



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
November 8, 2017 APPROVED Meeting Minutes

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

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:20 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. Cooley motioned approval of the entire consent agenda, all voted in favor; approved.

Additional topics not on the agenda

Director Collins reported that the Friends have requested information regarding fines and fees. The Friends are concerned that fines could be a barrier to library use. President Handelsman stated that the Library Trustees in their role of policy makers regularly reviews each policy and carefully considers changes. As the Board has recently reviewed and approved the latest update to the Fines and Charges policy; there will be no further review at this time.

Action: Building and Network Security Policy update

This policy update incorporates the suggested edits including changing the title from the original *Security* policy.

**Action:** Ms. Dimitroff put forward a motion to approve the Building and Network Security Policy. All voted in favor- Motion passed.

Action: Loan Rules Policy update

Ms. Vieyra explained that there are two major changes reflected in this version:

- The update removes language describing items the library no longer owns.
- The most significant change is to eliminate the 3 day loan period for new DVDs so that all DVDs have the same loan period of 7 days. This helps to give a more consistent user experience at most system libraries and eliminates confusion for the patrons here at Shorewood. Although there is not a way to check if the change will have a budget impact due to reduced late fines, if a trend is visible in the future; Director Collins will adjust the revenue budget.

**Action:** Ms. Cooley put forward a motion to approve updated Loan Rules policy. Motion passed unanimously after a vote.

### Action: 2018 Holiday closures

The closing dates proposed for 2018 holidays conforms to past practice and the current Human Resources manual.

The library will be closed on the following dates in 2018:

- Monday, January 1 – New Year’s Day
- Sunday, April 1 – Easter
- Monday, May 28 – Memorial Day
- Wednesday, July 4 – Independence Day
- Monday, September 3 – Labor Day
- Thursday, November 22 – Thanksgiving
- Friday, November 23 – Friday after Thanksgiving
- Monday, December 24 – Christmas Eve
- Tuesday, December 25 – Christmas Day
- Monday, December 31 – New Year’s Eve

### Informational: Facility and Planning committee report

At their last meeting the committee discussed a request from MCFLS to have a key so that their employee may enter the library building for book delivery before staff hours. Director Collins found that those libraries allowing the delivery person to have a key for entry are not located in mixed-use buildings as is Shorewood. Therefore the decision was to not allow access without staff present and not to give the delivery driver a key.

The group also discussed strategy for addressing differing directives between DPW’s Director, the Village Finance Director, and the incoming Village Manager. Though they have no specific goals to achieve concerning the building in the near future; Director Collins will approach the relationships with a focus on department alignment and reminders of past practice.

### Informational: Personnel committee report

- Director Collins reported that the Village plans to move ahead with use of the merit-based raise and evaluation system as they did last year.

Shorewood Library will also continue the process next year and will not independently create benchmarks as a means of evaluating the effectiveness of the merit-based raise and evaluation system. Instead, the committee hopes to gauge workplace culture and employee satisfaction via an independent survey. Superintendent Davis has shared a perceptions survey that has been used in the School District. It is a tool that can give a sense of workplace culture and morale.

The Assistant Village Manager reminded Director Collins that the Library Board has the choice to opt out of the merit raise program.

- The committee was given the matrix used to evaluate other Village department heads as an option for use in measuring the performance of the Library Director. The

committee members agreed not to use this document for Director evaluation as they found it too granular.

- Director Collins conducted a salary survey among area libraries with similar circulation and community size. She is compiling the results and will share at the next Board meeting.

### Informational: Friends of the Library liaison report

At their last meeting the Friends of the Shorewood Public Library:

- Approved funding for staff t-shirts
- Approved \$400 to go toward the purchase of the 2018 stamp catalog. This item is in demand however, this will likely be the last year that the library will purchase the print copy. The 2014 editions will be sold to benefit the Friends.
- Friends' mugs are for sale at the front desk for \$10 each.
- The annual Book Talk event with Boswell Books' Daniel Goldin will be held the first Saturday in December, the 2<sup>nd</sup>. This is always a very popular event.

### Informational: Statistical Report Updates

Trustees commented that they appreciated the inclusion of year to date and annual totals. The numbers give a broader overview and allow them to see overall trends in formats and services.

### Informational: Third quarter financial report

Spending is on track; a bit over in some areas but balanced by being under budget in others. The software budget line is spent out because of a required biannual renewals. In the future those scheduled renewals will be included in the budget.

### Informational: Fund balance to date

Director Collins is addressing the Fund Balance in terms of the 2018 budget. Once reduced by the completion of the previously approved furniture update; the balance will be \$19,300 which, according to the Village Finance Director, is on target for the recommended library Fund Balance amount.

Director Collins noted that the "Transfer to the General Fund" (which is a part of an agreement made with the Village that any money that remains from the budgeted line for staffing will be returned to the Village as a show of good faith) should also be part of the equation to determine our Fund Balance. This year, because we have been fully staffed, the Library will be transferring only \$2,000 to the Village.

### Other items for future consideration

- Development of Library Statement of Inclusion; possible diversity training for staff as recommended by Trustee Craig de Silva. Ms. Craig de Silva also put forth the idea of engaging some translators to aid in library interactions.
- Ms. Vieyra hopes to bring the proposal for 2018 Auermillier spending to the December meeting. This will mark the end of the money available from the large Grant.

### Adjournment:

Ms. Cooley motioned to adjourn the meeting at 6:15 p.m. All approved.

