



SHOREWOOD LIBRARY BOARD OF TRUSTEES
APPROVED MINUTES
February 8, 2012

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

The meeting of the Shorewood Library Board of Trustees was called to order by President Schmeckpeper 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: A motion to approve the entire consent agenda was made by Ms. Hansen, seconded by Ms. Maris, and passed unanimously.

Friends of the Shorewood Library Liaison Report – Jean Gurney

At their last meeting, the Friends talked about future plans for another Shorewood Reads program. They will need to make decisions on such things as the timing - what time of year the event is held and how often; and how to maintain teacher and student involvement.

The Friends are interested in recruiting more Board members and will be looking to the list of members to find candidates. They are particularly interested in individuals with specialized skills so that they may aid in future projects.

Review of Change in Library Hours as of February 2011

The trustees received a comparison of library traffic patterns with the old and new hours. Director Carey stated that these results are in line with the goals they set out to achieve; namely spreading out the traffic patterns during the busiest days and times as well as extending Friday hours to allow more patrons to stop in after work. She added that it would have probably sufficed to stay open until 6:00 rather than 6:30 on Fridays; however, as Ms. Maris pointed out, it will be important to keep the current hours stable for a while so that the community can become accustomed to them. Director Carey does not recommend any changes at this time. She stated that since the report was distributed, librarians commented that several patrons are surprised by our 3:30 closing time on the weekends. Also, although it seems that Sunday mornings are slow in terms of requests for reference help, statistics show that many people are coming in the door.

Auermiller Plan for 2012

There is just over \$30 thousand left of the grant money. Director Carey noted that the funds will continue to be used to replace items that are weeded out for condition and date in Children's nonfiction. The fund will also be used to purchase new adult fiction classics and classic children's books such as Dr. Suess and Lois Ehlert. Ms. Carey will also be looking to improve our science fiction collection with the help of one of the library interns who specializes in that area. A memo will be forwarded to the Board detailing the spending for this year.

In light of the celebration marking Charles Dicken's 200th birthday as well as the 50th Anniversary of *A Wrinkle in Time*, Ms. Maris recommended paying close attention to the check-out rate of those items. Ms. Hansen suggested displays related to the occasions.

Ms. Hansen also asked that there be a button on the website homepage for patrons to submit suggestions for our collection noting that we want to be sure we are meeting patrons' requests and responding to them in a proactive manner.

eBook Survey Results

The Survey Monkey powered questionnaire was completed in the Fall/early Winter of 2011 and Director Carey suggests repeating it since a lot has changed since then. The general consensus of the comments is that downloading books through OverDrive is a frustrating process for many of the participants in the survey. There are also many comments regarding the long waiting lists for books and the lack of availability of others.

The trustees and Ms. Carey discussed several options for making it more widely known that the library can be a resource for people looking for help setting up devices and using OverDrive. The library currently has the least expensive version of three different eReaders – the Nook, Kindle, and Sony eReader. Ms. O'Meara suggested that there be a set time and day for patrons to come in and receive assistance with their eReaders and OverDrive use. Staff is considering having a program for those wishing to choose an eReader in conjunction with representatives from Best Buy stores for demonstrations.

RFID Project Update

The contract has been reviewed by the Village attorney, changes were made in line with his recommendations and Director Carey signed it and sent it overnight yesterday. Once the contract is signed by mk Sorting Systems, they will send a revised and detailed timeline of events including the arrival of equipment and staff training. In the meantime, Director Carey is sending them samples of all of the different tags in use in our library system so that they can make their software compatible with them. Adecco, the same temp agency that supplied workers to do retagging for MPL are being hired and have been able to contact four of the individuals who have done this work at MPL. Before it is signed, President Schmeckpeper suggested that the Village attorney review the contract with the temp agency.

Two mobile conversion carts are being provided at no cost by mk (we will pay for the return shipping). Library staff is in the process of crafting six more carts. The equipment used on those carts will later become staff work stations. Creation of signage in print and web form is in process in order to alert the public before and during the project. Director Carey expects

retagging to begin the week in the final week and a half of February and estimates that it will be done in three weeks. Before any retagging, everything will be put on the shelves. As soon as the retagging begins, items that come into the library will be kept the back staff area, which will be specifically laid out for storage. Although none of our items will be holdable during the conversion weeks; all of our materials can still be checked out during that time (read by barcode). This means there will be no interruption of check-outs.

Director Carey will schedule a heavy staff presence to assist patrons and accommodate retrieval of requested items. Progress will be carefully tracked and communicated to staff. Once retagging is complete in a particular section, the corresponding items in storage will immediately be shelved.

Engberg Anderson Design Partnership Proposal

If approved, the library would hire the design firm to propose and oversee the revamping of the check-out area in order to accommodate traffic flow with the new check-out machines and to create a space for open holds.

Director Carey explained that although they had originally planned to purchase free standing check-out units, further examination of the traffic flow in that area led staff to conclude that desk top units would be better to avoid congestion. Another reason to go with a desktop version is to avoid coring through the floor for wiring which would limit their options for moving the units in the future. There were questions from the Trustees regarding the cost of the project and President Schmeckpeper stated that there is money available in this RFID project budget for the remodel and that specific costs will be worked out once we get the specific proposals from Engberg Anderson.

Ms. Gurney noted that this seems an ideal time to make changes that will meet the goals this Board has for the library and to accommodate to coming changes. She then motioned to hire Engberg Anderson to complete the tasks as listed on the proposal. Director Carey will sign the proposal.

Request for Additional Librarian Hours

In a memo distributed to the trustees, Director Carey described the need for additional professional help on staff to enable the library to establish an essential presence in the community and move forward with our goals and new projects. She specifically cited the need for a social media specialist – an area in which our current part time Librarian, Richmond Kinney has focused her time and is enthusiastic about developing for the Shorewood Library.

Director Carey stated that, although we are currently doing a good job of handling the level of programming and workload in place, there is limited staff time available accomplish many of the new projects that have been discussed such as a homework club and a successful social media presence. She also indicated the need for another member of staff to liaise with the Friends group to collaborate on their many program and project ideas. Another full time Librarian would also enable both information (reference) desks to consistently be staffed during the busiest times on weekdays.

The trustees discussed the cost involved, much of which would be offset by changes to health care plans among current staff. Some Board members expressed concern that those savings

would not be realized every year because of uncertainties regarding changes in health care plan choices and structural changes in the state. Director Carey will give them a more accurate figure of the bottom line impact on the budget if they added these hours. President Schmeckpeper and the other members requested more details of the duties that would be allocated to the person working these hours so that they can be clear why the 20 hours would be added. He also suggested that they outline some kind of evaluation of the new role. Ms. O'Meara added that she would like to know how the change would impact Ms. Carey's job. There was some discussion as to whether the position should be advertised and interviews done to evaluate candidate's proposals for handling social media. Ms. Hansen wanted to see presentations from potential candidates; however, Ms. Gurney stated that the library Board should not be involved in the interview process of staff. Ms. O'Meara noted that is a separate issue from the original proposal which was to add 20 hours to a current position and employee.

Director Carey will draft the details of the proposed position and email that information to the Board in advance of the March Board meeting.

Ms. Snyder left the meeting at 5:45p.m.

Ms. Gurney offered that one option may be to promote the person who is currently in the twenty-hour position to full time rather than call it a new position. Ms. O'Meara questions whether the projects outlined in the memo would be the sole responsibility of this employee or if the other librarians would take on work towards these projects as well. She noted that we would need all of the staff to buy in to these outreach projects in order for them to be successful.

Director of Library Services Performance Review

This item is tabled until March.

Action Items for Future Consideration

- Proposal for Additional Librarian Hours
- Auermilller Spending outline for 2012

Adjournment: The motion to adjourn was made by Ms. Maris at 5:50 p.m. seconded by Ms. Hansen and was approved.

A handwritten signature in cursive script, appearing to read 'Beth Carey', written in black ink.

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, March 7, 2012 at 4:30p.m.**, in the Friends' Room of the Shorewood Library.