



## Shorewood Library Board of Trustees

February 12, 2014 - Approved Minutes

Members Present: Martin Lexmond, Patrick Linnane, Theresa Weingrod, India McCanse, Mariann Maris

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 President Maris at 5:15 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. Lexmond motioned for approval of the entire consent agenda, seconded by Mr. Linnane and this passed unanimously.

### **Survey/ Focus Group Update**

Director Carey recommended a 2% increase for Library Non-Management Library Employees. The increase would be in line with other Village employees and was already factored into this year's budget. Ms. Weingrod motioned approval of a two percent increase for all library non-management staff. Seconded by Mr. Linnane, this motion passed after a vote.

### **2014 Budget Approval**

The budget is typically held for approval until increases are approved. Mr. Linnane motioned to approve the 2014 budget and Ms. Weingrod seconded. Director Carey reminded the trustees that since the budget was drafted, there was a change in the health insurance amount since one employee added coverage. Mr. Lexmond asked if health insurance costs are budgeted based on what the employees currently take. Director Carey answered that historically this is the way they budget, however there is also discussion about the possibility of changes at the budget meetings and the employees are always polled before the sign-up deadlines. After a vote, the motion to adopt the 2014 Budget was approved.

### **Early Literacy Center Update**

Director Carey updated some of the progress that has been made on the creation of an ELC. As the Trustees were already informed; a total of \$5400 was gifted in memory of Patricia Connolly. Her family agreed that the money would be set aside to fund this project. Donations were also made in memory of both Jeanne Taggett and Betty Quadracci in the amount of around 2,200 dollars. Ms. Taggett's family and the ladies who donated in Betty's name all were satisfied that the money would support the Early Literacy Center. Beth reported that staff has begun ordering books, toys, and manipulative items. Handouts will also be created giving tips to parents about promoting early literacy. Some decisions have also been made about special arrangement to accommodate the area. At the last meeting, trustees asked if there were any examples of ELC's in nearby libraries that they could visit. Director Carey informed them that the closest would be at the Waukesha Public

Library and noted that images of the Center could be viewed at their website. The Trustees were enthusiastic about the project. A completion date has yet to be determined but Director Carey assured the Board that the families associated with the gifts as well as the individual donors will be notified and invited to any events associated with its opening.

### **Director Salary Comparisons**

Trustees received a document outlining annual salaries of Milwaukee Directors. Director Carey used 2012 statistics such as circulation, total expenditures, and total staff FTE for comparison purposes. She noted that West Allis and Wauwatosa were out of size range compared to Shorewood and were, therefore, not included. President Maris gave some background to this discussion noting that Shorewood's Library Director salary range has not been examined since 2007. At that time the Board took action to bring the salary more in line with salaries of Directors whose libraries have comparable circulation and population to Shorewood. The Trustees were also given the most recently approved salary ranges for Village Managers and Department Heads. As Mr. Linnane explained, comparisons with other department heads in the Village are sometimes made as an act of goodwill, however the more relevant comparisons are typically those of comparable positions outside of the Village. It was also noted by Director Carey and Mr. Linnane that the range listed on the Village document for the Library Director is in fact not correct. They added that in the past, the Library Board has reviewed other village management positions to compare education requirements and as a result have made adjustments to the Library Director's salary.

Ms. McCanse stated that to her knowledge and experience, key factors in salary comparisons are budget size, number of employees, and service size. She asked if circulation numbers were really a factor for determining salary of a Library Director. Ms. Carey answered that circulation numbers are generally included to give an idea of how busy an entity is. Ms. McCanse wondered if number of visits would be a better measure and Ms. Carey stated that those can be "soft numbers" because they do not indicate what people are doing on a visit or whether or not they are using any services besides the space. Ms. Maris suggested that high circulation numbers indicate the high quality of items acquired by the library and that is significant because it goes to the competency of the Director. Assistant Director, Rice agreed that these numbers reflect management and the abilities of the staff that the Director has put in place to make those decisions. President Maris reminded those present that the purpose of the comparison report was to give a foundation for discussion. In early March, the Personnel Committee will meet to elaborate on this discussion and will present a report to the full Board at the March 12 meeting. Director Carey stated that she will add the patron count on the next comparison document.

### **Planning Committee Update**

Ms. McCanse reported that the committee met to review the initial survey findings. She reiterated the main themes of the comments which were:

- collection – There is support for the need to expand the collection but research is required to determine the most wanted items. Ms. McCanse believes that this could be an activity arising from a long-range plan.
- hours of operation, adult programs, children's programs – more drop-in sessions, Lego club starting, possible creation of parent-child advisory committee
- space/noise level, after school crowd, parking

The committee went over the comments from the focus group session as well as the ideas submitted by staff. Ms. McCanse stated that she is drilling down the survey results and doing

research on the various areas of concern. The planning committee will next create a summary of their findings and put together recommendations to present to the full Board in March.

### **Statement of Effectiveness of MCFLS for the Annual State Report**

Director Carey explained that as part of the annual report, the Trustees need to answer yes or no to the question of whether or not the needs of member libraries were adequately met by MCFLS. Her recommendation was to answer yes. Ms. Weingrod motioned in support of that recommendation. The motion was seconded by Mr. Lexmond and approved after a vote. Ms. McCause abstained from the vote.

### **Auermiller Grant Update**

This item will be tabled for another meeting.

### **Friends of the Shorewood Library Liaison Report**

As reported by Director Carey, the Friends are:

- Revising their membership brochure
- Being assisted by Mr. Maris in painting their newly arrived Little Free Library. The location is yet to be determined.
- Getting to know their new membership software program
- Having a two for one media sale
- Forming a subcommittee to determine if they want to conduct another “Shorewood Reads” event.

### **Other Informational Items**

- President Maris highlighted World Book Night which is an annual event during which anyone can sign up to distribute a supply of new books for free. It is held on the anniversary of Shakespeare’s birthday – April 23. Ms. Maris also thought it could be a date to keep in mind to coincide with another “Shorewood Reads” event.
- Director Carey noted that the new library website is very close to a launch date. She will inform the Board and there will be announcements made to the public leading up to the release.
- Ms. Maris noted that the Shorewood Library once again ranked high on the Library Journal’s 2013 Index.

Shorewood ranked #79 out of 1, 395 libraries in the nation within their expenditure category of \$400 K - \$999.9K. According to the Library Journal website, “The index measures how quantities of selected services provided by a library compare with libraries within its peer group. For each library, each of the four output statistics is measured against the average for the library’s peer group.... library visits, circulation, program attendance, public Internet, and computer use.”

### **Trustee Handbook –Chapter 17 – Membership in the Library System**

On this topic, Director Carey noted that she believes the systems’ staff goes above and beyond with the reports that they provide to member libraries.

### **Action Items**

- Personnel Committee meeting and report
- Planning Committee meeting and report
- Monthly financial report

**Adjournment:** Mr. Linnane motioned; Ms. McCause seconded, and the Board unanimously agreed to adjourn at 6:00 p.m. Recorded by Angela Andre, Administrative Assistant and submitted by Beth Carey, Director of Library Services.