



SHOREWOOD LIBRARY BOARD OF TRUSTEES
September 13, 2018 Approved Minutes

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

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre, Davida Amenta – Village of Shorewood Trustee

Call to order: at 5:15 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

1. Director Collins reported that Village Manager has instructed that there be no Village staff vacancies filled until the budget is passed in November. One shelver has announced her resignation therefore we will have one vacancy for the next eight weeks. Some shelvers may be offered extra hours to help with the workload.
2. Monday, October 15th is the date the Library will present the proposed 2019 budget to the Village Committee of the Whole. The Senior Resource Center and two Utilities departments will also be presenting that evening. The meeting begins at 6:00 p.m.

Informational: Review 2019 Proposed budget

The proposed 2019 budget being submitted by the Library Board budget committee is a "cost to continue" budget which includes an increased tax levy request. Some Village trustees have expressed interest in a flat tax levy for 2019, but department heads were not instructed to aim for a 0% increase while preparing proposed department budgets. Ms. Cooley emphasized that the budget as presented is status quo - no specific initiatives are being presented. She also noted that there could be a reduction in the request as the result of changes to Village-wide health insurance.

Mr. Handelsman pointed out some of the items that increase expenses are outside of our control such as *Other intergovernmental payments* (essential software cost; cataloging; and supplies via MCFLS) and health insurance. Director Collins also noted that some small savings

will be realized in copy and print expenses under our new contract and with the elimination of Value Line, which was determined to be underused.

Under the Capital requests: Equipment and Furniture line is the server replacement, which is essential to library operations. Also budgeted are six replacement computers in the children's area and new lounge chairs in the children's area.

We are asking to establish a capital reserve to enable the library to replace the carpet throughout the library in five years. If the Village approves this capital request, an MOU would be drafted so that money could be used only for library carpet replacement.

Transfers to the general fund amounts vary year to year. This amount is based on the agreement made between the Village and the Library some years ago which indicates that if staff expenses come in under budget, the balance amount will be given over to the Village.

Lastly, Director Collins noted that the supplementals (grants, bequests, and gifts) that have been significant to building our current collection in the past few years, are nearly depleted.

Action: Cost of Living Adjustment

A cost of living pay adjustment (COLA) of 2% has been proposed for Village and Library staff.

Motion: Ms. Cooley motioned to increase the wages by 2% for all library staff beginning January 2019 subject to adoption of proposed budget. All voted in favor. Motion passed.

Action: Tax Levy Request

Motion: Ms. Cooley motioned approval of the proposed library budget with the tax levy increase. All approved after a vote. Motion passed.

Informational: Staff input on 2019 budget

Staff is polled yearly for their ideas during the budgeting process. All of the ideas are considered and given a response. Some are not feasible, some turned into initiatives, and some will be addressed during the strategic plan implementation process.

Action: Revised performance evaluation

This proposed evaluation and raise program creates a structure for a more significant raise granted over a longer period of time. It is a hybrid of length of service and performance evaluation system. The Personnel committee has reviewed the policy in depth. Under this program, staff can focus on the quality of their work during the evaluation process. The Village is also looking into this system. The Village Finance Director confirmed that this process would be budget neutral.

The trustees discussed possible language that clarified that this raise system would not be guaranteed as a vested right to all employees.

This item is **tabled** until the October Board meeting.

Informational: 2019 proposed budget requests to friends

The requests remain similar to previous years except for the addition of digital audiobooks because of increased patron interest. Director Collins will also be proposing the funding of conference attendance and a staff training day, possibly the Friday before Easter. She will also be arguing for less itemized proposals going forward in favor of a lump sum that would be itemized after spending.

Action: Strategic plan adoption

Ms. Cooley summarized the extensive process that staff and WiLs facilitators worked on to come to this final proposed Strategic Plan. The plan will be promoted both to the public and internally. It will be a touchstone for evaluating new initiatives.

Action Ms. Cooley put forward a motion to adopt the Shorewood Public Library Strategic Plan 2019-2024. All voted in favor and the motion passed.

Action: Surplus furniture

As a result of recent furniture upgrades, the library now has some very old and worn items in surplus. Two of the Friends volunteers are willing to help facilitate the sale of these items to benefit the Shorewood Public Library. They anticipate the items may bring in around \$400 to \$500.

Action Ms. Dimitroff motioned approval of the sale of the Library's surplus furniture by the volunteers to benefit the Library. All approved after a vote.

The Board wished to extend their thanks to the volunteers for their efforts.

Informational: Second quarter financial report

Director Collins noted that spending is on track and reminded the trustees that items that appear as overspent for the most part are items paid in total at the beginning of the year.

Informational: Capital request spending report

Many items on the list are complete. The remainder of the furniture monies in the fund balance are now expended and the furniture/equipment line will appear overspent as a result.

Informational: Comments from trustee training

Director Collins will share the link to the archived webinars.

Ms. Cooley moved to adjourn. All approved.

The meeting adjourned at 6:50 PM.