



SHOREWOOD LIBRARY BOARD OF TRUSTEES
APPROVED MINUTES
January 11, 2012

Members Present: Catherine Hansen, Mariann Maris, Anne O’Meara, Kim Grady,
Jean Gurney
Others Present: Beth Carey - Library Director, Carrie Babb – Circulation Supervisor,
Angela Andre – Administrative Assistant
Excused: Jeff Schmeckpeper, Stephanie Snyder

The meeting of the Shorewood Library Board of Trustees was called to order Secretary Hansen at 4:40 p.m. in the Friends’ Room of the Shorewood Library.

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

Citizens to be heard on items not on the agenda: None.

Consent Agenda: Director Carey noted that the Board was not given the final activity report for 2011 because some of the numbers are not in yet. The motion to approve the entire consent agenda was made by Ms. Maris, seconded by Ms. Gurney, and passed unanimously.

Friends of the Shorewood Library Liaison Report

Ms. Gurney reported that the Friends’ annual meeting was held in December where they reviewed 2011 activities. One third of the over \$15 thousand raised last year came from the Friends’ ongoing book sale. The public copy machine took in \$1800; donations in memory of Patricia Connelly totaled over \$3600; and the Friends collected \$2,384 in membership contributions. All money is spent on Library programs and materials.

Everyone at the meeting agreed that the first Shorewood Reads program was a success and that it should be repeated.

The trustees congratulated Ms. Gurney on being named the 2011 Friend of the Year. Her name will be added to list of honorees which is on the wall next to the ongoing book sale.

Collection Development Policy

Director Carey revised the document based on the discussion at the last regular Board meeting. She noted the change in language from *discard* to *withdraw* under the Collection Maintenance section. She also added the *Community and Demographics* section under *Goals*. Ms. Maris suggested moving that information to an appendix at the end of the document because, although it helps to determine how the collection is developed, it is not really policy. As pointed out by Ms. Grady, there should be an explanation of the reference to *Shorewood*

Today in the third paragraph of that same section. Ms. Carey will add that language. Referring to suggested changes to the Mission Statement, Director Carey stated that any such changes would have to be addressed as a separate agenda item at a future meeting.

Ms. Gurney motioned for adoption of the submitted Collection Development Policy with the suggested grammatical and appendix changes. Ms. Maris seconded and this passed 4-0 after a vote.

Scheduling of Community Project Special Meeting

This meeting will be scheduled via a Doodle request. It will be a brainstorming of both Library Board members and staff.

Reschedule March Meeting

The Friends of the Library are funding Director Carey's trip to the Public Library Association's National Conference in Philadelphia during the week that the original March meeting is scheduled. Ms. Maris motioned that the Board meet on March 7; seconded by Ms. Gurney and passed 4-0.

RFID Project Update

Director Carey is working with MK Sorting Systems on revising the original Request for Purchase to reflect the change in equipment desired. We will be ordering three free-standing self-check units and one tabletop version. Representatives from the company will be here Monday, January 16 to meet with library staff and examine the building.

Ms. Hansen requested a timeline for the project from beginning to completion. Ms. Carey noted that the timeline laid out by MK which estimates a total conversion time of two to three months is not accurate. Their estimate is based on retagging with teams of two people, but Shorewood will be using the retagging model implemented by MPL. Based on the time it took Milwaukee to complete the process, she estimates Shorewood can be finished in about three weeks. The beginning of the tagging process is also dependent on the acquisition or creation of mobile tagging units. They will be using eight stations – two of which MK will lease to us at no cost. It is possible that we will be able to create the remaining stations ourselves.

To test that the new system will work properly and without interference, as soon as the contract is signed, Ms. Carey will request that MK immediately send tags and a check-out unit.

Ms. Grady asked if completing the retagging more quickly than MK has projected would hinder their progress in any way. Ms. Carey answered that there may be a lag in getting the equipment since they make it custom to order. Ms. Hansen requested that staff get confirmation of the amount of time it will take MK to complete the order so that there is not a significant lag between retagging and implementation. She suggested that the timeline should determine when retagging begins. Director Carey will ask for this information when she meets with the representatives on Monday.

MK may want to wait until after that meeting to draw up the contract, but she expects it to be ready to send to attorney Ray Pollen for review sometime next week.

Action Items for Future Consideration

- Review of the Shorewood Library Mission Statement
- Social Media Action Plan
- Letter of thanks from the Library Board to Blane McCann

Adjournment: The motion to adjourn was made by Ms. Maris at 5:13 p.m. seconded by Ms. Gurney and was approved.

Recorded by Angela Andre, Administrative Assistant and submitted by Beth Carey, Director of Library Services.

The next regular meeting of the Library Board will be held on **Wednesday, February 8, 2012 at 4:30p.m.**, in the Friends' Room of the Shorewood Library.

A handwritten signature in cursive script, appearing to read "Beth Carey". The signature is written in black ink and is positioned in the lower-left quadrant of the page.