



SHOREWOOD LIBRARY BOARD OF TRUSTEES
December 9, 2020 Approved Minutes

Trustees Present: Jon Smucker, Elvira Craig de Silva, Alex Handelsman, Alex Dimitroff, and Leslie Cooley, Donna Whittle **All participants attended remotely.**

Excused: Bryan Davis

Others Present: Director Rachel Collins, Assistant Director Emily Vieyra, and Administrative Assistant Angela Andre **All participants attended remotely.**

1. Call to order: at 5:19 the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

2. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

3. No Citizens to be heard on items not on the agenda

4. Consent Agenda: Trustee Dimitroff asked that the November minutes be changed to reflect that the HGA meetings with staff were upcoming and not past. With that correction, Trustee Whittle motioned for approval of the entire consent agenda. Trustee Handelsman seconded. All voted to approve.

5. No items pulled from the consent agenda

6. Additional items on the agenda

1. The Village Board approved a 2020 initiative to have security cameras installed in all village buildings. In the Village Center, seven existing cameras will be updated and three more will be added. Director Collins noted that past library trustees decided not to install security cameras in the library proper to preserve patron privacy and confidentiality.

This initiative will be fully funded by the Village.

2. Director Collins has been consulting with the director of the Senior Resource Center and the Village Manager regarding use of meeting rooms in the Winter of 2021. She welcomed input from the trustees.

7. Action: 2021 Library Budget

The Village approved the library's proposed tax levy which includes a \$1,000 reduction to the professional education budget line per the Village Board's request.

ACTION: Trustee Smucker motioned to approve the 2021 library budget, including a request for \$928,950 in tax levy funds from the Village of Shorewood Board. Motion seconded by Trustee Whittle and passed unanimously after a vote.

8. Action: 2021 Lange Bequest requests

ACTION: Trustee Cooley motioned to approve the 2021 Lange bequest grant requests as included in the 2021 Enhanced Operational budget. Motion seconded by Trustee Whittle and passed unanimously after a vote.

9. Action: 2021 Pay ranges

The Village Board approved the adoption of a 1.5% COLA (cost of living adjustment) for all Village staff except library employees. Per State Statute, the Library Board approves library staff compensation.

ACTION: Trustee Handelsman motioned to adopt the 2021 Library Pay Ranges, which reflects a 1.5% Cost of Living Adjustment and is consistent with the increase adopted by the Village Board for all Village staff. Seconded by Trustee Smucker and passed unanimously after a vote.

10. Action: 2021 Human Resources manual

Suggested changes to this year's manual update included:

- Pay range adjustments that reflect the 1.5% COLA increase
- Light or limited capacity duty requirements
- Worker's compensation and use of accruals
- Leaves of Absence without pay other than FLMA – clarifying the difference between 30 calendar days and 30 working days.
- Changes that clarify Dental Insurance contributions
- Clarify vacation carry-over language for part-time employees (prorated)
- Village adoption of Library's vacation accrual schedule to possibly aid in employee retention (additional week awarded at five years versus seven years of service)
- Language added stating that the Village embraces diversity in its hiring process.

Director Collins recommends adopting the manual as written without additional language for library employees.

ACTION: Trustee Whittle motioned, and Trustee Craig de Silva seconded to adopt the 2021 Human Resources Manual as written and with the included changes. Passed unanimously after a vote.

11. Action: 2021 Library Board meetings

Director Collins proposes keeping the current schedule of meetings, the second Tuesday of each month at 5:15 PM with a recess in August. The meetings will continue to be held remotely until June 2021 or until it is deemed safe enough to meet in person.

The 2021 meeting dates are:

- January 13
- February 10
- March 10
- April 14
- May 12
- June 9
- July 14
- August – Recess
- September 8
- October 13
- November 10
- December 8

ACTION: Trustee Handelsman motioned, and Trustee Whittle seconded to adopt the 2021 Library Board meeting schedule including meeting virtually through June 2021. Motion carried after a vote.

12. Action: 2021 Holiday closings

In a memo, Director Collins proposed closing the library on the following holidays and suggested additional closing options and awarding floating holidays for those that land on the weekend.

- Friday, January 1 – New Year’s Day
- Sunday, April 4 – Easter
- Monday, May 31 – Memorial Day
- Sunday, July 4 – Independence Day
- Monday, September 6 – Labor Day
- Thursday, November 25 – Thanksgiving
- Friday, November 26 – Friday after Thanksgiving
- Friday, December 24 – Christmas Eve
- Saturday, December 25 – Christmas Day
- Sunday, December 26 – Sunday after Christmas
- Friday, December 31 – New Year’s Eve

ACTION: Trustee Cooley motioned, and Trustee Dimitroff seconded to approve the 2021 holiday closures as presented including awarding benefited library staff floating holidays for Independence Day, which will be awarded after July 4 and Christmas Day, which will be awarded at the beginning of 2021. Furthermore, I move to close the library on Saturday, December 26, 2020 due to the holiday weekend. After a vote, motion carried.

13. Action: Virginia Palmer gift

Director Collins reported that in November 2020, Susan Janczy, Trustee of the Virginia Palmer estate made an unrestricted gift of \$63,273.64 to the Shorewood Public Library. Virginia Palmer passed away on August 21, 2017 and was an avid library user. She spent many days in the library indexing the Shorewood Herald and was a Shorewood Historical Society board member for 27 years.

Director Collins suggests that the gift be added to the enhanced operations budget and specifically earmarked for a naming opportunity in the upcoming renovation of the library.

ACTION: Trustee Handelsman motioned, and Trustee Cooley seconded to accept an unrestricted gift of \$63,273.64 from the estate of Virginia Palmer, which will be added to the Enhanced Operations budget and will be earmarked for an appropriate opportunity during library renovation project. Motion carried after a vote.

14. Action: Shorewood Women's Club gift

The Shorewood Women's club wishes to donate a painting to the library by a local artist and with library and village significance. The club's president wants to ensure that the painting remains in Shorewood and would like to request that the club be given the option to find another home for the painting if the library no longer wants it. Director Collins shared the Board approved gift and donations policy with the club's president.

After lengthy discussion, the trustees concluded that there is a need for further guidance when deciding if and when they should accept gifts of art donated to the library. Director Collins will inform the Women's Club of the Board's discussion and will indicate that acceptance of the piece would have to conform to the current gift and donation policy. She will also work on creating some informal guidelines to aide in future decision-making.

15. Informational: Friends of the Shorewood Library liaison report

Trustee Dimitroff reported that the Friends

- Decided to reduce the amount they will gift the library in 2021 because of their reduced income and the uncertain times.
- They formed a committee to generate ideas for communicating their stories to the public in the hopes of generating interest in joining the Friends.

16. Informational: Renovation master plan report

Trustee Dimitroff reported that HGA held information gathering sessions with four distinct groups of shareholders. The core master plan group met November 12 and began the budget discussion. Several construction phasing options were discussed.

17. Informational: Greater Milwaukee Foundation Investor briefing report

Trustee Smucker attended the Greater Milwaukee Foundation investor briefing. He reported that the accounts have made some money on the year, although not as much as anyone would have liked. GMF indicated that the accounts should see a healthy gain in the future. The accounts are designed to continue investment long term with limited decision making.

18. Informational: 2020 GMF 3Q report

The trustees received the reports with the meeting documents.

19. Informational: Personnel committee report

Trustee Craig de Silva reported that the committee

- Examined the revised library organizational chart, which reflects the changes in supervision of the Library Associate and adds the new librarian position title.
- A telework procedure was created and put in place for exempt and non-exempt employees.
- The Committee is working with the Village regarding staffing in case another stay-at-home order takes place in 2021.

20. Informational: Updated organizational chart

As noted by trustee Craig de Silva, the update to the organizational chart reflects that the Library Associate is now supervised by the Library Director (rather than the Assistant Director) and includes the new position: Virtual Engagement Librarian.

21. Informational: Planning committee report

Trustee Cooley reported that the planning committee

- Revised the strategic plan tracking template
- Discussed the Virginia Palmer gift
- Reviewed HGA's building assessment report
- Worked with Director Collins on distributions of that assessment to interested parties in the Village. This board should see the report in January 2021. Cost of items related to the Village are separated from the cost of renovation specific items.
- Discussed the Village Planning Department Director's interest in exterior building engagement.
- Offered feedback on Director Collins written strategic plan report (which is included in the meeting packet).

22. Informational: Written strategic plan report

Director Collins adapted the report template from the original provided by the strategic planning consultants. It provides more of a narrative. Progress on each of the goals is impressive considering the disruptions caused by the pandemic.

Trustee Cooley highlighted the beginning paragraph which notes that the report "strategic plan goals and related activities, not total organizational accomplishments for the year".

The trustees hope to explore ways to formally recognize the library staff for their creativity and commitment to finding ways to serve the community amidst the pandemic.

23. Informational: COVID service updates

Director Collins continues to monitor the Milwaukee County dashboard key indicators on a weekly basis to stay apprised of the local COVID-19 environment.

24. Items for future consideration

- statistic options

Adjournment: Trustee Handelsman motioned; Trustee Cooley seconded to adjourn the meeting at 6:54 p.m. All voted in favor.