



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
January 11, 2017 Approved Minutes

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

Trustees Excused: Maggie Marks

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

Call to order: at 5:16 p.m. 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: Ms. Gurney asked for consistency in use of titles in the minutes. Regarding statistics: Ms. Collins noted that the difference in number of visitors from Dec. of 2015 to 2016 is likely explained by the fact that 2015 was the warmest December on record. Mr. Handelsman motioned for approval of the entire consent agenda, Mr. Davis seconded; approved.

Additional topics not on the agenda: Facilities Committee Report

Action Item: Years of Service definition

Director Collins presented answers to questions posed at the November meeting on this issue. They discussed the past practice of the Village and years of service as defined by Wisconsin's Employee Trust Fund.

The revised Human Resources manual that is set to be approved next Monday, January 16 will clearly define a year of services as calculated using a 40 hour work week. Thus far, however, there has been an absence of definition in any Village and Library human resources manual. If an exception is not made by the Library Board, then Ms. Shimon's hours will be prorated at 40 hours per week and therefore years of service would calculate to 17 rather than 22.

As Mr. Burkart clarified; a person hired prior to 2002 upon completing 20 years of service has been promised the benefit of Village contribution to cover health insurance costs after retirement (until Medicare qualifying age is reached).

Mr. Burkart and Ms. Passey related instances – namely Years of Service awards and Vacation hours granted - that reinforced the employee's belief that a year of service is a calendar year.

Director Collins determined that if the hours of the employee in question were prorated at 32 hours per week; her calculated years of service would qualify her for the health insurance retirement benefit offered to employees who were hired prior to 2003.

Motion: Ms. O'Brien motioned (language from handout) #1; seconded by Ms. Dimitroff.

*After discussion:*

Friendly amendment: Ms. O'Brien clarifies that her motion pertains to the language of the years of service motion #1 as revised on 12/21/16; seconded by Ms. Dimitroff.

*After discussion:*

Motion stricken: Ms. O'Brien withdrew her original motion as amended. Ms. Gurney seconded. All voted in favor.

After a question, Mr. Burkart clarified that the health insurance retirement benefit is triggered when an employee who was hired before 2003 reaches 20 years of service.

Motion: Ms. Gurney motioned to define Nancy Shimon's calculated years of service as based on 32 hours a week for the sole purpose of the health insurance retirement benefit; seconded by Ms. Dimitroff.

Friendly amendment: move to calculate Nancy Shimon's years of service as qualifying her for the retirement health insurance benefit.

2<sup>nd</sup> amendment to the **Motion:** The current Library Human Resources Manual is silent on how to calculate years of service. We as a Board have calculated that Ms. Shimon's years of service qualify her for the health insurance retirement benefit.

**Action:** All voted in favor. Motion passed unanimously

Ms. Maris requested that the minutes reflect the trustees' one hour and fifteen minute in-depth discussion of this issue.

#### [Informational: Human Resources Manual](#)

The motion to merge the Village Human Resources manual with the Library's HR manual with Library- specific amendments will be presented for approval next Monday, January 16 and is expected to be approved without issue.

The discussion regarding years of service has made Director Collins aware of the difficulties that can arise when merging the Library and Village manuals. She determined that she will need to find a method of making the Library Board aware of Village HR proposals and her recommendations. Ms. Collins noted that a yearly review of the HR Manual will become standard practice.

Ms. O'Brien asked the Director to also consider timing in case Library representatives want to attend Village HR discussions.

#### [Informational: Friends of the Shorewood Library Liaison Report](#)

Ms. Gurney reported that at their annual meeting this past December, the Friends elected new officers, reviewed their budget, and listed accomplishments for the year. Particularly of note is that in 2016, the Friends were underwriters for more than half of the Library's total programming.

#### [Committee Report: Facilities](#)

Ms. Gurney and Ms. O'Brien's met with Paul Zovic, Chair of the Shorewood's Strategic Initiatives Committee. They learned from Mr. Zovic that the Village does not have a process established to look at issues of space. Mr. Zovic indicated that he will look into whether it falls

to the Strategic Initiatives Committee to explore and establish such a process. The Library's facilities committee continues to move towards the goal of keeping abreast of decisions made regarding space in the Village.

#### Informational: Capital Requests status

Director Collins created a chart to outline progress of all Capital Requests. Her goal for the future is to complete Capital Request projects by the end of the second quarter to avoid carryover complications.

#### Informational: Follow up on Library Legislative Day

At the last meeting, trustees inquired about how they could participate in the event if they are unable to attend. Ms. Collins reported that there will be some email blasts coming with suggestions such as letter writing and calls to congressional representatives.

#### Informational: Revisit staff suggestions from May 2016

The staff requests were distributed with progress reported in bold. Ms. Maris expressed her appreciation to Director Collins for taking note of and following through on staff suggestions.

#### Adjournment:

Ms. Gurney motioned and Ms. Dimitroff seconded to adjourn the meeting at 6:56 p.m.  
Approved unanimously.