



SHOREWOOD LIBRARY BOARD OF TRUSTEES
December 14, 2022 Approved Minutes

Trustees Present: Donna Whittle, Alex Dimitroff, Ling Meng, Jon Smucker, Elvira Craig de Silva, Leslie Cooley, and Interim Superintendent JoAnn Sternke

Others Present: Library Director Jen Gerber, Assistant Director Emily Vieyra, Administrative Assistant Angela Andre (attended via Zoom), and Conor Byrn (student/observer)

1. [Call to order](#): at 5:19 pm, the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Whittle.

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](#):

MOTION: Trustee Meng motioned for approval of the entire consent agenda. Trustee Craig de Silva seconded. All voted to approve the consent agenda; motion carried.

5. [No items pulled from the consent agenda](#)

6. [Additional topics not on the agenda](#)

Director Gerber requested to be allowed to attend the closed session of this meeting. The trustees denied this request.

7. [Informational: Nominating Committee](#)

The trustees discussed the need to recruit new trustees since Leslie Cooley will be leaving the Board after May of 2023. Superintendent Sternke will also be leaving in June.

8. [Action: 2023 Human Resources Manual](#)

The Board reviews the Village of Shorewood's Human Resources Manual at this time every year. The Assistant Village Manager is responsible for updating and compiling the manual annually. Changes impacting library personnel were highlighted on the memo to the board. The library board can adopt the Village's version as written or add additional language for library employees.

MOTION: Trustee Smucker motioned to adopt the 2023 Human Resources Manual as written with the included changes. Seconded by Trustee Cooley. Passed unanimously after a vote.

9. Action: 2023 Library Budget Approval

At the September 20, 2022 Library Board meeting, the Library Board approved a tax levy request of \$958,555 from the Village of Shorewood Board for the 2023 proposed library budget. At the November 2022 Village Board meeting, the 2023 Village budget was approved, including the tax levy allocation for the library, which differed from our requested amount.

The final 2023 tax levy allocation to the library is \$947,455, a reduction of \$11,100 due to a finance administration calculation error which overestimated the WRS contribution for library staff.

MOTION: Trustee Cooley motioned to approve the 2023 library budget, including a request for \$947,455 in tax levy funds from the Village of Shorewood Board. Seconded by Trustee Smucker. All voted to approve; motion carried.

10. Action: 2023 Library Staff Pay Ranges

Each year, the Village Board considers and typically adopts a Cost of Living Adjustment (COLA) for Village employees. When COLA is adopted, each pay range shifts, both the minimum and maximum, by this adopted percentage amount. At the November 2022 Village Board meeting, a COLA of 2.5% was adopted for all Village staff.

MOTION: Trustee Dimitroff motioned to adopt the 2023 Library Pay Ranges, which reflect a 2.5% Cost of Living Adjustment and is consistent with the increase adopted by the Village Board for all Village staff. Seconded by Trustee Craig de Silva. All voted to approve; motion carried.

11. Informational: Personnel Committee Report

Trustee Craig de Silva reported that she and Trustee Dimitroff met with Director Gerber.

12. Closed session: Personnel issue

December 14, 2022 Shorewood Public Library Minutes of Closed Session as reported by Trustee Cooley

MOTION: It was moved by Trustee Sternke and seconded by Trustee Smucker to approve the Library Board entering into closed session under the provisions of sec. 19.85(1)(f), Wis. Stats. for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

By unanimous roll call vote, the Board entered into closed session at 5:49 pm. In attendance were Trustees Cooley, Craig de Silva, Dimitroff, Meng, Smucker, Sternke, and Whittle.

13. Action: Reconvene into Open Session & Take Action

MOTION: Trustee Sternke moved to return to open session. Trustee Craig de Silva seconded and the motion carried by unanimous roll call vote.

Open session resumed at 7:36 pm. Director Gerber returned to the meeting.

14. Informational: Renovation Committee Report

Trustee Smucker postponed the report to a future meeting.

15. Action: Architectural Firm Selection

MOTION: Trustee Smucker made a motion to table action. It was seconded by Trustee Cooley and motion passed after a vote.

16. Action: Library Service Hours During Renovation

MOTION: Trustee Smucker made a motion to table action. It was seconded by Trustee Cooley and motion passed after a vote.

17. Informational: Friends of the Library Liaison Report

Trustee Dimitroff reported that the Friends, as part of their fundraising, would be providing gift wrapping at Boswell Books for tips.

18. Informational: DPI Trustee Essentials: TE:04: Effective Board Meetings and Trustee Participation

Adjournment

MOTION: Trustee Meng motioned to adjourn. It was seconded by Trustee Craig de Silva and motion passed after a vote.