



SHOREWOOD LIBRARY BOARD OF TRUSTEES
July 12, 2017 Approved Meeting Minutes

Trustees Present: Alex Handelsman, Alex Dimitroff, Bryan Davis, Leslie Cooley, Elvira Craig de Silva

Trustees Excused: Maggie Marks, Megan O'Brien

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

Call to order: at 5:17 p.m. the meeting of the Shorewood Library Board of trustees was called to order by President Handelsman. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

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

Additional items not on the agenda

- Director Collins inquired whether trustees prefer to receive the Board agenda packet on the Friday before the meeting or if Monday, two days before a meeting, is acceptable. Those present agreed it would be fine to receive it by the Monday of the meeting week.
- Ms. Collins shared that the library donated four boxes of discarded materials that are in good condition to *Urban Underground*. The organization, which serves underprivileged teens at two Milwaukee locations, sent us a thank you note in return that was signed by many of the teens.
- Preliminary Hoopla statistics are in and show heavy use by Shorewood Library card holders. Director Collins expects to receive data at the next Library Directors' meeting on budgeting for the service for next year.

Action: Meeting Room Policy Update

This latest update of the Meeting room policy adds language for clarity in specific areas.

- Where the previous version noted that only non-profit groups may use the rooms; the new version clarifies that community and neighborhood groups as well as educational and cultural institutions are among approved users.
- A paragraph from the library bill of rights has also been included in this draft.
- Language was added to specify that meetings resulting in financial gain are prohibited.
- The last addition notes that social, personal, and family activities are not accepted.

Action: Ms. Cooley put forward a motion to approve the updated Meeting Room Policy. Motion passed unanimously after a vote.

Informational: Zinio and Overdrive users and usage statistics

This information was compiled after a question from Ms. Cooley at the last Board meeting. Though it shows a low usage rate, Director Collins believes this is because neither application is user-friendly. She noted that new applications are being introduced for library use which are much more intuitive and should result increased use of digital content.

Informational: Friends of the Library liaison report

Ms. Dimitroff reported that at their last meeting the Friends of the Shorewood Library:

- Announced the 2018 Shorewood Reads book choice: the novel *Station Eleven* by Emily St. John Mandel. *Reads* committee members have been doing a great job fundraising to pay for the author visit and to host related events. Their efforts have included a request for a Foundation grant, a Kickstarter campaign, and funding from Shorewood Library and Shorewood High School. The author will visit during National Library Week (April 8 – 15, 2018).
- Discussed increasing their visibility and have formed a subcommittee to plan for National Friends of Libraries week in October 2017

Informational: Strategic and Facilities Planning Committee Report

At their last meeting, Ms. Cooley, Ms. O'Brien, and Director Collins discussed the general goals of the committee, strategic planning, and results of the Shorewood Master Facilities Plan Survey.

- The group discussed the *Village of Shorewood Capital Expenditure Planning for 2018 and Beyond* and expressed concern that the Village Center occupants be considered in the Village's long-range capital needs planning efforts.
- They looked at staff generated ideas for 2018 Capital Requests and discussed the idea of making a budget request to hire a strategic planning consultant.
- They also considered PLSR driven changes that may be coming, but those likely would not be seen for three to five years.
- Director Collins showed them the draft of the revised meeting room policy.

Informational: 2018 Funding proposals from Library to Friends

The outline presented is meant to make clear the financial needs of the library and provide a list of how the Friends could assist in those areas. In compiling the list, Director Collins discussed initiatives with Librarians and then filtered that information and created funding requests. The list is fairly typical of past requests, although there are some new initiatives suggested at the bottom.

Informational: 2018 Capital request list

This is a first draft list of requests that may be made for the 2018 budget. Items include:

- Back-end maintenance of the Library website
- Replacement of 5 staff computers
- Additional compact disk drawers
- Replacement of benches in the entrance lobby

Other items that may fall under Operating budget of the Library or another Village department:

- Hiring a strategic planning consultant
- Professional photography for web page, marketing, and staff photos
- A bottle filling station

Informational: 2018 Budget suggestions from staff

In 2016, former Board President, Maris suggested that the staff be polled for suggestions for the upcoming budget year, specifically asking for library improvements. Director Collins solicited this input for a second year in a row. Next to each suggestion on the list, Ms. Collins provided a response indicating which are in progress, already implemented, or not feasible at this time. In reviewing the responses, Director Collins concluded that she should share more details with the staff of how the Library's budget works.

Informational: Library Board priorities for the new Village Manager

Director Collins will be sure to pass along accurate and relevant information about the library during the onboarding of the new Village Manager. She is asking the Library Trustees for input.

Mr. Davis recommended identifying priorities for the library and sharing our strategic plans / vision and incorporating the budget implications. He also advised identifying areas for which the library is fully responsible and where we would like to partner with the Village.

Ms. Craig de Silva asked if the library and village should be seen as a team or separate entities. Director Collins explained that the Library and Village do work together however the library can deviate from Village policy and practice because we have a separate governing Board.

Ms. Cooley suggests providing the new Manager with a brief, graphic 'cheat sheet' that lays out who we are. It could include statistics, budget tax levy, key priorities, and a list of issues that overlap with Village concerns (community/Village space, use policies, facilities, etc). Mr. Handelsman suggested presenting a modified version of Director Collins' budget presentation.

Director Collins welcomes other thoughts about what should be shared with the new Manager.

Informational: Trustee Training Week

MCFLS is facilitating the opportunity for Trustees to take part in a week of webinars August 21-25, 2017.

Adjournment:

Ms. Cooley motioned to adjourn the meeting at 6:22 p.m. All approved.