



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
December 14, 2016 Approved Minutes

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

Others Present: Rachel Collins (Library Director), Emily Passey (Assistant Library Director), Angela Andre (Administrative Assistant), three students from Whitefish Bay High School observing the meeting.

Call to order: at 5:04 pm the meeting of the Shorewood Library Board of trustees was called to order by President Maris. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law. Consent Agenda: Dimitroff motioned for approval of the entire consent agenda, Marks seconded; approved.

### Action Item: Policy review

#### 1. Privacy of library records and library use policy

Mr. Handelsman and Ms. O'Brien made some changes to the prior version based on the discussion at the last board meeting. **Motion:** Ms. Gurney motioned for approval of the revised policy, seconded by Ms. Marks

Director Collins noted how much she learned in the process of revising this policy. She brought up the topic to the County Library Directors and found that none of them had reviewed their own policy recently but that the Greenfield library does some staff training regarding patron record privacy. Ms. Collins thanked Trustees Handelsman and Ms. O'Brien for their help in updating the policy.

She indicated that the next step will be to create an internal procedure that will be used for staff training and inform staff on how to deal with situations involving matters of patron privacy. Ms. Collins was also advised to meet with the Village Manager and Chief of Police to share the Library's policy.

**Action:** Motion passed unanimously after a vote.

#### 2. Dress guidelines policy

The previous policy was reviewed by the Director and Assistant Director and was compared to the Dress Code adopted by the Village. Changes were made to shorten the long list of items considered inappropriate in favor of language that instructs employees to use good judgement in choosing appropriate business casual attire. This draft was also shared with staff for input. This policy would be part of the library specific addendum to the Villages' human resources manual.

**Motion:** Ms. Marks motioned for approval of the revised Dress Guideline Policy; seconded by Mr. Davis.

Answering a question from Superintendent Davis, Ms. Collins confirmed that the policy will be included in the orientation process that she and Ms. Passey have been developing. Ms. O'Brien suggested choosing a single term to refer to library users / patrons / customers in the language of the policy.

**Action:** Motioned passed unanimously after a vote.

#### Action Item: Define 'Years of Service' for inclusion in the Human Resource Manual

There is not currently a written definition of what constitutes a year of service for a Village/Library employee. This is significant for an employee hired prior to 2002 that opts to take the Health Insurance Retirement Benefit, which pays the health insurance premium of an employee who is retiring after twenty years of service. Another part of this benefit is the option to convert remaining sick time into money that can be used towards paying health insurance premiums after retirement and before Medicare.

One Librarian on staff is getting close to retirement and may be eligible for this benefit since she was hired in 1995. At the employee's request, the Assistant Village Manager investigated the details of her post-retirement benefits. He noted that the librarian has always worked 30 hours per week, which does not qualify as a regular full time employee as defined by the Village (32 hours per week.) The Assistant Village Manager asked Ms. Collins to have the Library Board define years of service in relation to the Health Insurance Retirement Benefit for library employees that are not full time. In this Librarian's case, she has worked 22 calendar years; but by a calculation provided by the Assistant Village Manager based on hours worked, she will have logged only 16.5 years.

There is some urgency to the situation because the employee will become eligible for Medicare in 2018 after which the Village does not fund health care cost. Director Collins is asking for a decision from the Board regarding how to define 'years of service' and has drafted two motions for their consideration.

#1 - I move that a year of service for library employees is defined as 32 or more hours of work per week over the course of a calendar year. Employees that work less than 32 hours a week in the course of a calendar year shall be prorated based on a 40 hour regular work week. This language shall be added to the Library language in the Village HR manual.

#2 - I move to grandfather Nancy Shimon's years of service working 30 hours per week over a calendar year as a full year of service for the sole purpose of the Health Insurance Retirement Benefit. Her retirement premium will be calculated on a prorated basis, so the Village would contribute towards 75% of the single premium and 37.5% of the family premium and any future increases to the health insurance premium should be the employee's responsibility.

Ms. Dimitroff suggested finding out how the ETF (Employee Trust Fund) defines a year of service. Ms. O'Brien said it's important to know: 1) if prorating is acceptable as a matter of

practice, 2) what is the origin of the hours based formula in determining year of service?, and 3.) do we prorate as a matter of practice?. Ms. Gurney asked if there was a guideline in place for a person who works a 20 hour week. Ms. Collins explained that there was a past practice discussed by the Assistant Village Manager but no formal procedure is in place. Ms. O'Brien emphasized the need to define what benefits are offered to employees. Ms. Passey noted that calendar years are used to determine anniversaries and vacation time.

Ms. O'Brien pointed out that the first motion refers to two issues and should be separated:

1. Defining a year of service for a library employee and
2. Employees that work less than 32 hours a week in the course of a calendar year shall be prorated based on a 40 hour regular work week.

It is a matter of classifying different employees: e.g. Part Time, Part time with benefits, Full Time. There is a middle ground not defined anywhere: Benefited Prorated.

Action will be postponed until the January 2017 meeting. President Maris asked that the trustees send comments or recommendations to Director Collins.

### 2017 Library Board Meeting Dates & Time

The trustees agreed to a new meeting time for 2017, allowing for travel time to the Library. The new start time will be 5:15 PM. Meetings will be held on the second Wednesday of each month.

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|----------------------------|------------------------------|
| • January 11 <sup>th</sup> | • July 12 <sup>th</sup>      |
| • February 8 <sup>th</sup> | • (August – Recess)          |
| • March 8 <sup>th</sup>    | • September 13 <sup>th</sup> |
| • April 12 <sup>th</sup>   | • October 11 <sup>th</sup>   |
| • May 10 <sup>th</sup>     | • November 8 <sup>th</sup>   |
| • June 14 <sup>th</sup>    | • December 13 <sup>th</sup>  |

### Informational: Facilities Committee report

Ms. Dimitroff reported that the committee and library staff are working to build a facilities schedule and plan. They also continue their effort to have a voice in Village talks regarding space allocation. The Village Manager recommended that they contact the head of Shorewood's Strategic Initiatives Committee. Ms. Gurney got in touch with him and is waiting for the response.

### Informational: Friends of the Shorewood Library Liaison Report

The Friends have formed a subcommittee to look at other sources of revenue. Options being explored include Amazon Smile, endowment funds, planned giving, and memberships. They will be starting off with a focus on memorials and tributes.

Director Collins reported that the Friends have agreed to accept all items discarded by the Library, so they can donate what they don't want to sell to the Milwaukee Working / Working Man organization as discussed at the last Library Board Meeting.

### Action: Weekend Cleaning Proposal

Comments on the library facilities survey revealed concerns about the poor state of restrooms on weekends. The cleaners that are contracted by the Library and Village do not currently serve us on the weekend and it falls to the librarians to stock supplies and spot clean them. In an effort to provide a more consistent library experience every day of the week, Director Collins is proposing that the cleaners be engaged to clean the restrooms two additional days – Saturdays and Sundays. The Village opted out of weekend cleaning but were open to funding weekend cleaning service for the lower level restrooms in the Village Center.

The extra expense is not a part of the 2017 budget, therefore funds will have to be pulled from elsewhere. Ms. Collins noted that it will be added to the 2018 budget proposal.

**Action:** Ms. Gurney motioned to accept the proposal from Gibb Cleaners and to fund it from the Library's fund balance account. Ms. Marks seconded and the motion passed unanimously after a vote.

### Informational: Auermiller Report

Ms. Passey drafted a near-final account of how much of the Auermiller bequest was spent in 2016 and what it was used to buy. She noted that the final tally is \$1000 less than was requested for the year, but bills may still arrive that bring it closer to the budgeted amount. The categories of Heath, Children's Non-Fiction, and the 300's show the heaviest spending because those items show the most use/wear and tear, and/or they are categories that quickly become out-of-date.

After a question from Ms. Maris, Ms. Passey reported that there is roughly \$12,000 remaining to spend and a proposal for 2017 spending will be offered around February 2017.

### Informational: 2017 Library Legislative Day: registration open

Library Legislative day will be held in Madison on February 21, 2017. Director Collins will attend and encourages the trustees to participate. The event provides an opportunity to promote and celebrate the benefits of public libraries.

Ms. Gurney asked what other actions the Trustees may take to support the cause in lieu of attending. She suggested letters could be written and taken to the legislators by Shorewood Library Staff. Ms. Collins will look into other ways that the Trustees may contribute.

### Other Items not on the agenda

#### New Furniture

According to Ms. Collins, Susie Fondrie, who has been coordinating the order and purchase of our new furniture, reported that fabric arrived this week. She will come to the January Board meeting to report on the project.

### Action Items for Future Discussion

- Defining 'Years of Service' for inclusion in the Human Resource Manual
- Report on new furniture
- Auermiller plan for 2017

### Adjournment:

Maris motioned, Dimitroff seconded to adjourn the Board meeting at 6:03 p.m.