



SHOREWOOD LIBRARY BOARD OF TRUSTEES
October 10, 2018 Approved Minutes

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

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra

Call to order: at 5:18 p.m. the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

Statement of Public Notice: Director Collins 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.

Informational: Budget hearing

Mr. Handelsman and Director Collins reported that the time allotted for the Library's presentation was cut in half. Despite this, there were questions from the Village trustees. Several items were placed in a "parking lot" (new carpet, computers, chairs, etc.). The final budget wrap-up meeting will be on October 22.

Action: Memorandum of understanding

A Memorandum of Understanding by and between the Village of Shorewood and the Shorewood Public Library addressing responsibility for paying for carpet replacement was discussed. Due to changes to the budget proposal presented at the budget hearing, the MoU needs to be put aside for the time being. It was acknowledged that strategies for making relevant capital requests and other substantial budgetary asks should be discussed in the future.

Motion: Donna Whittle motioned that any action regarding the Memorandum of Understanding be delayed, seconded by Megan O'Brien. All voted in favor.

Action: Revised performance evaluation and recognition pay program

The Shorewood Library's performance evaluation and recognition pay program was adopted by the Village Board for village-wide use with two changes: 1) once an employee reaches the upper limit of the pay range there will be no further increases, and 2) employees who meet expectations 4 out of 5 years are eligible for a 2% increase.

Documents adopted include Appendix S of the Human Resources Manual, Employee Evaluation Form, Performance Evaluation Criteria, and Recognition Pay Form. Director Collins and Assistant Director Vieyra will modify the Performance Evaluation Criteria with descriptions that reflect the library's unique needs.

Motion: Leslie Cooley moved that the Performance Evaluation and Recognition Pay Program adopted by the Village of Shorewood be adopted by the Library; Megan O'Brien seconded. All voted in favor.

Informational: Collection Policy

With no updating since 1997, revisions to the library's selection policy were made to reflect the strategic plan, new mission and organizational values. Director Collins asked that Ms. O'Brien and Ms. Dimitroff review the changes and submit any suggested changes to her in time for approval at the November meeting.

Informational: Digital access with blocked library card

In line with a profession-wide desire to increase access to library resources, the Library Director Advisory Committee (LDAC) is considering dropping barriers to access. Currently, library patrons with more than \$5 in fines are blocked from using digital resources. This would be changed to allow digital access while maintaining a block on physical items. LDAC will decide in early 2019 on whether to go forward with this change.

Informational: Surplus furniture update

After a price cut of 50%, four tables have been sold, with interested expressed in the remaining five.

Informational: Trustee Essentials Chapter 9 and 24

Chapter 9 "Managing the Library's Money" and Chapter 24 "Library Friends and Library Foundations" were distributed.

Informational: Retention of financial advisors

Mr. Handelsman motioned that the Board adjourn into closed session under the provisions of sec. 19.85(1), Stats. Unanimous vote (Mr. Handelsman, Ms. Cooley, Ms. O'Brien, Ms. Whittle, Ms. Dimitroff, and Director Collins) to move into closed session. Entered closed session at 6:45 p.m.

The Board discussed retention of financial advisors.

Ms. Whittle moved that we reconvene into open session under the provisions of section 19.85(2). Unanimous vote (Mr. Handelsman, Ms. Cooley, Ms. O'Brien, Ms. Whittle, Director Collins) to reconvene into open session. The Board rose from closed session at 7:53 p.m.

Adjournment

Ms. Cooley motioned to adjourn the meeting at 7:55 p.m. All approved.