



SHOREWOOD LIBRARY BOARD OF TRUSTEES
September 13, 2017 Approved Meeting Minutes

Trustees Present: Alex Handelsman, Alex Dimitroff, Bryan Davis, Leslie Cooley, Elvira Craig de Silva, Maggie Marks, Megan O'Brien

Others Present: Rachel Collins (Library Director), Emily Vieyra (Assistant 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 Board 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

- Ms. Collins shared the data on hoopla which shows strong usage by Shorewood card holders. This service is being offered free of charge for several months (courtesy of MCFLS) as a trial for member libraries. Because of its popularity, it is likely to be a service that will continue to be offered to patrons. That means that member libraries need to consider the cost of sustaining this service. MCLFS is willing to commit \$110,000 to hoopla in 2018. Once the 2017 pilot is over, Shorewood Public Library will examine usage numbers and fiscal sustainability.

Action: Record retention policy

Action: Ms. Dimitroff put forward a motion to approve the updated Record retention policy. Motion passed unanimously after a vote.

Informational: Budget Committee Report

Mr. Handelsman reported that the committee met to review Director Collins' drafted budget. He noted that the levy tax is on point and that there is a proposal for money to be set aside to hire a strategic planning consultant.

Action: COLA of 1.5% in 2018

This percentage is in line with the COLA increase that the Village is proposing for their employees; however the Library Board does have the option of approving a different COLA number for library staff.

Action: Ms. Marks put forward a motion to approve the 1.5% cost of living wage increase for Library employees in 2018. Motion passed unanimously after a vote.

Action: 2018 Proposed Budget

If this proposed budget receives Village Board approval then it becomes the *adopted* budget. If the Village Board requests changes, it will come back to this Board for review/approval.

Action: Ms. Cooley put forward a motion to approve the 2018 proposed budget. Motion passed unanimously after a vote.

Informational: Personnel Committee Report

Ms. Marks reported that the first cycle of employee evaluations and merit based pay raises was completed in July. The committee agreed that it would be a good idea to continue with the program for a second year.

Action: Performance based merit raise program

The process of reviewing employee performance and linking the results to a wage increase started as a Village initiative and the Library Board decided to try it for Library employees as well.

Trustees inquired whether there were objective measures in place to determine the effects of the program, particularly since it involved very new processes for the library.

Superintendent Davis suggested use of a survey tool similar to one that they use in the school district. It seeks to measure the health of workplace culture. He suggested that factors of work culture can often matter more than wage increases. He stressed the importance of annual evaluations for the improvement of service even if they are not linked to raises.

Ms. Craig de Silva asked what specifically the Director and Assistant Director were trying to improve through this new process and what benchmarks could help measure such improvements. Director Collins stated that the goal was to begin a process of employee evaluation and to offer an opportunity for raises. Employees received all the tools that would be used in the evaluations along with the matrix chart of expectations for each position. The templates for these tools were created by the Village but the Library Director and Assistant Director customized them for library employees and determined the weight for each item in the point system.

The Village has not yet shared any feedback from their own first round of the process. They will need to approve implementation of the process for 2018. In the event that they opt out, the Library will likely opt out as well.

The trustees discussed other options available for offering employees wage increase and for conducting evaluations. Ms. O'Brien mentioned uncoupling performance evaluation and salary increases. Salary evaluations could be less granular in scope and other evaluation models could be referenced.

Mr. Handelsman suggested that the library continue with the system for at least another year in order to get a proper measure of the impact. If the Village continues with the program, so should the library, with a possible reformatting of the matrix to make it less granular.

Ms. Craig de Silva advised staying with the program as well but stressed the importance of establishing benchmarks and measures to evaluate of the process. She and Superintendent Davis offered to assist in examining the process in order to better emphasize performance improvement.

Action: Ms. Craig de Silva put forward a motion to continue library participation in the Village merit based evaluation system. Motion passed after a vote.

Informational: Strategic and Facilities Committee Report

This item is tabled until next month.

Informational: Sales tax for copy/print revenue

The library is required to pay sales tax on revenue generated from printing at the public computers and copying at our photocopier. The library is now in compliance.

Informational: Capital Items status

Printers: The report shows slight overspending on four printers that were needed for our upgraded self-check machines.

RFID tags: Ms. Passey spoke about a necessary upgrade for our radio frequency tags in order to make them compatible with all machines in system libraries. The library will pay \$1000 for the upgrade. We are waiting for the company, mk Solutions, to create software that will automatically rewrite the data on our existing tags when an item is scanned.

Furniture replacement: the initiative to upgrade the library's furniture was greatly aided by the generous Onufrock gift. We have been able to get new chairs and tables for the adult area and have just placed an order to replace the computer chairs and install new collaborative tables. These items should arrive before Christmas. The next orders will be for new chairs in the Teen area and comfy seating in the children's seating area.

Other items not on the agenda

President Handelsman noted that Director Collins will be eligible for a merit increase in the next cycle of evaluations.

Adjournment:

Ms. Marks motioned to adjourn the meeting at 6:38 p.m. All approved.