



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
December 12, 2018 Approved Minutes

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

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

Call to order: at 5:19 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:

- *Nov minutes:* Mr. Handelsman requested a correction to more accurately reflect his statement regarding the subcommittee report.
- *Accounts Payable:* Ms. Cooley asked that staff address the late fees charged by Great America Financial.
- *Statistics report:* Director Collins pointed out that the spike in RB Digital checkouts reflects the new feature that automatically renews e-magazines. It also meant that for the first time, 10% of all checkouts were digital. Ms. Cooley asked if staff can track the number of patrons that opt-in for the auto renewals.

Ms. O'Brien motioned and Ms. Cooley seconded approval of the entire consent agenda with the amendment to the November minutes, all voted in favor; approved.

Additional topics not on the agenda

- There was a request via Facebook to film tomorrow's library-run program: *To Kill a Mockingbird: An African American Perspective with Reggie Jackson*. 371 Productions wants to record the event as part of a documentary centering on the cancelation of Shorewood High School's *To Kill a Mockingbird* play. The trustees expressed concern for audience member privacy and in the end determined that there was not enough notice given to fully consider this request.
- Director Collins would like to organize removal of the plants housed in the library's lobby. They lack proper care and have become dusty and unruly. The trustees offered ideas to facilitate thoughtful donation and/or removal of the plants.

### Informational: Village community survey

Director Collins recommends keeping the current library related questions in the 2019 survey and via memo recommended other suggestions for library inclusion. The three suggestions will be shared with the Village.

In her memo, Ms. Collins noted that the library is adequately represented in the survey as it is drafted and ultimately the Village Board will approve the final content.

### Action: 2019 Library Board meeting dates

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

The 2019 meeting dates are:

January 9	July 10
February 13	<i>August – Recess</i>
March 13	September 11
April 10	October 9
May 8	November 13
June 12	December 11

**Motion:** Ms. Cooley moved to approve the meeting dates as listed; Ms. O'Brien seconded. All voted in favor.

### Action: Adopt 2019 library budget

The Village Board passed the proposed budget as presented with the exception of the request for \$20,000 toward a library capital reserve for carpeting. Now that the tax levy allocation has been awarded, the 2019 library budget can be formally adopted.

**Motion:** Ms. O'Brien moved to adopt the proposed 2019 Library budget; Ms. Cooley seconded. All voted in favor.

### Action: Legal counsel

The Board will retain legal counsel to assist in handling of gifts made to the library. Mr. Handelsman recommended that the chosen attorneys have experience with nonprofits and that the subcommittee avoid conflict of interest when making choosing the attorneys.

**Motion:** Mr. Davis moved that authority be delegated to the ad hoc subcommittee to choose and retain counsel. All voted in favor.

### Action: Fund balance request

Director Collins is requesting the use \$1,036 of fund balance money to maintain the library's second daily copy of the Journal Sentinel newspaper.

While preparing the 2019 budget, she proposed eliminating the second copy. However, since then, she has realized the current and increasing demand for the two daily papers; particularly for those patrons who can no longer afford a home subscription.

The trustees and staff discussed several scenarios in which the library might get a reduced rate. Although the Librarian who handles the subscription previously reported that representatives

from the JS would not let the price go any lower; Director Collins will ask her to try again to negotiate a reduction.

If the price remains as quoted, staff requests that use of fund balance would be an option.

**Motion:** Ms. Whittle motioned in favor of keeping two daily Journal Sentinel subscriptions and if necessary; the second copy may be paid for from the fund balance. Ms. Cooley seconded. All voted in favor.

### Informational: Personnel committee report

Ms. Dimitroff reported on the new employee evaluation forms saying they will greatly simplify the review process. The library is the only Village department to have drafted specific criteria for every job title.

Evaluation of the Library Director will begin in January with the format and questions mostly unchanged from last time. Trustees will have two weeks to respond once they receive the documents. Ms. Collins will be adding bullet points pertaining to the strategic plan to the evaluation documents as was requested.

### Informational: Planning committee report

Ms. O'Brien reported on the committees areas of focus:

1. Define goals for the recent gift: those goals will support the library's mission and values, serve the needs of the community, and reflect the strategic plan. They also acknowledged the importance of communication and collaboration with other Village entities in this process.
2. Recommending the number of funds that would make sense if we work with the Greater Milwaukee Foundation. To inform this decision, they thought of projects they could envision needing funding. They concluded that they will lean towards recommending three funds but they are mindful that other ideas may be offered by the attorneys; so they are open to adjusting that potential recommendation.

### Informational: Friends liaison report (*Director Collins reporting*)

- Three new Friends Board members were nominated. They will be voted on in January. One Board member, Candice Shoemaker, is exiting.
- The Friends will vote on their 2019 budget at their December meeting
- After the meeting, a closed executive session was held without library staff. Director Collins, Alex Dimitroff, and Emily Vieyra will be meeting with the Friends soon to talk about what was discussed in that closed session.

### Informational: 2018 Capital items status

Director Collins reported that all capital projects are now complete.

### Other items for future discussion

- Establishing a new committee for outreach.

Adjournment: Ms. Dimitroff, seconded by Ms. Cooley motioned to adjourn the meeting at 6:24 p.m. All approved.