



SHOREWOOD LIBRARY BOARD OF TRUSTEES
November 10, 2021 Approved Minutes

Trustees Present: Alex Handelsman, Alex Dimitroff, Leslie Cooley, Elvira Craig de Silva
Donna Whittle, Jon Smucker, JoAnn Sternke **All participants attended remotely.**

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

1. Call to order: at 5:17 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 Handelsman motioned for approval of the entire consent agenda. Trustee Whittle seconded. All voted to approve the consent agenda; motion carried.

5. No items pulled from the consent agenda

6. No Additional items not on the agenda

7. Action: Revocation of library privileges policy

Director Collins is presenting this updated policy for Board approval. The procedure does not need Board approval but is being shared with the trustees to illustrate the complexity of staff work in addressing problems with patrons that may lead to revocation of library privileges. Director Collins noted that the policy's structure and banning lengths are modelled after the Milwaukee Public Library's board-approved Banning guidelines and have been edited to reflect our practice in Shorewood.

8. Action: Banning Guidelines

The trustees suggested some alternative language. This item will be brought back with edits for the December meeting.

9. Informational: Contacting police procedure

Trustee Handelsman motioned for the Revocation of library privileges policy, Banning Guidelines, and Contacting police procedure to be tabled until the December meeting. Seconded by Trustee Cooley and passed unanimously.

10. Action: 2022 Holiday closings

Recommended holiday closing dates were shared with the trustees, including suggestions for days to be closed or days to assign floating holidays because of government holidays falling on the weekend.

The approved 2022 holiday closures are:

- Saturday, January 1 – New Year’s Day
(For New Year’s Day, award a floating holiday to be used in 2022 and open Sunday, January 2, 2022)
- Sunday, April 17 – Easter
- Monday, May 30 – Memorial Day
- Monday, July 4 – Independence Day
- Monday, September 5 – Labor Day
- Thursday, November 24 – Thanksgiving
- Friday, November 25 – Friday after Thanksgiving
- Friday, December 23 – Day before Christmas Eve (Close Friday, December 23 for Christmas Eve falling on a Saturday.)
- Saturday, December 24 – Christmas Eve
- Sunday, December 25 – Christmas Day
(Open Monday, December 26 and award a floating holiday at the beginning of the 2022 to be used in 2022.)
- Friday, December 30 (Close Friday, December 30 for New Year’s Eve falling on a Saturday)
- Saturday, December 31 – New Year’s Eve

MOTION: Trustee Sternke motioned to approve the 2022 holiday closures as presented including awarding benefited library staff floating holidays for New Year’s Day and Christmas Day, both of which will be awarded at the beginning of 2022. Trustee Craig de Silva seconded and motion passed after a vote.

11. Action: 2022 Library Board meetings

The Library Board of Trustees meets the second Wednesday of the month at 5:15pm.

The 2022 meeting dates are:

- January 12
- February 9
- March 9
- April 13
- May 11
- June 8
- July 13
- August – Recess
- September 14
- October 12
- November 9
- December 14

MOTION: Trustee Handelsman motioned to adopt the 2022 Library Board meeting schedule. Trustee Sternke seconded and motion passed after a vote.

12. Possible action: Library COVID-19 Policy

At the July 28, 2021 meeting, the Library Board trustees agreed to review the Library COVID-19 policy on a monthly basis through the end of 2021, in order to be responsive to public health guidance from the Centers for Disease Control and Prevention (CDC) and the North Shore Health Department (NSHD.)

The CDC COVID data tracker 7-day community transmission rate (10/29/21-11/4/21) for Milwaukee County is listed as high. In high community transmission areas, the CDC recommends that fully vaccinated (and unvaccinated) people wear masks indoors to maximize protection from the Delta variant and to prevent possible spreading to others. This is the primary reason Director Collins recommend that the Library COVID-19 policy continue to require face coverings for all visitors and staff pending medical exception.

There is community support for wearing face coverings in other indoor village spaces. The Shorewood School District requires all staff, students and visitors to wear a face covering while indoors in school facilities. The Shorewood Village Board passed a resolution on August 16, 2021 encouraging adherence to CDC guidelines concerning face coverings indoors.

The policy will be reviewed at the December Board meeting.

13. Action: COVID-19 Library services rapid response policy

The policy revisions were presented to the trustees. Director Collins recommends keeping the policy in effect for another year.

MOTION: Trustee Whittle motioned to adopt revised COVID-19 Library services rapid response policy. Trustee Smucker seconded and motion passed after a vote.

14. Informational: Personnel Committee report

Trustee Craig de Silva reported that at their last meeting the group discussed clerk staffing, including Dan Holt who has accepted the .8 FTE Library Clerk position. Three clerk positions vacancies are being posted and the hiring process will begin soon. Assistant Director Vieyra has spent a significant amount of time on the circulation desk due to the current vacancies.

The committee also reviewed the salary study and compared it with national data noting that Shorewood Library's rates are above most of the medians and averages across the U.S. per an October 2021 Library Journal article. Library staff will be reaching out to the Village to discuss shortening the time between rate increases.

15. Informational: Friends of the Library liaison report

Trustee Dimitroff reported that at their last meeting:

- The Friends Facebook page has been established
- The Annual Friends' sponsored Holiday Book Talk with Boswell Books' Daniel Goldin will be held via Zoom on Saturday, December 4th at 11:00 AM. The Shorewood Reads book selection will be announced at the event.

- The Shorewood Reads author has signed a contract for an April 27th visit and talk as part of the event.

16. Informational: 3Q financial report

Director Collins noted that spending is generally on track but it has been challenge to purchase some materials this year.

Fines continue to trend downward and Director Collins believes this is due to more successful communication regarding late notices and patrons are returning materials on time.

In the Enhanced Operations Budget, the Friends donations increased this year. At the next Friends meeting, they will approve their 2022 contributions. The Friends have agreed to cover costs for another ten WiFi hot spots which are always checked out and have waiting lists.

When asked about the low spending on Young Adult materials, Director Collins explained that making space for YA materials is always challenging.

17. Informational: 2021 Staff appreciation

Tuesday, December 14, Noon.

Adjournment: Trustee Sternke motioned to adjourn the meeting and this was seconded by Trustee Cooley. The motion passed and the meeting closed at 6:46 pm.