



SHOREWOOD LIBRARY BOARD OF TRUSTEES
November 9, 2016 Approved Minutes

Trustees Present: Mariann Maris, Jean Gurney, Maggie Marks, Megan O'Brien, Alex Dimitroff, and Alex Handelsman Trustees Excused: Bryan Davis

Others Present: Rachel Collins (Library Director), Emily Passey (Assistant Library Director), Angela Andre (Administrative Assistant)

Call to order: at 5:05 pm the meeting of the Shorewood Library Board of trustees was called to order by Mr. Handelsman. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law. Consent Agenda: Maris motioned for approval of the entire consent agenda, Gurney seconded; approved.

Additional topics not on the agenda

ELECTION DAY

- Maris commended Director Collins and library staff for their extra efforts during the election: training librarians to register voters and extending library operational hours on Election Day. She noted that though it took some time and planning to execute; it resulted in an extension of good will in the community.
- Passey presented library statistics from Election day:

Voter Registration

- Six librarians were trained and deputized for voter registration on September 14 and September 16
- Registered 15 Shorewood residents between September 16 and October 19, primarily in the evening and weekend hours.

Election Morning – Open to the public 2.5 additional hours to mirror polling location hours - 7:00 - 9:30 a.m.

Two librarians: Hayley on reference, Emily on circulation

- 149 people entered the library between 7:00 and 9:30
- Four reference interactions at the circulation desk
- Five reference interactions at the reference desk
- Five customer interactions (conversations not about library business) before 9:30
- Eight circulation transactions before 9:30
- Computer use trended average for a Tuesday with 114 total sessions (previous two Tuesdays: 110, 126)

Election Day – 7:00-8:00 p.m.

- 1184 people came into the library on Tuesday - twice as many as a normal Tuesday. Our Programming room was used for voter registration.

- Maris asked for information about how many other public libraries provided this service; she also suggested adding these statistics to the library and village newsletters. Director

Collins described the endeavor as an opportunity not to say 'no' and offer the full services of the library to those coming in for voting and registration.

OTHER

- Ms. Gurney spoke of the passing of Dr. Ervin Colton at age 89. He was a major donor to the library's renovation.
- Collins noted that there was a change of date in the budget adoption public hearing – it will now take place on Monday, October 14, 6:00 PM.
- Discussion of discards: to take place at the end of the meeting

Action Item: Human Resource Manual

Director Collins explained that it is best practice to revisit the Human Resources manual every three years. The Library has the option to adopt the same manual as the Village or to make changes specific to the library. Ms. Collins presented a chart explaining which updates to the Village Manual she thinks should be adopted by the library without change (except to transfer language to fit the library) and which areas she recommends that the library differ from the Village. Addendums specific to the library would be seen directly under the Village policy in the manual.

Changes from 2013 – 2016 that the library will also adopt:

- **Management:** language about management rights removed
- **Resignations:** language change only – using number of days instead of weeks
- **Lunch/ break:** language allowing staff to begin work a half an hour later if they choose to take a 30 minute break instead of a 60 minute break. This would be only at the discretion of the Director and the employee must declare their preference up front.
- **Additional Earned Time Off:** as an incentive to not miss work; a paid day off is offered if an employee was never late or used sick time over a prescribed period of time. Previously the time span was four months and it has been changed to six months (The Village indicated this policy would likely be phased out in the future.)
- **Vacation:** the language changed from 'may' to 'must' use vacation time if no sick time hours are available while out on sick leave.

Transitions that the Library will not adopt:

Break time: Director Collins has changed her recommendation to go along with the Village's elimination of a formal break policy after receiving staff feedback. According to the Assistant Village Manager, the trend in human resources is to remove language regarding formal break time with the expectation that an employee will take a break when needed. The library staff indicated that they would prefer language remain to protect the option of taking a break. She now recommends retaining the language from the 2013 manual regarding breaks.

Action: Ms. Maris motioned for approval of the Human Resource manual for library employees according the recommendations of Director Collins. Marks seconded; approved unanimously after a vote.

Library Closings 2017 and 2016 holiday hours

Director Collins explained the decision necessary when holidays that are designated as days that the library is closed fall on a weekend. The option is to close an additional day adjacent to the weekend holiday or to grant an additional floating holiday that could be used any time during the year. In the case of 2017 – Christmas Eve is on a Sunday. Ms. Collins recommends closing the following Tuesday, December 26th citing that this is a day many staff and patrons are out of town, patrons are engaged and staffing the library can be a challenge. For New Year’s Eve falling on a Sunday; she recommends granting an additional 2018 floating holiday rather than being closed again on Tuesday.

Action: Gurney motioned approval of the closing and floating holidays as recommended by Director Collins. Seconded by Marks and approved unanimously.

2017 - 2018 Closing Dates

- Sunday, January 1 – New Year’s Day
- Sunday, April 16 – Easter (Not a paid holiday)
- Monday, May 29 – Memorial Day
- Tuesday, July 4 – Independence Day
- Monday, September 4 – Labor Day
- Thursday, November 23 – Thanksgiving
- Friday, November 24 – Thanksgiving Friday
- Sunday, December 24 – Christmas Eve
- Monday, December 25 – Christmas Day
- Tuesday, December 26 – Day off for Christmas Eve falling on a weekend day
- Sunday, December 31 – New Year’s Eve
- Monday, January 1, 2018 – New Year’s Day

Benefitted staff will receive a floating holiday for the Spring Holiday (Friday before Easter) awarded after the Spring Holiday for use in 2017.

Benefitted staff will also receive a floating holiday for New Year’s Eve holiday falling on a weekend day. The floating holiday will be awarded at the beginning of the calendar year.

Action: Approve Director Evaluation tools and procedure

Ms. Marks noted that changes were made to the evaluation tools and procedure based on trustee and staff input. On the advice of the Assistant Village Manager, the same form will be used for the self-evaluation and Board evaluation of the Director. The rating language on the director evaluation was also changed to match the Village and staff forms. The self-evaluation developed by the personnel committee will be used, if needed, for the informal mid-year review. Ms. O’Brien asked if a six month review is standard and Ms. Marks explained that they are suggesting it only because goals and situations can change and it would be a good time to discuss.

Action: Maris motioned approval of the Director Evaluation Tools and Procedure with the understanding the Director Evaluation form will be updated to match the rating language of the Village forms. Marks seconded and motion passed.

Amendment to the motion by Handelsman: The evaluation procedure document will be modified to reflect the changes approved at this meeting. Maris motioned, Marks seconded. All approved after a vote.

Informational: Facilities Committee report

Dimitroff: the Facilities Committee met to review responses to the open-ended question portion of the recent survey. The three discussed, processed, and brainstormed possible solutions to some of the requests. Patron comments focused predominantly on meeting rooms, parking, furniture, and restrooms. Space reconfiguration was among the potential solutions discussed. Ms. Dimitroff noted the many positive comments received about library programming.

Director Collins is working on a chart that will inform Capital Plans. It will be a comprehensive list of all facilities, lifespan, purchase history, replacement plans, and timelines.

Ms. Gurney would like to arrange a meeting with Village President Guy Johnson. She shared a letter that she drafted to Mr. Johnson and asked the trustees for advice on the next step. Ms. O'Brien said that their message should be that the library board wants 'a seat at the table for discussion of how Village space is used'.

Action: Privacy of Library Records and Library Use Policy

Director Collins recommends minimal changes to this policy. Ms. O'Brien suggested that, in order to mirror the language in the WI statute, the language regarding law enforcement authority be removed. Ms. Passey indicated that recent changes regarding information sharing with law enforcement related to collection of library property. In response, Ms. O'Brien recommended adding language to indicate that release of information must be 'pertinent to alleged criminal conduct'.

Ms. Passey noted that the policy doesn't say that we do not keep records of past check-outs but suggested it should. She emphasized that the term 'record' is defined as 'fines and items currently checked out'. "Record of use" includes items currently checked out and fines or other charges. (Match language in 5B of the state statute.)

Ms. Collins stated that the DPI recommends cooperation with law enforcement if alleged crime takes place on library property. Collins also is concerned about maintaining strong relationships with police officers. Current law allows the library to show video to the police without a court order. Mr. Handelsman suggested saying simply that the library will comply with section 43:30.

Ms. Collins had envisioned a policy that a Director and staff (Librarian In Charge) could refer to when needed. She thinks it should be a tool to inform staff that is user friendly and not as detailed as the state statute language. Ms. Passey reiterated the desire for a user-friendly version – spelled out clearly so that staff understands it.

After a question from Ms. Maris, Director Collins confirmed that the audience for the document is mainly staff but it should also be able to be shared with the public. She suggested that it could refer to the state statute but that it was important to have a more user-friendly document.

O'Brien suggested adding "policy meant to be read consistent with statute 43:

Handelsman: move subheading 3 to subheading 5 and add language of "pertinent to an investigation" Also, important to include language emphasizing that the library as an institution intends to protect privacy and that records are not retained.

Ms. O'Brien offered to revise the policy document and sent it to Mr. Handelsman and Director Collins.

Informational: Third Quarter Budget Report

Highlights from the 3rd quarter report:

- Revenue from fines and fees is trending lower.
- Retiree health contributions were not budgeted for this year (it will be in 2017) but the Village Finance director assured Director Collins that the library fund balance would not be used to cover that expense.
- Professional education appears overspent but is offset by a gift from the Friends
- Professional fees refer to charges for consultation with the Village attorney
- Auermiller and Onufrock were not assigned budget amounts

Informational: Missing / stolen DVD report

Ms. Passey presented some data as an offshoot of a previous discussion about library security. The biggest concern with loss of these items is remaining relevant to the public by having blockbuster movies available.

Friends of the Library liaison report

Ms. Gurney reported that the Friends have established a 'Trust and Memorials' committee and are considering creation of marketing pieces to make people aware of this type of donation option.

Informational: Holiday gift donation for staff

Informational: Additional pages for trustee binders: open meeting, Robert's Rules, Chapter 43

Other Items for future discussion

Discarded materials

According to Ms. Collins, the Friends of the Shorewood Public Library volunteers who organize the ongoing book sale often receive donations of items that are not suitable for sale according to the library's donation guidelines. These items have been taken to an organization called "Milwaukee Working" as part of their request for donated resources that will provide jobs for inner city adults. Director Collins has learned that Milwaukee Working is willing to pick up these items and she proposes that they also be given the items that the library discards from our collection. Regular weeding helps to remove items that are no longer relevant or too worn to remain in our collection. Donating the items to this organization is in line with goals of the library - sustainability and community support. Ms. Passey noted that a Discards Policy will be written into the revision of the Collection Development Policy. Some concern was expressed about the Library donating discarded items to this organization directly. Ms. Collins will ask the FSPL if they will accept our discarded library materials, so they can donate the materials to Milwaukee Working.

Action Items for Future Discussion

- Approval of Library Records and Library Use Policy
- 2017 Library Board meeting schedule

Adjournment:

Maris motioned, Dimitroff seconded to adjourn the Board meeting at 6:45 pm.