



SHOREWOOD LIBRARY BOARD OF TRUSTEES
July 12, 2023 Approved Minutes

Trustees Present: Donna Whittle, Alex Dimitroff, Ling Meng, Jon Smucker, and Kara Espera

Excused: Elvira Craig de Silva

Others Present: Library Director Jen Gerber, Library Office Manager/ Confidential Secretary Angela Andre, Interim Circulation Supervisor Carolyn Curran (guest observing)

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 Dimitroff.

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 Whittle and Director Gerber asked for two corrections to the June minutes.

ACTION: Trustee Whittle motioned for approval of the entire consent agenda. Trustee Meng seconded. All voted in favor; motion carried.

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

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

7. **Informational: Welcome New Trustee!**

Introductions were made between those present and New Library Board Trustee Kara Espera.

8. **Informational: Library Director's Report**

Update: Inclusive Services Librarian Position

The interview panel consisting of Director Gerber, Librarian Lizzie Hjelle, and Dr. Deborah Blanks will be interviewing several of the fifteen qualified applicants.

Update: Circulation Services Clerk

Thirty-five individuals applied for the 10-hour per week clerk position, four were interviewed and one person was hired. Her first full day is July 13.

Update: Milwaukee Earn & Learn Internship:

The Earn and Learn intern assigned to the library resigned after one shift after finding a job outside of the program. The library will reconnect with the program next year.

2024 Library Budget Timeline:

The 2023 Calendar for 2024 Budget has been published for the department heads by the Village Finance Manager and the timeline is as follows:

- Department head review of draft quarterly financial reports (the 2Q) scheduled to be released July 18-22.
- Baseline operating budget materials will be provided to department heads on August 1.
- Department head preparation of 2024 budget drafts shall be through August 11.
- Review and submission of the 2024 budget draft is scheduled for August 15-31.
- The 2024 budget request will be presented to the Village Board on September 18.
- Final public hearing and 2024 budget adoption will be voted on by the Village Board on November 20.

Based on the Village timeline, Director Gerber's priorities are:

- Review the 2Q financial reports as soon as they are received to determine 2023 mid-year spending projections.
- Meet with the Library's Finance Committee between August 1 (after the 2024 budget planning documents are distributed) and the August 9th Library Board Meeting to discuss an initial draft of the 2024 Library Budget.
- Meet with the Library's Finance Committee again prior to August 31 (when the budget draft is due to the Finance Manager).
- Recommend that the 2024 Library Budget be on the September 13th Library Board Agenda.

Governor's Biennial Budget:

Governor Evers has signed the 2023/2024 - 2024/2025 state biennial budget which includes additional state aid for public library systems. The WLA legislative advocacy committees initially proposed an increase in Public Library System Aid as follows: provide \$2,000,000 SEG in 2023-24 and \$4,000,000 in 2024-25 above base level funding of \$20,013,100 for Public Library System Aid. The full budget can be found here; the proposed increase was awarded on page 37 of the enacted Wisconsin State Budget.

When asked, Director Gerber indicated that she believes the funding will go towards much-needed personnel for the system, particularly in IT.

Trustee Dimitroff asked for an informal report on how it's going repairing the rift between staff. Director Gerber explained the sudden departure of the Library Assistant Director and stated that she is meeting with library staff regularly. She is in constant contact with them to address concerns and answer questions. In general, she works daily, mostly through interpersonal communication, on fostering a positive and effective work environment.

9. Informational: 2Q Financial Report

The report was unavailable at the time of the meeting. This item is tabled.

10. Informational: 2Q E-Resources Report

Director Gerber gave a brief explanation of the quarterly e-resources report which was prepared by Librarian Lizzie Hjelle. Of note, the Milwaukee Journal Sentinel has pulled their content from PressReader, so statewide, patrons can no longer access it that way. Librarian Hjelle is exploring alternatives to access the digital version of the Milwaukee Journal Sentinel. The library does

subscribe to two print editions of the paper which are in high demand every day. Because we are charged an institutional rate, this is a large expense.

Trustee Smucker requested year over year numbers be added to the e-resources report.

11. Action: Copier Lease Agreement

Director Gerber shared a quote for upgrading the two Sharp copiers at the Library (which are up for renewal) and entering into a 63-month lease commitment vs the previous 60-month lease commitment with Forward TS.

By accepting this bid the Library will save over \$120.00 a month/over \$360.00 a quarter/over \$1,400.00 a year The one-time delivery fee of \$175.00 covers the delivery, installation, network integration as well as the removal, hard drive wipe, and return shipment of the old copiers back to the leasing company. This will also include Forward TS IT working with MCFLS IT on a better workflow for mobile printing for our patrons. There will be no reduction of services to patrons, in fact some services such as mobile printing will be improved by these changes. Adding an extra three months to the lease results in an additional cost reduction.

A one-time delivery fee of \$175.00 covers the delivery, installation, network integration as well as the removal, hard drive wipe, and return shipment of the old copiers back to the leasing company. This will also include Forward TS IT working with MCFLS IT on a better workflow for mobile printing for our patrons.

ACTION: Trustee Smucker motioned to authorize the Library Director to enter into an agreement and sign the 63-month lease contract with Forward TS as presented. Motion seconded by Trustee Whittle. All voted in favor and the motion passed.

12. Informational: Lighting Upgrade 2024

The library renovation plan was expected to include upgrading the lighting in the non-fiction and fiction area due to their age, wiring, and inability to utilize LED lights. The library and DPW also have a lot of safety concerns regarding the existing lights.

The Village DPW has put together a proposal to the Village Board to replace those specific lights as a 2024 Capital Improvement Request. They will be advocating for this project to the Village Board.

The Village Board votes on which Capital Requests will pass on November 20th. If it does pass, Jen will work closely with DPW on the details of the process including the fixture styles.

13. Informational: Friends 2024 Funding

Director Gerber reported that the Friends Board had their budget meeting last month. Jen had presented request proposals at the meeting previous, and those items passed. The allocation of \$33,000 annually will go towards supporting library programs and services as well as an annual special initiative. The initiatives stem from a sort of “wish-list” generated by staff suggestions. Any chosen initiative would be a one-time expense and not something that would become an annual expenditure.

For 2024, the initiative the Friends decided to support is a Pedal Library - a mobile, bicycle library. With the help of an iPad, patrons will be able to check out items right from the Pedal Library. This initiative was championed by Library Clerk, Carolyn Curran.

In addition, the Friends allocation will mean significant funding increases in the following areas:

- the summer reading program, including the brand-new adult summer reading program.
- the lucky day collection, one of our most popular collections among patrons
- the adult world language fiction collection
- non-traditional circulating items (such as the very popular vinyl record players)

Director Gerber is thrilled with the gift and that the Friends were able to approve the allocation earlier in the year than usual.

14. Informational: Personnel Committee Report

Trustee Whittle reported that at their meeting with Director Gerber, the committee discussed the newly hired clerk and the steps being taken to hire the Inclusive Services Librarian. Director Gerber gave them information about the duties that have been assigned to the two interim lead clerks. One is handling any MCFLS / ILS related issues and one is taking care of the scheduling for clerks and shelvees.

They discussed the changes to the job description of the Assistant Director. The duties move towards a position that will provide leadership for new initiatives, work on collaborative community and board relations, and facilitate internal collaborative projects, and in concert with the Library Director, work on establishing strategic goals, provide staff training, facilitate staff professional growth, and assist with staff reviews. The candidates should have five years of prior library service. There is the possibility of internal applicants. The position has already been posted and the goal is to have it filled by the end of August/early September.

Trustee Whittle also reported that the committee will be initiating the Director's annual review process with a self-review from the director as well as staff and trustee surveys.

Additionally, Trustee Whittle discussed her concerns and suggested modifying the committee composition. The new bylaws state that the Personnel committee should have two members, however, there is concern that Trustee Craig de Silva is weary with back issues and has limited stamina causing longer meetings to be fatiguing for her. The committee recommends considering a change to the bylaws to require a minimum of two members. This would allow for the possibility of the addition of another member to the Personnel Committee. Given the number of new staff positions being filled and the activity going on right now, Trustee Whittle thinks this would be helpful.

The bylaws require that any proposed change to the bylaws be sent out to the trustees ten days before the meeting at which the board plans to vote on the change. Trustee Whittle suggested

that Director Gerber send the suggested change by email to all the trustees before the next meeting. This item will be on the agenda for the August meeting.

Trustee Smucker asked about the changes to the Assistant Director job description. He wondered if the previous AD duties that are now dispersed to other positions would be a permanent change.

Director Gerber explained the benefits of having two of the clerks step into the roles of interim supervisors. Because they are already known to the staff and vice versa, it has been a relatively smooth transition. She has concerns about the stability of staff if a new assistant director immediately takes over the duties of the interim supervising clerks. It may reestablish a barrier between staff and supervisor.

Trustee Smucker asked if the new Assistant Director would have any supervisory duties. Director Gerber stated that the position would involve overseeing projects and initiatives as well as continuing education which goes hand in hand with staff evaluation.

Trustee Smucker also expressed concern that the Assistant Director also be able to take some things off the Director's plate, so the Director is not overwhelmed with her duties.

15. Informational Finance Committee Report

The Finance committee will meet in August.

16. Informational: Friends Liaison Report

Director Gerber noted there has been a request from the Friends to have a representative attend and give a report to the Library Board. The trustees agreed that this would be welcome.

17. Informational: DPI Trustee Essentials: TE 13: *Library Advocacy*

18. Communications

President Dimitroff is unable to attend the August 9 Library Board meeting.

19. Items for Future Consideration

Revised language on Bylaws regarding number of committee members

20. Adjourn

Trustee Whittle motioned for adjournment; seconded by Trustee Espera. All voted in favor and the meeting adjourned at 6:49 PM.