



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

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

Trustees Excused: Elvira Craig de Silva

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre, Village Trustee Davida Amenta

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. Cooley motioned approval of the entire consent agenda, all voted in favor; approved.

Action: Privacy of Library Records and Library Use procedure

Director Collins explained that last year an updated Privacy policy was approved by this board and although Procedures are not normally taken to the Board for review; this one is particularly complex. In drafting this procedure Ms. Collins consulted with the library division of DPI and Library Directors to ask how they implemented their Privacy policies.

The sample situations in the accompanying training tool are based on situations that have actually happened in the past year. Each item presents sample language to be used, gives the why, and lists clear DO and DO NOT actions.

Ms. Cooley asked whether standard practice will be to bring a request for information immediately to the attention of the Director or whether any staff member would be empowered to make a judgement call. Director Collins said this issue would be addressed with staff during training and that the scripts give an outline of how to react when approached for information. Ms. Vieyra elaborated stating that some situations may require speedy response. Staff will be aware that in those instances they have permission to use their judgement to determine if immediate reaction is required.

Director Collins stated that she will add language to the Procedure to acknowledge special circumstances where immediate handing over of information would be required.

Action: Ms. Marks put forward a motion to approve the Privacy of Library Records and Library Use procedure with the added language acknowledging exceptional circumstances. All voted in favor- Motion passed.

Action: 2018 Auermiller proposals

The Auermiller grant was gifted in 2006 from the estate of Gloria Auermiller. The estate specified that the gift should be used solely for purchase of print books for the library's collection and has been used for that purpose over the last 11 years.

Ms. Passey presented the request for 2018 to spend the remainder of the gift: \$4,600. \$4000 thousand would be used to replace books that are weeded for age and condition. The second part of the request is to allow for discretionary spending of the last \$600 in order to completely spend down the gift in 2018.

Action: Ms. Cooley put forward a motion to approve the specific requests for spending the Auermiller fund as well as allowing the spending of any remaining monies in the fund in 2018 at the discretion of library staff. After a vote in favor – Motion passed.

Action: Human Resource Manual updates

Last year the board voted to merge the Village HR Manual with the Library HR manual. The document is reviewed annually.

Director Collins explained that it remains overall the same with this update except for a few items:

- Language was added for protection of whistleblowers. Director Collins added specific language for library related allegations.
- The amount of required notice to be given before leaving employment increased from 14 days to 30 days in order to allow for review / calculations of benefits.
- Language was added to ensure confidentiality of wellness forms turned in by employees

Ms. Amenta noted that the Village also added an additional health insurance option this year – a lower cost, higher deductible plan which also ties into the Village wellness program.

Action: Ms. Marks put forward a motion to approve updated Human Resource manual. All voted in favor – Motion passed.

Action: 2018 Library Board meeting dates

The 2018 meeting dates are:

- | | |
|---------------|-------------------|
| - January 10 | - July 11 |
| - February 14 | - August – Recess |
| - March 14 | - September 12 |
| - April 11 | - October 10 |
| - May 9 | - November 14 |
| - June 13 | - December 12 |

Ms. Collins put forward the option to change the month of recess to July in acknowledgment of all the budget items that need to be addressed in August. After discussion, the trustees agreed to keep the August recess but bring the budget items to the Budget committee during that month and call a special meeting of the Board if necessary.

Action: Ms. O'Brien put forward a motion to approve the 2018 Library Board meeting dates as listed. All voted in favor – Motion passed.

Action: Onufrock donation

In memory and honor of her husband, Harry J. Onufrock; Mrs. Betty Onufrock has gifted the Shorewood Library \$15,000 which she requested be used to buy 1,000 fiction and mystery books. Each book will include a label with her husband's name. Previous donations from Mrs. Onufrock, whose husband and entire family were frequent users of the Shorewood Library, were also used to purchase books and to fund the replacement of furniture in the periodicals area of the library (a place where Harry Onufrock spent a lot of time).

Director Collins, with the approval of Mrs. Onufrock, has elected to spend the gift over the next three years.

Action: Ms. Marks put forward a motion to formally accept the gift of \$15,000 from Mrs. Onufrock in honor of her husband. All voted in favor – Motion passed.

Action: Holbrook donation

A donation in the amount of \$1000 was gifted to the library by Peter Holbrook in memory and honor of his mother, Judy Holbrook. The money was gifted without spending restrictions.

Action: Ms. Cooley put forward a motion to formally accept the gift of \$1000 in honor of Judy Holbrook. All voted in favor – Motion passed.

Informational: Friends of the Library liaison report

As reported by Ms. Dimitroff; at their last meeting the Friends of the Shorewood Public Library:

- Approved a gift of \$550 towards the Library's Winter Reading program for adults
- Approved a gift of \$750 for a Shakespeare performance in 2018

Their next meeting will be the annual meeting where they will elect the same officers and put forth the 2018 budget for approval. The proposed budget is \$2500 more than in 2017. At that meeting Ms. Dimitroff will give a summary of the Library Board's work in 2017.

Informational: Personnel committee report

Salary Survey Report

In October, Director Collins reached out to area libraries of similar circulation and population and asked various questions about staff positions and rate of pay. Responses were received from 11 libraries and the information gleaned enabled the Personnel committee to see that Shorewood sits roughly in the midrange of the average wage for most positions.

Director Collins noted that when she discovered that the Library was the only Village department without a pay range list, it became a goal of hers to establish one for Library positions.

Based on the survey findings, the committee will consider raising the rates of some positions to bring them in line with the average. They will also work with the Director to determine the appropriate compensation for those clerks who have the most seniority.

Director Collins noted that although one clerk was given the title of Senior Clerk years ago, there was no position description or additional pay to go along with the title. Ms. Vieyra is working to correct that and is in the process of creating a job description and matrix.

Director Review

In January, staff will be able to access the director evaluation online. This will be on the January Board agenda.

Informational: Report for Village Manager

The Board was shown the report given to new Village Manager, Rebecca Ewald.

Informational: Staff holiday gift

Adjournment

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