



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
January 11, 2023 Approved Minutes

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

**Not Present:** Interim Superintendent JoAnn Sternke

Others Present: Library Director Jen Gerber, Assistant Director Emily Vieyra, and Administrative Assistant Angela Andre

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 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**

Board President Whittle asked that item number 17 (Other Matters -Potential Action: Bylaw Revisions) of the agenda be moved up and placed between items 9 and 10.

4. **Consent Agenda:**

Trustee Whittle proposed that page three of the Director's Report be removed from the consent agenda and addressed under item 9.a. for the discussion of potential bylaw revisions.

After some discussion, it was decided that the full Director's Report would remain part of the consent agenda, the consensus being that the items reported on the last page of the Report are purely informational, and not items to be considered for action.

Trustee Dimitroff proposed the closed session be removed from the agenda. Trustee Whittle stated she did not feel this was the appropriate place in Roberts Rules of Order to make such a request. Trustee Dimitroff shared concerns that continuing to enter closed sessions in this fashion might be negatively impacting staff. Trustee Whittle stated that once the closed session is removed, it cannot be put back on if the Board needed to consider matters in closed session later on in the agenda. After much discussion, the matter was not brought to motion.

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

Trustee Cooley asked what the circulation numbers have been for the foreign language titles that have been added to the collection, as presented in the Director's Report. Director Gerber stated that these items have been catalogued but are not yet in circulation. Jen wanted to highlight the work that Librarian Lizzie Hjelle has done on this project. Ms. Hjelle was complimented by the state and informed that this is the first public library in the United States to offer these foreign language books. The goal of this project is to have best-selling titles available for those who speak languages other than English.

Trustee Whittle asked about the impact of the increased use of the ELC, as reported in the statistics report. Director Gerber answered that the reopening of the ELC has gone well and the librarians have been able to frequently check in on the room. Assistant Director Vieyra noted that the drastic change in the numbers can most likely be attributed to the more accurate counting device that is now in place.

#### 5. No items pulled from the consent agenda

#### 6. No additional topics not on the agenda

#### 7. Informational: Self-Check Update

Assistant Director Vieyra reported that the new self-check units have arrived and will be installed in the next couple of weeks. Fifty percent of the bill was paid upon ordering the units in July 2022 and the remaining balance will be paid after the units are satisfactorily installed.

These units are completely replacing the original self-checks which had reached the end of their lives. The new units were a significant Lange Bequest expenditure for 2022. The changes for will be very minimal for patrons. Director Gerber commended Emily and her team for undertaking and completing this large, complex project.

#### 8. Action: Staff Member Extended Leave

**MOTION:** Trustee Smucker motioned to accommodate the library staff member's request to take the time off necessary to heal from recent surgery even if it extends beyond 30 days. Seconded by Trustee Meng.

After discussion, the motion was amended. Trustee Whittle motioned to accommodate the library staff member's request to take the time off necessary to heal from recent surgery not to exceed a total of 60 days. Seconded by Trustee Smucker.

After a vote, the motion carried as amended.

#### 9. Informational: Standing & Ad-Hoc Committees – Open Meetings

##### a. Potential Action: Bylaw Revisions

Director Gerber explained that upon examining the Library's bylaws in preparation for possible revisions, she noted that the Bylaws have not been revised since 2001, updates are necessary, and suggested open meeting law requirements be included in the revised bylaws.

In addition, Director Gerber introduced the idea of renaming and combining some committees when need be. If it would aid the trustee's future discussions, Jen can seek council on open meeting policies from the Village Manager, Assistant Village Manager, DPI, and the Wisconsin Library Association. In addition, Director Gerber introduced the idea of renaming and combining some committees when need be.

**MOTION:** Trustee Cooley motioned that the Board establish a special committee consisting of two Library Board Trustees and the Library Director for the purpose of developing updated Library Bylaws by May 2023. Once the updated Bylaws are adopted by the Board, the committee will be dissolved. Trustee Craig de Silva seconded and the motion carried after a vote.

#### 10. Informational: Budget Committee Report

President Whittle reported that the committee met January 6<sup>th</sup> covered several items:

- They discussed procedures, reporting, and potential committee reconfiguration.
- They reviewed the current status of funds being held by Wells Fargo and waiting for the estate to settle.
- The committee recommended that Director Gerber seek additional information from Wells Fargo regarding a timeline for final closure of that estate and plans for distribution of the remaining funds.
- There was a preliminary discussion of revisions to the staff and salary budget line item as it relates to potential staff salary modifications.
- Finally, the committee reviewed the 2022 enhanced budget in preparation for submitting the 2023 Board Directed and Permanent Endowment Grant requests. Trustee Whittle stated that this process has been complicated by the fact that the Village Finance Manager has recently resigned the position is not yet filled. This is an issue because there are additional budget items that they need to follow up on and understand better before the committee can bring a completed summary of where they are with the Lange Bequest. Future fundraising options and GMF year-end document discussions were deferred for a future meeting.
- Trustee Smucker noted that they also discussed changing the name of the committee to the one that is in the Bylaws: Finance Committee. This will be the name used going forward.

#### 11. Informational: Personnel Committee Report

Trustee Craig de Silva reported that she and Trustee Dimitroff met with Director Gerber and Assistant Director Vieyra both jointly and individually. The committee feels confident that the two are working together towards the goals of the library. They also discussed evaluation of the Director which is typically done at six months and then again at the one year mark. The six-month evaluation will be less formal. Trustee Craig de Silva asked both Director Gerber and Assistant Director Vieyra if they had anything they wanted to add. Director Gerber requested that her six month review include feedback from personnel and co-workers.

## 12. Informational: Nominating Committee Report

Trustee Smucker reported that the committee is awaiting the Village's review of applicants to fill the upcoming vacancy. Director Gerber suggested use of social media to attract potential candidates. She also proposed that a school representative be recruited to fill the spot that the Interim Superintendent will vacate later this year.

## 13. Informational: Friends of the Library Liaison Report

Director Gerber reported that the Friends' annual meeting will be held in January.

## 14. Informational: DPI Trustee Essentials: TE 07: The Library Board and Library Personnel

There was a brief discussion of how Director Gerber defines important personnel issues and how she would plan to keep the Board informed on these issues. Director Gerber answered that her past practice has been to inform the Board of changes to job descriptions and notify them of resignations and potential changes to staffing structure. She would seek guidance from the Personnel Committee on issues such as these.

## 15. Items for Future Consideration

- Director Gerber mentioned that next month's meeting will include the annual report.

## 16. Communications

### a. EDI Scan

President Whittle reported that, with help from Trustee Cooley, she answered questions from Deborah Blanks, a representative from the firm that is performing the Village's Equity, Diversity, and Inclusion scan among staffing and employees. The final report will be released February 7<sup>th</sup> and Director Gerber will share the results with the Board.

## 17. Other Matters

### a. Potential Action: Bylaw Revisions

(Moved to 9.a.)

## 18. Closed Session

Trustee Whittle made a request for a motion to enter Closed Session. No motion was made.

## 19. Adjournment

**MOTION:** Trustee Smucker motioned to adjourn at 6:48 pm. It was seconded by Trustee Meng and motion passed after a vote.