



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
November 14, 2018 **Draft** Minutes

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

**Others Present:** Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre, and Caitlin K. - student observer

**Call to order:** at 5:16 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. O’Brien motioned approval of the entire consent agenda, all voted in favor; approved.

**Action: 2019 Library Closings**

In the form of a memo, Director Collins proposed closing the library on the following holidays which conforms to past practice and the current Human Resource manual.

Tuesday, January 1 – *New Year’s Day*  
Sunday, April 21 – *Easter*  
Monday, May 27 – *Memorial Day*  
Thursday, July 4 – *Independence Day*  
Monday, September 2 – *Labor Day*  
Thursday, November 28 – *Thanksgiving*

Friday, November 29 – *Friday after Thanksgiving*  
Tuesday, December 24 – *Christmas Eve*  
Wednesday, December 25 – *Christmas Day*  
Tuesday, December 31 – *New Year’s Eve*

**Motion:** Donna Whittle motioned approval of the proposed holiday closings, seconded by Leslie Cooley. All voted in favor.

**Action: Selection Policy**

The core of the policy is unchanged since its last update in 1997. The major difference is that this version eliminates the procedural elements and focus is instead on policy – the Library’s and Library Board’s stance on what the collection is for and some of the criteria used to shape it – rather than on a procedure outlining which librarians select which content for the collection better reflects the library’s current collection.

**Motion:** Alex Handelsman moved to approved the revised Selection Policy; Megan O’Brien seconded. All voted in favor.

Director Collins noted the efforts undertaken by Ms. Vieyra to update this policy.

**Action:** [Reconsideration Procedure](#)

Changes to this procedure includes the option of submitting a request for reconsideration via email. It also indicates time frames for decisions.

At the suggestion of the trustees, “carbon-copied” will be changed to “courtesy-copied” in item #4 of the procedure. Also, item #6 will include language to indicate a timeline for Board review and decision.

**Motion:** Leslie Cooley moved to approve the revised procedure with the amendment of the two changes listed above; Donna Whittle seconded. All voted in favor.

**Action:** [Infopass Policy](#)

The Infopass program allows patrons with a valid library card to borrow circulating materials from non-public libraries in southeastern Wisconsin. Director Collins recommends declaring this policy obsolete, as it is more procedural in nature.

**Motion:** Leslie Cooley moved that the Infopass policy be declared obsolete; Alex Dimitroff seconded. All voted in favor.

**Action:** [ALA Midwinter in Seattle](#)

Director Collins requests approval to attend the American Library Association midwinter conference from January 25-29, 2019 in Seattle. Up to \$1,500 was budgeted toward national level conferences in 2019. Director Collins does not anticipate another request to attend a national conference in 2019.

Itinerary and cost estimate:

Flight (current pricing)	\$225	Thursday – Monday
Early advance registration (by 12/5)	\$265	
Full-day preconference	\$150	Advancing racial equity in public libraries
Hotel (4 nights - \$200 max per)	\$800	
<b>Total estimate</b>	<b>\$1,440</b>	

**Motion:** Megan O’Brien moved approval of the proposed attendance with the addition of a \$30 per diem for meals. All voted in favor.

**Informational:** [Subcommittee report](#)

The subcommittee explored the option of establishing a Shorewood Library Foundation as a 501c3. Their conclusion was that this option would present the challenge of not only forming a Foundation board but also aligning the priorities of the Foundation Board and the Library Board. Mr. Handelsman noted that Foundation groups primarily have a fundraising focus, which would not be our principal focus. Also, there would be increased administrative burden and expenses if a foundation does not have sufficient new contributions on an ongoing basis and gets converted to private foundation, as opposed to a public charity.

The subcommittee maintains its recommendation to work with the Greater Milwaukee Foundation to manage funds.

### Informational: Planning committee report

Ms. O'Brien explained that armed with the information provided from Greater Milwaukee Foundation, the committee looked at the long term needs of the Library. They identified some needs and wants and discussed what endowment types might be appropriate. The committee will continue to review options before making a recommendation.

### Informational: Friends of the Library Liaison report

- The Friends' president created an ad hoc fund raising committee and reestablished a marketing committee.
- The Friends' book sale will now offer the library's discarded magazines for 25 cents each.
- They approved continuation of funding library reoccurring programs and needs: Lucky Day collection, Summer Celebration, and DVD TV Series.
- They will vote on their 2019 budget at their next meeting.

### Informational: Third quarter financial report

Director Collins noted that Friends donations exceeded the 2019 projection largely due to their contributions during the Shorewood Reads program. Conversely, the *programming* budget line appears over but is offset by Friends donations.

*Other Service Contracts and Fees* is higher as part of the copier/printer/scanner contract transition. It is offset by the Copy and Printing budget line which is down this year. This will stabilize in 2019.

The overage of the *Equipment and Furniture* line is a result of completion of 2016 approved purchases. Extra time was taken to carefully purchase the items. This line will also stabilize in 2019.

The \$4,398 left in the Auermiller bequest line is the end of the eleven year restricted gift.

Ten thousand dollars remains of the Onufrock gift. This will be spent down as requested by the donor - \$5 thousand each of the next two years, 2019 and 2020.

The YA budget will be re-evaluated in light of the space and circulation challenges encountered.

### Informational: Six month Square report

Reports show a 25% increase in payments overall compared to the same time last year when we did not offer credit card payment at the front desk.

Adjournment: Ms. Craig de Silva motioned to adjourn the meeting at 6:10 p.m. All approved.