



Shorewood Library Board of Trustees

July 9, 2014 – Approved Minutes

Trustees Present: Jean Gurney, Patrick Linnane, Mariann Maris, David Weissman, Alex Handelsman (newly appointed)

Others Present: Beth Carey, Library Director; Joseph Rice, Assistant Director; Angela Andre, Administrative Assistant

Call to Order: The meeting of the Shorewood Library Board of Trustees was called to order by President Maris at 5:00 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 with an amendment to the minutes stating that Ms. Weingrod arrived during the closed session of the May meeting. The motion was seconded by Mr. Weissman and this passed unanimously.

Update on Board Officers for 2014 / Approval of Officers

Since it was not done at the June meeting (as dictated in the bylaws), Ms. Maris confirmed with the Village Attorney that election of officials could occur at this meeting.

The trustees were asked to approve Ms. Maris' and Ms. Gurney's continuation as officials. Mr. Weissman nominated Ms. Maris to continue as Board President and Ms. Gurney to continue as Board Secretary. The motion was seconded by Mr. Linnane and passed after a vote.

Budget Updates

Director Carey noted that most items are 50% spent down which is where it should be about now, and proceeded to review the items that seem out of the ordinary.

- Revenue – the library is busier this year than last, so we are seeing an increase in fine/fee payments
- Budget Line 51900 - Professional Education – expenses from Director Carey's conference attendance brings this line up because in past years, the Friends of the Library have funded this.

Mr. Weissman asked if there is a policy in place regarding movement within budget lines. Is there a threshold for going over budget at which the Board needs to take action? Director Carey stated that Board approval would be required if the bottom line were affected.

Mr. Linnane will be looking into the policy. Director Carey noted that any changes to the budget document would have to go through the Village since they draft it.

Public Copier

- Budget Line 53120 – Copy and Print Costs – This line shows an increase because the Friends formerly paid for the public copier and expenses. Now the library is leasing a copier and paying for it out of our operating budget.

Ms. Maris asked to know the balance of the lease expense vs. the copier intake.

- Budget Line 53131 – Postage - increase due to Postage/Shared Postage mix ups – some items need to be shifted.
- Periodicals – Ms. Carey stated that she needs to investigate this increase.

Director Carey noted that this is the first full year with the new account distribution established by the Village Finance Director; so some of the category breakdowns are not accurate. There are categories of materials that need to be further broken down.

- Unemployment – Has never been budgeted for in the past but this year we have had to pay it out.

Plein Air

Mr. Weissman asked whether there was a budget line item for Plein Air. Director Carey stated that if it becomes a part of the library's operating budget she would likely treat it as a program.

Mr. Linnane asked how much money was put into last year's Plein Air event. Director Carey answered that it was mostly staff time, but that will not be the case this year. She will help to ensure that since she is on the committee which coordinates volunteers for the event.

Capital Improvements

Director Carey distributed the Post- Audit Fund Balance History and explained it line by line. To give some background, she explained that the library is funded by the village through general tax revenue.

Reciprocal funding is received through the Milwaukee County Federated Library System and the amount is determined based on lending levels of suburban libraries. This money is placed into the Fund Balance Account and the Library Board decides how it will be used.

Use of fund balance money for improvements in the library has resulted in no requests to the Village for capital expenses. The Village Finance department keeps an eye on the level of the Fund Balance. An agreement was made that at the end of the year, whatever is left from wages and benefit budget at the end of the year is returned to the village.

In 2013, \$148,568 was spent to update lighting, computers, magazine storage, book carts, and CD shelving.

A portion of the Fund Balance was meant to be set aside as special project money; but the Village Finance put this amount in the Programs line instead.

Director Carey noted that most libraries put their reciprocal borrowing income into a “rainy day” fund, but since we receive the money because we are busy, Director Carey believes that the money should be spent on staff and services.

Other capital items that Ms. Carey that the Board has already approved but are not yet implemented:

- Multimedia work station
- Server replacement (quote at \$3500)

Other items that Director Carey is asking the Board to approve:

- **Computer upgrades** based on recommendations of the MCFLS technician (who is employed by MCFLS and does most of the tech work for the suburban libraries). As is standard, machines are upgraded with a trickle-down procedure and are handed down or eliminated based on age.

The recommendation is that 12 computers be replaced at a cost of \$8866 which includes labor at \$60/hr. Ms. Carey stated that the replacement rotation plan has been consistent up until last year.

The cost of upgrading the operating system only and not replacing the computers would be \$150 per computer. There was some discussion of upgrading operating systems and which ones to upgrade vs. entirely new computers.

Ms. Maris observed that the replacement costs could be covered by with the Fund Balance for approximately \$10 thousand thus alleviating the confusion regarding operating systems. She suggested that the recommendation of Director Carey and of the MCFLS technician be approved up to a maximum amount.

Mr. Linnane motioned that the Board approve the purchase of new computers, according to plan at the discretion of Director Carey. As a friendly amendment, Mr. Weissman suggested that the expense approved be limited to up to \$12 thousand, with additional funding to be reexamined. Mr. Linnane agreed, Mr. Weissman seconded the motion and a vote was held. Motion passed.

- **Lighting in the lobby of the Village Center** (directly outside of the library proper) needs to be upgraded and the bulbs replaced with LED lighting. Only two out of the twelve lights work at this time.

DPW is unable to reach these lights with their equipment, so it will require an outside contractor at a cost of \$2840. Director Carey is asking the Village Manager for a cost sharing arrangement and he is examining his budget.

Ms. Carey suggested that one option would be to divide the cost as they do the other shared Village Center utilities - by a set formula based on square footage, with the library paying the largest percentage.

Ms. Gurney suggested that that the library pay for the entire cost. In her opinion, taxpayers' money should go to serve the community. Ms. Gurney motioned that the entire cost of updating the lighting in the upper level lobby be paid for with the library's fund balance. Mr. Weissman seconded and the motion passed after a vote.

Other Informational Items

- The Director of the Senior Resource Center approached Ms. Carey about upgrading the dividing wall in the village center meeting rooms. The wall is manually taken up and down for programs and meetings by either library staff or senior center staff. The cost of an electric dividing wall was quoted to be \$45 thousand. Director Carey is not recommending this upgrade. She feels that library staff are comfortable doing this process manually.
- Bruce Gay has been chosen as the next Director of MCFLS.

Friends of the Shorewood Library Liaison Report (Jean Gurney)

- The Friends' subcommittee has selected *Shotgun Love Songs* as the book for the 2015 Shorewood Reads event. The author, Nickolas Butler is from Eau Claire, WI and the story is set in a Wisconsin town. The event will be held in April 2015 during National Library Week and this coincides with the release of the book in paperback. Dan Goldin, proprietor of Boswell Books is on the 'Shorewood Reads' committee and will work with the organizers to coordinate author visits, discussions, etc.
- The Friends have given money to the library to help fund the 2014 Summer Reading Program, the Summer Celebration, and summer programming.
- The Friends are also contributing money towards the Plein Air event in September.

Action Items

- Strategic Planning Steps
- Staffing Update

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