of initiatives. Ms. O’Brien advised linking our initiatives to more vision statements from Vision 2025. Ms. Collins will once again revise the document and bring it to the next meeting.

- USE AND MANAGEMENT OF THE VILLAGE MEETING ROOMS

Recent uses of the room have been brought into question based on the Library’s meeting room policy. Director Collins will be discussing the concerns with representatives from the Village and other departments in the coming month and asked for some feedback from the trustees.

Informational: Strategic Planning committee report – Leslie Cooley

The consultants have been analyzing the data gathered from the community survey, Village Trustee survey, and three community conversations. Results were shared with the planning committee through a webinar and slides of the compiled data.

The next steps are to develop themes and ideas and shape a plan. The consultants will draft that plan.

Ms. Cooley highlighted some of the information from the data report:

- They received 632 responses to the community survey, most respondents were older with no children at home
- Most respondents love the library and particularly appreciate help received from librarians
- Compared to other libraries, Shorewood Public Library's strengths lie in the areas of circulation, programming, youth programming, and library hours
- There are some awareness issues in areas such as digital downloads and subscription databases
- Village trustees noted that the library significantly engages Shorewood residents and that residents value the library particularly in terms of community unity
- Compared to state and national measures, Shorewood Public Library ranks above average in early literacy, coordination with schools, and there is a strong interest in programs that serve the immigrant population.
- Respondents asked for more convenient library hours and expressed concerns about the environment in the library during after school hours
- The consultants noted a drop in circulation numbers in 2015 and attributed that to the opening of the renovated East Branch
- The community conversations sparked a lot of energy about the library. Participants talked of the value of the library for community connection. They noted concerns with after school times. They feel the need to spread the word about the value of the Shorewood Library.

Informational: Personnel Committee – Elvira Craig de Silva

At the committee's last meeting they discussed anticipated staff position openings and ideas given by the staff for what may be needed in terms of professional requirements, full or part time, tasks, etc. Staff input favored a full time position. Also at that meeting, Director Collins introduced a proposed alternative to the merit raise system. This idea is still in its infancy and will be fleshed out more in the coming months.

Informational: Friends of the Shorewood Library liaison report – Alex Dimitroff

At their March meeting it was determined that the Friends would not be represented in the Fourth of July Parade.

At the April meeting they discussed a successful Shorewood Reads which drew a total of 800 participants to the various events- this includes the culminating author event which drew over 400 people.

The Friends approved \$600 for the "1000 Books Before Kindergarten" program.

They also discussed the "reserve fund distribution process" which they are beginning to implement.

Informational: 1st Quarter budget report

Under Revenues:

- An increase in local library aid income due to a bump in state funding
- This is the first budget cycle that separates payments for fines from payments for printing

- General donations are not budgeted for since they are unpredictable. So far we have been gifted \$2000.
- For the first time, the Friends financial support for the Summer Reading programs and Summer Celebration were paid up front as part of their new fund distribution process

Under Expenditures:

- The Professional Education line includes the half cost of PLA (other half paid by the Friends)
- Professional fees includes the down payment for the strategic planning consultants from WiLs

Informational: Capital Expenditures report

Finished:

- New chairs and stools at kids' computers
- New CD drawers in children's area purchased and installed (old unit picked up by local school)
- Projection screen purchased and installed
- Square POS system

In progress:

- New carpet for Program Room
- Web page upgrade (this summer)

Informational: Library Board vacancy update

Ms. Dimitroff was re-appointed to the board. Paperwork for other candidate was submitted to the Village. They did not appoint a new Library Trustee at the last Village Committee session but, there should be someone in place by the June meeting.

Informational: MCFLS board trustee vacancy

Mr. Handelsman shared a letter received from the MCFLS Board President requesting names of individuals who may be interested in filling two MCFLS Board openings.

Library Director merit raise proposal

The Board voted unanimously 5-0 to enter closed session under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees at 6:43 PM.

A recommendation from the Personnel Committee regarding a merit raise for the Library Directory was discussed and voted on.

Ms. O'Brien moved and Ms. Cooley seconded rising from closed session.

A unanimous vote 5-0 to rise from closed session was taken at 6:50.

The meeting adjourned at 6:50 PM.