



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
March 9, 2022 Approved Minutes

Trustees Present: Alex Handelsman, Alex Dimitroff, Leslie Cooley, Elvira Craig de Silva  
Donna Whittle, Jon Smucker, JoAnn Sterne Present from 6:22 PM on: Elvira Craig de Silva  
**All participants attended remotely.**

Others Present: Mark Maurice and Joseph Brooks from the Greater Milwaukee Foundation;  
Library Director Rachel Collins, Assistant Director Emily Vieyra, and Administrative Assistant  
Angela Andre **All participants attended remotely.**

1. Call to order: at 5:16 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:

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

5. Items pulled from the consent agenda: none

6. Additional topics not on the agenda

- Assistant Director Vieyra noted the beginning of Shorewood's Museum Pass program  
which is one of the Lange Bequest initiative. The passes are for groups of varying sizes.  
The library has two Milwaukee County Zoo passes, two for Betty Brinn, and four for the  
Milwaukee Art Museum. Circulation will begin Monday, March 14.

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7. Informational: Annual Greater Milwaukee Foundation visit

Mark Maurice and Joseph Brooks represented the Greater Milwaukee Foundation to give an  
overall investment review and to answer questions from the trustees.

Discussions centered on achievement benchmarks and diversity and equity lens commitments.

8. Action: Fines and charges policy and 9. Action: Lending Policy

Ms. Vieyra highlighted the changes in the two policy updates which were mostly pertinent to adding or updating information for new equipment. Other changes include:

Fines and Charges Policy:

- Reducing the DVD fines from 50 cents to 15 cents per day
- Updating the access guidelines
- Adding radon detectors
- Adding museum passes
- New laptops have a higher replacement cost
- Refund window reduced to 30 days

Lending Policy:

- Adding new circulating items
- Clarifying language about grace periods

The trustees discussed how items are determined to be irreparably damaged. Trustee Cooley suggested that a statement be added to the policy that it is up to the librarian to make the call as to whether an item is beyond repair. Emily and Rachel agreed to change the first line of the section titled “Library Material Replacement Charges” to state “If an item is lost or damaged beyond repair as determined by library administration...” or something to that effect.

Trustee Whittle asked some questions about magazine cost vs replacement costs and inquired about continued access to some of our digital services when patrons hold high fines.

Ms. Vieyra and Ms. Collins noted that the segment of people with fines over \$100 is very small (most fines are \$20 or less). They also agreed that they will keep an eye on that situation.

Director Collins noted that the reduction to the refund window will require some staff retraining. She stated that most libraries no longer offer refunds.

**MOTION:** Trustee Cooley moved to approve the revised Fines & Charges Policy with the agreed upon change to the first line of the Library Replacement Charges section. Trustee Whittle seconded and motion passed after a vote.

**MOTION:** Trustee Sternke moved to approve the revised Lending Policy. Trustee Cooley seconded and motion passed after a vote.

## 10. Action: Library COVID-19 Policy

Director Collins presented the updated policy which is based on current community burden as well as CDC guidelines. It includes the reduction of physical distancing as well as making face coverings encouraged but not required.

Trustee Whittle emphasized value of physical distancing even though is no longer required. She suggested that the library continue to budget for and maintain the hepa filters.

Trustees agreed that a statement will be included to would the Library Director to make changes to the policy that align with CDC guidelines without having to call a special meeting of the Library Board. It will

state “...the library director shall have the discretion to make changes in response in response to a significant increase in cases until the next board meeting.”

**MOTION:** Trustee Handelsman moved to approve the Library COVID-19 Policy as revised. Trustee Whittle seconded and motion passed after a vote.

## 12. Action: In-Person Meetings

As explained by Director Collins, the Village Board is supportive of the recommendation that came before them to have all Village boards, committees and commissions resume in-person meetings starting April 4, 2022.

No committees will have the option to remain only virtual. Certain committees are required to offer an online “hybrid” meeting platform, and others may do so if they wish.

Director Collins recommends that the Library Board resume in-person meetings and does not pursue a hybrid format. We do not currently have the technology to conduct hybrid meetings and public health guidance is suggesting that indoor gathering can resume with appropriate COVID-19 prevention strategies in place.

Some scheduling conflicts may arise when in-person meetings resume in April, therefore staff and trustees were reminded to ensure a quorum for the upcoming meetings.

**MOTION:** Trustee Smucker moved to resume in-person Library Board meetings starting Wednesday, April 13, 2022. Motion seconded by Trustee Handelsman and approved after a vote.

## 13. Informational: Friends of the Library liaison report

Trustee Dimitroff reported that at their last meeting, the Friends welcomed three individuals who visited with interest in joining the Friends’ Board. Shorewood Reads featuring the book *Coyotes of Carthage* was discussed. Three book discussions have been set up with ongoing book groups and two more will be set up with the community. The author visit is April 27. The DNR will also present a program on coyotes. The library has purchased 50 copies of the book to be distributed for free around the community.

Director Collins announce that the Shorewood Foundation approved the library’s grant request which will enable us to distribute an additional 50 copies of the book to share around Shorewood.

(Trustee Craig de Silva joined the meeting remotely at 6:22 pm)

## 14. Informational: Renovation Committee report

Trustee Smucker reported that the RFP is complete though not yet released. The committee will be reviewing the winning proposal from the Police Station project.

## 15. Informational: 2021 DPI Annual Report

Director Collins shared the completed report with the trustees. It is the major metric that is shared with the state. Trustee Cooley asked if the state returns with any valuable comparisons. Ms. Collins stated that the report is more about compliance and the data they receive in turn is usually a year out of date. Trustee Whittle noted the value seeing data from other libraries of similar size and population as Shorewood particularly for budget and salary comparison purposes.

## 16. Items for future consideration

## 17. Closed session: Library Director performance evaluation

March 9, 2022 Shorewood Public Library Minutes of Closed Session as reported by Board Secretary Donna Whittle

It was moved by Trustee Handelsman and seconded by Trustee Sternke to have the Shorewood Library Board enter closed session. By unanimous consent, the Board enter closed session at 6:27 pm for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees.

The closed session related to the annual performance review of the Director.

Trustee Handelsman moved to return to open session. Trustee Smucker seconded, the motion carried, and open session resumed at 7:13 pm.

**Adjournment:** Upon return to open session, it was moved by Trustee Sternke to adjourn the meeting. Alex Handelsman seconded, the motion carried, and the meeting adjourned at 7:15 pm.