



Shorewood Library Board of Trustees

December 11, 2013 **DRAFT** Minutes

Members Present: Jean Gurney, Martin Lexmond, Patrick Linnane, Theresa Weingrod,
David Weissman

Others Present: Elizabeth Carey - Library Director, Joseph Rice - Assistant Director, and
Angela Andre - Administrative Assistant

Call to Order: The meeting of the Shorewood Library Board of Trustees was called to order by Board Secretary Gurney at 5:05 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. There were no citizens to be heard on items not on the agenda.

Consent Agenda: Mr. Linnane motioned for approval of the entire consent agenda, seconded by Mr. Weissman and this passed unanimously.

Survey/ Focus Group Update

In the absence of Ms. McCause, Director Carey reported that consultant, Sue Kelley, held two focus groups – one with about 8 high school students at SHS and one with parents of very young children which four people attended. Ms. Kelley sent her summaries to Beth and the next step is for staff to review both the survey and focus group reports and add their thoughts. Ms. Weingrod asked if anything feedback stood out from the focus group sessions. Director Carey highlighted talk about space issues, particularly in regards to noise concerns and the need for group work areas. Staff has brought concerns about space to the Board before, noting:

- Noise carries in the building from the quiet areas to the silent areas.
- The teen area has outgrown its' current space and
- The space for the planned Early Literacy Center (that is funded by a memorial donation) is still undetermined

In an effort to brainstorm solutions to these issues, Director Carey met with the architects from Engberg Anderson, the firm that designed the current building. They had a roving conversation about the above mentioned concerns as well as possibilities for additional services/space needs such as a maker space/media lab or an automated book return sorter. Answering an inquiry by Ms. Weingrod, Director Carey stated that the areas feeling most cramped right now are the Teen section and the study/work areas. Mr. Weissman asked if the 2014 budget included building renovation and Ms. Carey answered that staff is merely exploring 'what if' scenarios of possible improvements but they were not budgeted for 2014. Assistant Director, Rice added that the space discussions sprouted from trying to determine where the Early Literacy Center should be housed.

Mr. Weissman asked for more information on the Early Literacy Center.

According to Director Carey, an Early Literacy Center can be a place where very young children and their caregivers can interact and learn. It will include hands-on toys and tools

for tactile play that supports learning of pre-reading skills. The trend of libraries developing Early Literacy Centers happened to coincide with a memorial donation to Shorewood Library, so it was decided that the money would be set aside to create our own ELC. Mr. Weissman asked if there were any established ELCs at area libraries that the trustees could visit. Director Carey will draw up some suggestions. She also noted, as Superintendent Lexmond arrived, that it would be helpful to meet with area schools to get their recommendations for the project.

Wages Comparison Update/Wages for 2014

As a first step in this analysis, Director Carey charted the current pay ranges of Shorewood Library staff. The document also included the experience and educational requirements of some positions. Although increases received by hourly employees through Village ordinance (the librarians are also considered hourly employees) are worked into and update their salary range, the Director's salary range has been fixed since 2007.

Director Carey will be using five tools of comparison:

1. Wisconsin Association of Public Libraries 2013 Wisconsin Salary survey which had 219 respondents (Director's only). Director Carey is working on a summary of this survey to make it clearer.
2. Wauwatosa has hired someone to conduct a salary survey which will include all library positions
3. Pauline Haas of Sussex started a survey in November of Public Library Director salaries and she will send the results when it is complete.
4. The Director at Hales Corners is starting a MCFLS Director's salary survey.
5. 2014 increases for all Village staff are going to the Shorewood Village Board Monday night, December 16.

Mr. Weissman wondered what the impetus was for doing the wage comparisons and Director Carey answered with two reasons: first, they have not been examined in a long while (2007) and secondly, because the union contract (which previously outlined the rates and increases) expired in 2012. In the past, there was a contractual stepped increase system in place. Now that there is no requirement for that guideline and some employees are now on an annual increase schedule, the Library Trustees wanted to examine that structure and see how our fixed salary ranges compare to others libraries.

Director Carey explained that the Human Resource Manual was revised to include some items that were previously only addressed in the union contract. The Village Manager also held meetings to explain the changes that resulted from the contract expiration. Assistant Director, Rice added that some library employees are questioning why they still pay union dues.

After a question from Mr. Weissman, Ms. Carey confirmed that the Library Board is charged with hiring and determining pay range for the Library Director. They also set library policies including wage policy for all library staff. Ms. Gurney noted that in the past, wage policies were constricted to agreements in the union contracts. The Library Board, she also reminded those present, also has the ability to grant bonuses to library employees.

When considering the wage increase at the upcoming Village Board meeting, Mr. Linnane explained, the proposed 2% increase is pretty much set and likely to pass; but the trustees will also be looking at pay ranges in an effort to remain competitive and to put the finishing touches to the Human Resources Manual.

Ms. Weingrod brought up the fact that often there is a correlation between population numbers and salary ranges. Beth noted that there are many considerations including usage data such as circulation numbers, library visits, number of staff supervised. Assistant Director, Rice noted that those statistics are required on the DPI annual report and determine the level of state certification (service standards, education requirements, etc.).

2014 Budget

As reported by Director Carey, the Village approved the proposed budget including the extra funding for health insurance. However, there was an additional individual health plan added at the last minute which brings the library over budget for health costs in 2014. This reminded the trustees that there are always some unknowns when the budget is drafted. Asking in relation to the Affordable Health Plan requirements, Mr. Lexmond inquired about the number of hours typically worked by a clerk. Beth answered that clerks usually work 20 hours a week.

Looking at the Monthly budget report, Director Carey explained that some of the numbers are not accurate because of post-budget approval accounting changes made by the previous Village Finance Director. As a result, some of the account lines indicate no budget at all, while others include amounts acting as placeholders. It was noted that this report is of payments made and does not include encumbrances. It was also noted by Ms. Gurney and Ms. Carey that library fines income is lower than projected. Beth also pointed out that some of the budget numbers are allocated by the Village such as electric, maintenance, etc.

Friends of the Shorewood Library Liaison Report

As reported by Ms. Gurney, the Friends are:

- Considering holding another “Shorewood Reads” event in conjunction with the National Endowment for the Arts. The Endowment sponsors the “Big Read” which encourages communities to read fine literature. They provide educational resources free of charge to facilitate month-long events.
- Developing a Budget for next year – This is something the Friends group have not done in a long time. Ms. Gurney brought in comparison figures which show that the group has been bringing in and spending about \$10 thousand a year.
- In the process of membership collections – the mailing went out this week to remind members to renew

The family of ladies who organize the Friends’ book sale each week were treated to lunch by Ms. Carey and Ms. Gurney. They were asked how the book sale might be improved to increase sales. The book sale, as managed by these three volunteers, has been a major source of donation money for the Friends’ group. This year however, the earnings went from \$5 thousand down to \$3500. The women were eager to offer suggestions for improvement, some of which have already been implemented (fixtures for the paperbacks) and others (signage and more publicity) are in the works.

Some background information on the Friends’ book sale:

The book sale is stocked with books that have been donated to the library but are not needed in our collection. Mr. Rice added that the volume of items that are donated would surprise some. The volunteers sort through them all and have come to know which are likely to be added to our collection and which can be sold. If items have been unsold for a set amount of time, the volunteers also arrange for the items to be donated to an organization in need. As suggested by Mr. Weissman, this information will be shared so that the community is aware of the sale and understands the scope of the Friends’ volunteer efforts. Director Carey will spread the word, starting with the library’s newsletter.

Lastly, Ms. Gurney announced the Friends' Annual meeting which is held next Wednesday and invited the trustees to attend.

Other Informational Items

The Board previously approved the closing of the Library on Martin Luther King Jr. Day in 2014 due to MCFLS upgrades that would severely limit services in the library. The day was to be used for staff training. According to Director Carey, MCFLS has reported that impact to services will not be as drastic as thought; therefore Shorewood Library will remain open on that day. The plan has been moved to sometime in April 2014, at which time Director Carey will approach the Board for a new training day.

Action Items

- 2014 Budget
- Staff input on planning/survey/focus groups
- Salary comparisons
- Suggestions for ELC visits
- Promotion of the Friends' Book Sale

Adjournment: Mr. Weissman motioned; Mr. Linnane seconded, and the Board unanimously agreed to adjourn at 6:15 p.m. Recorded by Angela Andre, Administrative Assistant and submitted by Beth Carey, Director of Library Services.