



SHOREWOOD LIBRARY BOARD OF TRUSTEES
January 13, 2021 Approved Minutes

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

Excused: Bryan Davis, Elvira Craig de Silva

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

1. Call to order: at 5:18 pm 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: Director Collins and Assistant Director Vieyra noted the drastic drop in the reciprocal borrowing amount last month (as shown on the monthly statistics report). Ms. Vieyra explained that Shorewood Library is normally a net lender, but last month were instead a net borrower – meaning that Shorewood residents borrowed more items from other municipal libraries than non-Shorewood residents borrowed from Shorewood Library. Director Collins also mentioned the year-end totals for child and family programming were only down 41% from the previous year despite all the restrictions caused by the pandemic in 2020. Trustee Whittle asked about the bill to HGA in the Accounts Payable report and payment to a photographer. Director Collins explained that the payment to HGA was for renovation consultation services and the photographer was hired to capture some images that can be used on our website and marketing material.

MOTION: Trustee Cooley motioned for approval of the entire consent agenda. Trustee Handelsman 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 report

Trustee Dimitroff reported that the planning group met last week and will meet again next week. They discussed:

- donor opportunities such as the YA Lounge and the five study rooms
- art opportunities
- lighting (in general)
- the budget, which is slightly higher but still within the estimated range

The consultants from HGA would like to set time slots to begin construction, citing that the choice will impact cost estimates. They presented several construction phasing options, which are included in the board's packet.

Trustees and staff discussed the construction phase choices and alternate library service models during construction.

8. Informational: Budget committee report

Trustee Whittle reported that HGA is expected to present the renovation plan to the Board at the February meeting. Preliminary estimates for the renovation project are between 1.5 and 2 million. The selection of a construction phase and timing will impact the cost of the project. The project will be funded by the Board Directed Reserve fund of the Lange Bequest, a recent donation from the estate of Virginia Palmer, and other donor directed funds.

9. Action: HGA add services agreement

After receiving stakeholder feedback on their initial floor plans that differed from the work group preferences, Director Collins asked the renovation consultants from HGA to provide additional floor plans which required an additional set of meetings and drawings. HGA asked for additional funds for those services.

The trustees requested that language on the service agreement be adjusted to add a definite end date for expected deliverables from the consultants.

ACTION: Trustee Cooley motioned to approve the proposed prime agreement with architects Hammel, Green and Abrahamson, Inc. with the addition of language requiring that all expected deliverables will be completed by February 29, 2021. Motion seconded by Trustee Handelsman and passed unanimously after a vote.

Trustee Cooley requested a reordering of the agenda items so that the Grant Requests could be addressed first.

11. Action: 2021 Lange Bequest grant requests

This is an update to the request that removes the requested funding for the 2021 Summer Celebration and adds the additional funds requested by HGA for revised plans and meetings. The removal of the Summer Celebration funding is a change that was made after distribution of the packet materials, therefore a second motion will be required to approve the updated amount.

ACTION: Trustee Whittle motioned to request \$48,200 from the Shorewood Public Library Permanent Endowment Fund, a reduction of \$3,500, which was previously approved by the

Library Board on December 9, 2020. Trustee Whittle also motioned to accept the revision to the 2021 Library Board Directed Fund grant request. Motions seconded by Trustee Smucker and passed unanimously after a vote.

10. Informational: Planning committee report

Trustee Cooley reported that the committee worked on the issues discussed by the budget committee including revised forms. They also discussed HGA's building assessment which was completed part of the renovation planning process. Director Collins is working with HGA to separate the portions of the report that are relevant to the library renovation and those that would be under the purview of the Village DPW. The assessment report will be included in the February Library Board packet following HGA's presentation of the renovation master plan.

12. Action: Accept Scott gift

Devoted patron, Beverly Scott has gifted the library with \$500. Director Collins suggests adding the funds to the enhanced operations budget.

ACTION: Trustee Handelsman motioned, and Trustee Cooley seconded to accept an unrestricted gift of \$500 from Beverly Scott, which will be added to the Enhanced Operations budget. Passed unanimously after a vote.

13. Informational: Village Center security cameras

The Village is fully funding the installation of security cameras in the Village Center and other municipal buildings. One of the cameras will be in the staff area hallway to monitor servers and IT infrastructure.

Director Collins stated that to her knowledge, the interior areas of the library have never had security cameras installed, a conscious decision of the library board and administration. She suspects the decision was based on a combination of need, cost, confidentiality, custodianship of the images (library records) and public perception.

14. Action: Privacy of library records policy

Director Collins is requesting approval of language ensuring staff that these additional cameras are being added to enable the investigation of incidents related to the security and well-being of the building, staff and/or patrons. These cameras are not being installed to monitor staff.

https://www.shorewoodlibrary.org/discover/policies/privacy_of_library_records.php

ACTION: Trustee Handelsman motioned, and Trustee Dimitroff seconded to approve the Privacy of library records and library use policy as written. After a vote, motion carried.

15. Informational: WiFi hotspot program

To broaden patron access to WiFi, Librarian Lisa Quintero researched options and drafted a proposal to the Friends of the Shorewood Library asking them to fund the project. The Friends trustees enthusiastically funded the proposal and even suggested doubling the number of hotspots if they prove popular.

Internet access is an equity issue and we know some residents, particularly older patrons do not have reliable internet access or computers at home. Lending wifi hotspots to patrons is one way the library can help to bridge the digital divide.

Three policies need to be updated to add language related to the circulation of wifi hotspots: Fines and Charges, Computer and Internet Use, and the Lending Policy.

16. Action: Fines and Charges Policy

This update includes the charges for lost and damaged mobile HotSpots and replacement of HotSpot charging cables. <https://www.shorewoodlibrary.org/discover/policies/fines.php>

ACTION: Trustee Cooley motioned to approve the proposed changes to the Fines and Charges Policy. Motion carried after a vote.

17. Action: Computer and Internet Use policy

The proposed policy update incorporates the use of mobile HotSpots. It indicates that filtering is not provided and that the Library cannot guarantee security while accessing the internet with the mobile HotSpots. https://www.shorewoodlibrary.org/discover/policies/internet_use.php

ACTION: Trustee Handelsman motioned and Trustee Dimitroff seconded to approve the proposed changes to the Computer and Internet Use Policy. Motion carried after a vote.

18. Action: Lending Policy

Mobile HotSpots are added to the Lending policy with a 3 week loan period with no renewals. https://www.shorewoodlibrary.org/discover/policies/loan_rules.php

ACTION: Trustee Cooley motioned; Trustee Smucker seconded to approve the proposed changes to the Lending Policy. Motion carried after a vote.

19. Informational: Friends of the Shorewood Library liaison report

Trustee Dimitroff reported that at their Annual meeting last month, Secretary Susan Lofton announced that she would be leaving the Board. Elizabeth Jonas is the 2020 Friend of the year. The officers and president were nominated and will continue in their roles for 2021. Topping their list of initiatives for 2021 are working on a communication strategy and co-hosting Shorewood Reads along with the Library. <https://www.shorewoodlibrary.org/connect/friends/>

20. Shorewood anti-racism learning and action community project

The Wisconsin Humanities Council offers matching grants for communities who want to facilitate racial justice work through community partners. A group of residents and community partners are willing to serve as volunteers to seek this type of grant. Grant requests will be made to these groups to obtain the matching funds required by the WHC grant program.

21. Informational: COVID-19 service updates

Director Collins continues to monitor data closely as the library continues to offer. Based on the latest numbers and after consultation with the North Shore Health Department, a soft opening allowing patrons back into the building is planned for Tuesday, January 19. This date would

coincide with when the City of Milwaukee will open their libraries to the public. Proper risk-mitigation will continue, and the situation will be monitored to determine if the opening can stand. <https://www.shorewoodlibrary.org/discover/covid19.php>

22. Informational: Library Legislative Day 2021

Wisconsin's Library Legislative Day takes place from Tuesday, February 16 – Thursday, February 18, 2021. Library legislative days occur across the nation and are an opportunity to advocate for libraries, build relationships with policy makers and elected officials and to share stories of the positive impact that libraries make in our communities. Director Collins invited the trustees to attend and/or participate in a letter writing campaign to legislators.

23. Informational: Do Black Lives Matter? Series

Reggie Jackson, co-founder and lead trainer/consultant for Nurturing Diversity Partners, will be presenting a four-part series titled Do Black Lives Matter? He will provide historical context for the present day dilemma facing Blacks in America today. In our recently approved Equity Commitment we state that “we will provide learning opportunities for patrons, staff and trustees on issues of racism, societal inequities, unseen persons, unconscious biases and the value of diversity.” Director Collins invited all trustees to attend and spread the word about the program. Registration is required for each session. They will be held from 6:00 p.m. to 8:00 p.m. via Zoom on January 19 & 26, and February 2 & 9.

<https://www.shorewoodlibrary.org/connect/events/?eid=3081>

Adjournment: Trustee Smucker motioned; Trustee Handelsman seconded to adjourn the meeting at 7:06 p.m. All voted in favor.