



SHOREWOOD LIBRARY BOARD OF TRUSTEES
February 10, 2021 Approved Minutes

Trustees Present: Jon Smucker, Alex Handelsman, Alex Dimitroff, and Leslie Cooley, Donna Whittle, Bryan Davis (excused at 6:15 pm), Elvira Craig de Silva

All participants attended remotely.

Others Present: HGA representatives: Jane Dederig, Erika Fredrickson, and Kevin Allebach; Director Rachel Collins, Assistant Director Emily Vieyra, and Administrative Assistant Angela Andre All participants attended remotely.

1. Call to order: at 5:17pm 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:

MOTION: Trustee Whittle motioned for approval of the entire consent agenda. Trustee Cooley seconded. All voted to approve; motion carried.

5. No items pulled from the consent agenda

6. No additional items not on the agenda

7. Informational: Renovation master plan

Three representatives from HGA presented an overview of the masterplan for renovation. They noted that that the renovation should serve some of the library's strategic plan goals, particularly numbers two and three: to provide a welcome and accessible space, and to ensure service to the full community. The goals for the plan:

- To create a destination experience unique to Shorewood
- To offer comfort, flexibility, and collaborative spaces
- To consider environmental impacts
- To promote inclusion

The trustees were guided through slides which included mock-ups of new spaces and features that would be part of the renovation. The representatives explained the options for construction phase models and discussed cost models.

8. Informational: Building and systems assessment report

The HGA representatives provided the Village Center building and systems assessment report and briefly highlighted some portions that may be relevant to the Library Renovation Project.

9. Informational: 2020 Village Annual Report

Director Collins shared the report which highlights accomplishments from the last year and proposes initiatives for the upcoming year. It has been determined the library board is not required to complete a citizen committee annual report since it is a governing board with allocated village resources.

10. Action: Authorization to approve state annual report

State statutes require that library and system boards file their annual report within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located [Wis. Stat. s. 43.58(6)(a)]. MCFLS staff prepopulates many pieces of information for member libraries including most of the collection size and usage, digital collection size and usage, and reciprocal borrowing data. The library staff completes the remaining questions including general information, library governance, operating revenue and expenditures, capital revenue and expenditures, and programming details.

ACTIONS: Trustee Handelsman motioned that the Milwaukee County Federated Library System provided effective leadership and met the needs of the Shorewood Public Library in 2020. Trustee Whittle seconded by motion carried.

Trustee Dimitroff motioned to authorize the Library Board President or his designee to sign and approve the 2020 Shorewood Public Library annual report as provided by the Library Director before March 1, 2021. Seconded by Trustee Smucker and motion carried.

11. Informational: Friends of the Library liaison report

Trustee Dimitroff reported that:

- The Shorewood Reads program will be postponed until spring 2022. The Friends' President is contacting authors for potential visits.
- Susan Lofton will retire from her role as Membership Coordinator this year.
- The Friends are discussing different models of funding.

12. Informational: Frozen sprinkler prevention plan

Director Collins shared a memo from the Assistant Director of DPW regarding the broken sprinkler in the Library (Dec 2020). The letter was a summary of the measures being taken by DPW staff to prevent further damage claims.

13. Informational: Planning committee report

The committee worked with Director Collins on the reporting requirements for the Lange Bequest. They also discussed the Village Annual Report and the next steps of the Renovation Master Plan.

14. Informational: 2020 Enhanced budget expenditure status

This report closes out the 2020 initiatives. Almost all of them are now complete, others will be rolled over.

15. 2020 GMF grant reporting

Director Collins presented the reports and noted that one was overestimated and the other underestimated, so amounts have been adjusted. These reports will be signed and sent to the Greater Milwaukee Foundation along with a memo from the Library Director which requests an extension on completion dates for a few items.

16. Informational: Research in Public Libraries conference report

Assistant Director Vieyra attended the three-day immersive event virtually in December 2020. This was her second time attending the RIPL conference, this time acting as a facilitator, leading a group of seven librarians. She shared her outcomes in a report to the trustees.

17. Informational: Brainfuse report

Director Collins reported on cost and usage levels of Brainfuse, which, through the library, offers real-time online assistance for students of all ages with HelpNow and job seekers with JobNow. No funding was designated to Brainfuse from the 2021 budget but there are Lange Bequest funds available for digital enhancement, which will be applied toward this service.

18. Informational: COVID-19 service update

The library remained at curbside only service until January 18. Staff delivered physical library materials via curbside. Other services provided included: mobile printing and copying, checkout of lucky day items, and pickup of “take and make” projects for all ages. Starting January 19, services were expanded to include in-person library visits of one hour or less per person, per day. This change was supported by The North Shore Health Department. NSHD also supported reduction of sanitizing to twice per day if all other mitigation techniques are in place.

On January 20, the original Village of Shorewood ordinance requiring face coverings expired and the Village Board voted to extend the mandate until May 17, 2021. This local ordinance supersedes the state mandate if it is repealed.

The Village Center meeting rooms will be made available for vaccine clinics which will begin when NSHD receives a sufficient amount of vaccine.

19. Informational: Personnel committee report

Trustee Dimitroff reported that the committee and Director Collins discussed:

- The new librarian position to be filled
- A 90-day substitute Library Clerk (a position which has since been filled)
- The annual review of the Director
- Director Collins 5-year anniversary salary increase. The committee supports the increase.

MOVE INTO CLOSED SESSION

It was moved by Trustee Handelsman and seconded by Trustee Whittle to have the Shorewood Library Board enter closed session. By unanimous consent, the Board entered a closed session at 7:16 for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees. The closed session related to an employee request for an unpaid leave of absence exceeding 30 days and to library director compensation. Trustee Whittle motioned to return to open session at 7:31. Trustee Smucker seconded and the motion carried.

20. Action: Request for Leave of Absence over 30 days

ACTION: Upon return to open session, it was moved by Trustee Handelsman to approve a leave of absence of up to 60 calendar days, not to exceed March 30, 2021 for a library clerk. Trustee Smucker seconded and, after a vote, the motion carried.

21. Action: Library Director Compensation

ACTION: Trustee Handelsman moved and Trustee Cooley seconded to award the library director a 4% increase effective February 28, 2021, her 5-year work anniversary conforming to the employee recognition pay program outlined in Appendix R of the 2021 Human Resources manual.

Adjournment: Trustee Smucker motioned; Trustee Handelsman seconded to adjourn the meeting at 7:45 p.m. All voted in favor.