



SHOREWOOD LIBRARY BOARD OF TRUSTEES
February 20, 2017 Approved Minutes

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

Trustees Excused: Jean Gurney, Bryan Davis

Others Present: Mark Emanuelson (Village Finance Director), 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 Mr. Handelsman. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

Consent Agenda: Ms. Maris motioned approval of the entire consent agenda, all voted in favor; approved.

[Year to Date \(2016\) financial report](#)

Mr. Emanuelson, Village Finance Director joined the meeting to answer any questions that may come up in reviewing the final budget report for 2016.

Director Collins highlighted some items:

- Fines and fees were lower than projected
- Salaries expended at 97% indicate low staff turnover (apart from shelvees)
- Professional Education appears to be over but is actually offset by the Friends grant to send the Director and Assistant Director to the Public Library Association Convention
- Purchase of a new printer for staff which required additional toner caused Copy and Print costs to go up
- Materials purchases were right on target
- Programming appears down but is likely balanced out by other programming related expenses (marketing, etc.) that were put in other lines
- The Onufrock donation is nearly spent down. (Mrs. Onufrock supplied the funding for all of the periodical reading room chairs.)
- Roughly \$12,000 of the Auermilller bequest was used and there is nearly the same amount remaining. Staff will present a proposal for use of the remaining balance at the next board meeting.
- We intended to spend \$36,000 of regular budget funds on furniture in 2016, but due to delayed deliveries and the Onufrock donation towards the periodical reading room chairs (\$20,000,) we ended up spending \$5,000.

Director Collins also outlined the progress of approved Capital Request spending.

Finance Director Emanuelson acknowledged the challenge of timing planned expenditures with delivery and installation.

He explained that per the Village/Library Board agreement, unspent Library staffing budget lines at year end are transferred back to the General Fund. Previously, the Library kept these funds as unrestricted fund balance, which built to over \$100,000 for many years.

He added that the library has a fairly predictable budget, however there are some budget considerations that are not as controllable such as utilities, contracts, and maintenance.

Responding to a question about whether or not an intentional buildup of the fund balance is permitted, Mr. Emanuelson said the Library Board may request that some money be held in reserve if it is to be committed to a specific project in the immediate future.

State (DPI) Annual Report

Sixty days after the end of each fiscal year, the Library System Effectiveness statement and data report is requested by the Department of Public Instruction. Director Collins highlighted some of the information that is shared with the DPI and how it is used. Data from the annual report:

- Sets the statutory request for state aid to library systems
- Establishes delivery charges
- Develops information about library services throughout the United States
- Shows trends in the library world for urban, suburban, and rural communities

Action: Ms. Maris motioned that the Board indicate in the affirmative that MCLFS has provided effective service. All approved after a vote.

Additional funds for self-check receipt printers

Ms. Collins presented the quote from mk Solutions for the purchase of receipt printers. The current receipt printers will be incompatible with the upgrades to the RFID systems that are taking place soon. Director Collins recommends that the money to pay for the printers come from the Fund balance.

Action: Ms. Maris motioned to provide additional funds from the fund balance to purchase the new receipt printers. Motion approved after a vote.

Years of service language in newly approved HR manual

The new language found in section 6.E.2.5 of the 2017 Village Human Resource manual reads:

Employees who are full-time as defined in the manual will receive one full year of service for each year worked as a full-time employee. Partial years will be prorated based on the length worked for that given year. Years of service for part-time employees will be awarded for this benefit by prorating their hours per year (number of hours divided by 2080 to acquire years of service). Part-time employees will only be credited prorated years of service for the days worked while providing WRS contributions.

Action: Ms. Maris motioned to adopt the language defining years of service in the recently approved Village Human Resources manual. Trustees voiced support of being in line with the Village on this item. Passed unanimously after a vote.

Furniture donation to Goodwill Industries of SE WI

Director Collins presented a memo outlining the decision to donate the old items to Goodwill. She will continue to use the Village's Surplus Property policy as a guide to these decisions in the future.

Personnel Committee – Director Evaluation Process

Ms. Marks reported that the Director Evaluations forms have been distributed to staff and trustees. They will be returned by mail directly to Ms. Marks with no names required to ensure confidentiality. She and the rest of the committee hope to review and compile the feedback in time for the March or April Board meeting.

Collaboration meeting with Village Judiciary Personnel, and Licensing Committee

Ms. Dimitroff represented the Library at this meeting which was called by Trustee Ann McKaig. Ms. Dimitroff realized that the Library Board's role as a governing board limits some types of collaboration with other Village committees, but opportunities may be possible for shared programming and conversations regarding facilities and space. Members present expressed a desire to have Village Board representation for each of their respective Boards. There was also some discussion about the vetting process for candidates for each Board.

Facilities Committee Report

Ms. O'Brien reported on the committee's latest meeting with Trustee Paul Zovic, head of Shorewood's Strategic Initiatives Committee. Mr. Zovic met with the Village Manager, the Police Chief, and the Village Board President; all potential stakeholders in facilities and space issues within the Village. Mr. Zovic was able to communicate the library's interest in space use in the Village.

Director Collins mentioned talking with the Heath Dept., Senior Resource Center, and Historical Society representatives to begin a conversation about space needs and synergy among departments in the Village Center.

Friends of the Library Report

At their last meeting the Friends of Shorewood Public Library:

- Presented their end of year report
- Announced the Volunteer Luncheon will be held Friday, Feb 24
- Introduced a new member: Jane Tomasi
- Director Collins reported that Friends showed their appreciation to Library staff with 3 days of lunch and snack food – showing some love during Valentines week.
- The Memorials and Tributes committee is ironing out the “buy a bookplate” process.
- Planning has begun for Shorewood Reads 2018.

The trustees discussed the options of a liaison for the Friends once Ms. Gurney leaves the Library Board.

Community Survey Highlights

Results of the Village Survey showed that respondents put a high value on library services.

Library Legislative Day

Director Collins will be unable to attend the event in Madison. Letter writing was encouraged.

Other Items for Future Discussion

- The library as a potential location for citizen empowerment/ education/ candidate forums.
- The library as a safe, welcoming space.

Adjournment:

Ms. Dimitroff motioned to adjourn the meeting at 6:28 p.m. All approved.