



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
July 11, 2018 Approved Minutes

Trustees Present: Alex Handelsman, Leslie Cooley, Megan O'Brien, Alex Dimitroff, Elvira Craig de Silva, and Donna Whittle

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:17 p.m. the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

Consent Agenda:

Ms. Cooley motioned approval of the entire consent agenda, all voted in favor; approved.

[Other items not on the agenda](#)

Director Collins asked what trustees thought of a request by a non-profit community group to put a shoe collection bin in the upper lobby of the Library/ Village center. The shoes collected would be used for an impact display at the state Capital. The trustees discussed the idea and concluded that because there is no precedent and no policy on handling this type of collection; they would deny the request at this time.

Ms. Collins also showed the Board a sample of the new carpet that will be installed in the program room.

**Action:** [Mission Statement and Organizational Values](#)

Ms. Cooley recounted the efforts that went into constructing the mission statement and organizational values. The planning committee considered the data collected through surveys and community conversations; they met to discuss, draft, and edit the statements along with the WiLs consultants, and finally; they ensured that the values of the library were adequately reflected in each statement.

**Action:** Ms. Cooley motioned and all voted in favor of adopting both the Mission Statement and Organizational Values.

Ms. Cooley noted how hard staff worked on this initiative and how enjoyable it was to go through this process with them. Ms. Collins expressed appreciation for the committee and the facilitators.

## Informational: Committee Assignments

### Personnel

Alex Dimitroff  
Elvira Craig de Silva

### Budget

Alex Handelsman  
Leslie Cooley

### Strategic & Facilities Planning

Leslie Cooley  
Megan O'Brien

### Nominating

Elvira Craig de Silva  
Donna Whittle

### FSPL Liaison

Alex Dimitroff

## Informational: PLSR (Public Library System Redesign) Update

The current library system structure was designed forty-five years ago. Director Collins noted that library leadership in Wisconsin has requested review and revisions for the library systems every 8 – 10 years, with little change taking place. The current review process (PLSR) has been in progress for 3 years. There will be a summit at the end of July where participants will take the proposed system models and marry them with the recommendations of the PLSR work groups to see if they can make them work and come up with the most cost effective way to deliver consistent library service. Ms. Vieyra, who has put many hours of work in on this project as a member of the PLSR technology work group, said that she's looking forward to hearing feedback and getting edits to the suggestions of her committee.

## Informational: Personnel Committee report

As reported by Ms. Craig de Silva: The committee reviewed Director Collins' proposed performance evaluation and wage increase procedure. Unlike the merit raise model that has been used for the past two years, this program would include years of service and satisfactory job performance, resulting in an incremental wage increase. The personnel committee recommends adopting this new process. It will go before the Village Board as part of the Village HR Manual update. If they reject it; the Library Board may still make it part of their own policy and procedure.

## Informational: Friends of the Shorewood Library Liaison Report

Ms. Dimitroff reported that at their last meeting the Friends:

- Approved up to \$1,650 for 3 new iPads and cases for the library
- Confirmed the previously budget approved \$2,000 for the Lucky Day collection
- Reported that there are 30 active 'Adopt-a-Shelf' participants who volunteer to be shelf readers
- Discussed some alternate ways they may go forward with future 'Shorewood Reads'

## Informational: Citizen Committee Orientation

New trustee Donna Whittle attended the orientation where the Village President, Village Manager, Assistant Manager, and Village Attorney all spoke. They gave instructions for trustees and reviewed such things as open records laws and quorums.

### Informational: Budget Committee Report

Mr. Handelsman reported that the committee reviewed the Copier/ Printer vendor proposals. The company chosen has submitted their contract and staff is reviewing the terms before signing on for a five year arrangement.

They also discussed the Capital assets report drafted by Director Collins and Finance Director Mark Emanuelson. Lastly, they touched on budget planning for 2019.

### Informational: MCFLS Summary of Services

The services were outlined in an info - graphic document given to the trustees.

### Informational: Trustee Training Week

These webinars are provided by MCFLS and are archived on the following day so that trustees may watch them at their convenience.

### Other items

Ms. O'Brien thanked Director Collins for meeting with the new elected Village Trustees and sharing our values with the Village.

Ms. Cooley moved to adjourn. All approved.  
The meeting adjourned at 6:37 PM.