



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES

Meeting Minutes
December 13, 2023

Present: Trustee Smucker, Trustee Espera, Trustee Couto, Trustee Warren, Trustee Linnane, Superintendent Burgos, Interim Library Director Hayley Johnson, Library Office Manager and Confidential Secretary Angela Andre, Lorinda Shearburn, Jean Gurney, Donna Whittle, Alex Dimitroff

Present via Zoom: Trustee Craig de Silva

1. Call to Order

Acting President Smucker called the meeting to order at 5:19 p.m.

2. Statement of Public Notice

Acting President Smucker stated that the meeting was properly noticed and posted according to law

3. Public Comments

Donna Whittle of Shorewood, WI made a public comment. (The full comment document is included at the end of this document.)

4. Consent Agenda:

Trustee Couto moved to approve agenda items 1 and 3 and remove item 2. Trustees Espera seconded and motion carried by a vote of 7-0.

5. Items pulled from the consent agenda

Trustee Couto moved to approve the minutes from the meeting of November 8, 2023 and the motion was seconded by Trustee Espera. The motion carried by a vote of 6-0.

6. Informational: Friends of the Library Update

Jeannee Sacken, President of the Friends of the Shorewood Public Library and Mary Armstrong, the Friend's incoming president, addressed the trustees. They stated that it is the Friends' mission to support the library with volunteers and financially.

Jeannee spoke about how the Friends help organize volunteers to shelf read in the library and help out at various library events such as the Summer Celebration as well as the retirement celebration for Heide Piehler. The Friends also do a significant amount of fundraising for the library.

Mary Armstrong reported that in 2023, the Friends donated over \$22,000 to the library, \$15,000 of which went towards the very popular Lucky Day collection as well to additions to the general adult and children's collection. These funds also supported the purchase

travel books, books to advance foreign language collection, DVD tv series and large print books. The Friends also contributed \$6000 in 2023 to support the summer reading programs for adults, teens, and children; the Shakespeare performance, and the winter reading programs.

The Friends also interact with the library through the Shorewood Reads program.

For 2024 the Friends have voted to increase the contributions to the library by more than \$10,000 for a total of \$33,100. They have earmarked \$7000 of this total for an innovative Pedal Library.

They expressed their support of the library through this difficult period and requested that a Friends Board member be able to take part in the search for a new director.

7. Action Item: Election of Officers

Trustee Espera moved to open the floor for nominations. Motion seconded by Trustee Warren and carried after a vote of 7-0.

Trustee Couto nominated Jon Smucker for Board President. Nomination seconded by Trustee Warren. Trustee Linnane moved to close the nominations. Trustee Warren seconded. Motion carried after a vote. Trustee Couto moved to vote that Jon Smucker be appointed as Board President. Seconded by Trustee Warren. Motion passed.

By a vote of 6-0, Jon Smucker is appointed as Library Board President.

Trustee Smucker moved to nominate Kara Espera for Board Vice President. Seconded by Trustee Couto. Trustee Warren motioned to close the nominations for Vice President. Motion carried.

By a vote of 6-0, Kara Espera is appointed as Library Board Vice President.

8. Action Item: Committee Assignments

President Smucker will reach out to each trustee to assign committees.

9. Action Item: Ad hoc Library Director Hiring Committee

Trustee Warren moved to create an ad hoc committee for the hiring of the library director. Motion seconded by Trustee Couto and passed unanimously.

10. Interim Director's Report

Ms. Johnson summarized her report which was given to the trustees in advance of the meeting. She gave staffing updates which included hiring timelines and recent promotions. She spoke about plans for the initial rollout of fine elimination beginning January 1, 2024. For the first phase of the rollout, patrons will still accumulate overdue item fines for Shorewood-owned items, but staff will be empowered to waive them. Eventually, Ms. Johnson will work with the staff at MCFLS at the county level to stop all overdue fines on Shorewood items.

Library legislative day is February 6, 2024. Library stakeholders and advocates are invited to write letters to their representatives in support of public libraries. Many people also make the trip to Madison as a group to meet with legislators.

The trustees briefly discussed the kind of data that can be gathered once the elimination of Shorewood fines is established. Ms. Johnson will work with MCFLS to determine what kind of data they can provide.

11. Personnel Committee Report

Trustee Espera reported that the Librarian-in-Charge policy was updated at their last meeting. The new policy reflects what has already been happening at the library.

12. Action: Staff Professional Development Training

Professional Development training will be held in the library on Thursday, January 25 from 9:30 AM - 2:30 PM. The library will be closed during that time period and the public will be made aware of the closure well in advance. Most staff should be able to attend.

Trustee Linnane moved that in an effort to support a culture of open communication, shared vision, and collaboration, I move to close the Shorewood Public Library on Thursday, January 25th, 2024 from 9:30 AM to 2:30 PM so that library staff may fully participate in a facilitated professional development opportunity. Motion seconded by Trustee Couto. Motion carried by a vote of 7-0.

13. Action: 2024 Library Budget Approval

Trustee Espera moved to approve the 2024 Library Budget. Trustee Warren seconded. The motion passed by a vote of 7-0.

14. Action: 2024 Human resources manual

Superintendent Burgos moved to approve the 2024 Human Resources manual and Trustee Warren seconded. Motion carried 7-0.

15. Action: 2024 Library Staff Pay Ranges

Trustee Espera moved to adopt the 2024 Shorewood Public Library Pay Ranges which reflect a 3% Cost of Living Adjustment and is consistent with the increase adopted by the Village of Shorewood Board of Trustees for all village staff. Seconded by Trustee Craig de Silva. Motion carried by a vote of 7-0.

16. Action: 2024 Holiday Closing Dates

- New Year's Day, Monday, January 1st, 2024
- Memorial Day, Monday, May 27th, 2024
- Juneteenth, Wednesday, June 19th, 2024
- Independence Day, Thursday, July 4th, 2024
- Labor Day, Monday, September 2nd, 2024
- Thanksgiving Day, Thursday, November 28th, 2024
- Friday After Thanksgiving, November 19th, 2024
- Christmas Eve, December 24th, 2024
- Christmas Day, Wednesday, December 25th, 2024
- New Year's Eve, December 31st, 2024

Trustee Warren moved to adopt the 2024 Library Holiday as presented including awarding benefitted library staff floating holidays for the Spring Holiday (Friday, March 29th. 2024). Motion seconded by Trustee Linnane and passed unanimously after a 7-0 vote.

17. Possible Action: Review of Revocation of Library Privileges

This is a review of the revocation of library privileges for one year of Alexandra (Alex) Dimitroff as requested by Ms. Dimitroff.

After discussion, Trustee Couto moved to table the item. There was no second.

The ban was upheld.

18. Informational: Trustee Essentials Handbook - *TE 1: The Trustee Job Description*

19. Adjournment

Superintendent Burgos moved to adjourn the meeting at 6:10 PM; seconded by Trustee Couto. All approved after a vote of 7-0.

Submitted by Library Office Manager/ Confidential Secretary Angela Andre on the 8th
day of January, 2024

Approved by the Board January 10, 2024

I am Donna Whittle, former Library Trustee and Library Board president. Thank you for your service to the library. I am sorry to take your time when you have a full agenda. I just wanted to be sure that as you do your work you are aware of the following facts.

1. I have never received formal notice about complaints or allegations potentially made against me. Nor have I have never been offered an opportunity to directly address any potential allegations. In their public statements made at the time of my removal from the Library Board, Village Trustees indicated open meeting violations as a concern under my leadership. I have provided a written response to the Village Board specifically addressing the publicly made allegations of open meeting violations. This written response did not in any way address the library workplace concerns being investigated.
2. The personnel committee meetings of 9/19 and 9/29 were noticed and posted prior to the meetings and are available on the Shorewood Library Board website under the Discover tab, library Board section. They are also available on the village calendar although, for reasons not known to me, they do not show up in the village agenda center. I would be happy to provide email links to the agendas if needed.
3. I never served as the Chair of the Personnel Committee. I did serve as the lead for the staff/board annual survey.
4. On Nov 24, 2022 I had a staff email a request for a private meeting. I noted the impropriety of the request and the staff member withdrew the request and agreed to follow HR protocols. I informed Director Gerber of this event by phone on Sunday, December 11. The events were also discussed with the full Board in December. Subsequently, in January 2023 the Board received a request for a hearing from a staff member but did not permit such a hearing. Director Gerber was also notified of this event in writing on January 12 and verbally in a meeting with me on January 25, 2023. Through May 24, 2023 no Board member met privately with any staff member without Director Gerber's permission.

Thank you for hearing me out. I look forward to seeing the library flourish again.