



SHOREWOOD LIBRARY BOARD OF TRUSTEES November 15, 2022 Approved Minutes

Trustees Present: Donna Whittle, Alex Dimitroff, Ling Meng, Jon Smucker
Excused: Elvira Craig de Silva, Leslie Cooley, and Interim Superintendent JoAnn Sternke

Others Present: Library Director Jen Gerber, Assistant Director Emily Vieyra, and (attended via Zoom) Administrative Assistant Angela Andre

1. **Call to order:** at 5:14 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**

4. **Consent Agenda:**

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

Trustee Whittle asked that non-benefited staff be mentioned in the October minutes under the Juneteenth Day discussion.

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

6. **Additional topics not on the agenda**

HEPA Filter purchases:

The library has run out of replacement filters for the year (although the air purification units still have working filters). They will be restocked in January with the beginning of a new budget year and are already part of the budget. Director Gerber wanted to confirm that the library will continue use of the filtering systems since there is an option to take part in a filter purchasing discount subscription.

7. **Action: Library Lending Policy**

The Library's Lending Policy has received a slight revision to include circulation of vinyl records (Music LPs). These items will follow the same practice as our Music CD collection, with circulation at 3 weeks and an allowance of 2 renewals.

MOTION: Trustee Smucker motioned to adopt the proposed Lending Policy as submitted. Trustee Meng seconded. All voted to approve after a vote; motion carried.

8. Action: 2023 Holiday Closings

Per the Library Human Resource manual (6. B. 1.), library employees work the Spring Holiday and are granted one (1) floating holiday in addition to the two (2) granted to employees each calendar year; additionally, the library can either be closed to the public an additional day (observed) or grant benefitted employees an additional floating holiday for each holiday falling on a Saturday or Sunday.

Director Gerber proposed closing the Shorewood Public Library on the following dates:

January 1, 2023 (Sunday)	New Year's Day
January 2, 2023 (Monday)	New Year's Day (observed)
April 9, 2023 (Sunday)	Easter
May 29, 2023 (Monday)	Memorial Day
June 19, 2023 (Monday)	Juneteenth Day
July 4, 2023 (Tuesday)	Independence Day
September 4, 2023 (Monday)	Labor Day
November 23, 2023 (Thursday)	Thanksgiving Day
November 24, 2023 (Friday)	Friday after Thanksgiving Day
December 24, 2023 (Sunday)	Christmas Eve
December 25, 2023 (Monday)	Christmas Day
December 26, 2023 (Tuesday)	Christmas Eve (observed)
December 31, 2023 (Sunday)	New Year's Eve

MOTION: Trustee Dimitroff motioned to adopt the 2023 Library holiday closures as presented including awarding benefitted library staff floating holidays for the Spring Holiday (Friday before Easter) and New Year's Eve (observed). Seconded by Trustee Smucker. Passed unanimously after a vote.

9. Action: 2023 Library Board Meeting Dates

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

The 2023 meeting dates are:

January 11	April 12
February 8	May 10
March 8	June 14

July 26*	October 11
August – Recess	November 8
September 13	December 13

*The July meeting is scheduled on the 4th Wednesday of the month for budget planning purposes.

MOTION: Trustee Smucker motioned I move to adopt the 2023 Library Board meeting dates. Seconded by Trustee Meng. All voted to approve; motion carried.

10. Informational: Q3 Financial Report

Director Gerber presented the YTD financial report. Within the Operational Budget, the percentage of spending shows that we are target with most of the item lines. Repairs and maintenance costs have been higher because of two broken windows this year. This is likely due to pressure and shifting of the building. Processing spending has also been high and Jen will be taking a look at that for future budgets. Gift funds usually cover purchase of materials but not overhead costs that come with processing those items.

In the Enhanced Operations Budget, the Special Initiatives line item appears high. Some of these costs likely have been carried over from funds unspent from previous years and therefore appear to be significantly under for this time period.

11. Informational: 2022 Staff Appreciation

Director Gerber suggested that the trustee shouldn't have to be responsible for funding appreciation gifts or food for staff. She thinks it would be appropriate to fund this out of the operating budget. Jen asked for guidance on what has been done in the past and what they might want to do this year. Emily expressed that this has been much appreciated in the past and it means a lot that the trustees take care of the logistics of delivering and providing a "treat" for staff. Jen offered to collaborate with Donna a Jon to organize and assist in arranging for delivery of a lunch for staff.

12. Informational: Budget Committee Report

The Budget Committee did not meet last month but Jen wanted to report that Mark Emanuelson, the Village Finance Director, has resigned and will be taking a job closer to home. Jen has benefited greatly from Mark's guidance and expertise and he will be missed.

13. Informational: Renovation Committee Report

The Renovation Committee will meet soon to review the increase in costs due to inflation and to discuss the option of keeping the library open during the renovation. Jen worked with HGA to get a new concept drawing. Based on that concept, HGA is generating a new, very basic, itemized budget with overpredicted costs to allow some flexibility with ever-changing supply prices.

14. Informational: Friends Liaison Report

Trustee Dimitroff reported that the Friends loved the appreciation gifts given to them by the trustees – "birdhouse" replicas of the Shorewood Library. The Friends sponsored Holiday Book Talk will be held in person on December 3rd.

15. Informational: DPI Trustee Essentials: *TE:03: Bylaws – Organizing the Board for Effective Action*

16. Items for future consideration

17. Other Matters

18. Adjournment

Trustee Dimitroff motioned to adjourn. Trustee Meng 2nd. Motion passes. The meeting adjourned at 6:26 pm.