



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
June 12, 2019 Approved Minutes

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

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

Call to order: at 5:18p.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: Trustee Whittle motioned approval of the entire consent agenda, all voted in favor; approved.

Action: Election of officers

Trustee Whittle reported that the nominating committee slate of officers up for Library Board re-election are Alex Handelsman for President and Alex Dimitroff for Secretary.

**MOTION:** Trustee Cooley moved to approve the election of officers as nominated. Seconded by Trustee Craig de Silva. All voted in favor and approved.

Informational: Budget committee report

Trustees Handelsman and Cooley and Director Collins met with Davida Amenta, chair of the Village Board Finance Committee, to share the adopted Lange Bequest Spending policy. Trustee Amenta was supportive of the Library and offered some suggestions for consideration.

Informational: Subcommittee report

The committee met to review the final proposed changes to the fund agreements and to propose selection of investment funds. Trustee Whittle explained her assessment of the four funds offered by the Greater Milwaukee Foundation and the knowledge that she gained from attending GMA's annual meeting. Before making a recommendation, she looked at returns and fees for each fund and talked to a financial advisor.

Action: Greater Milwaukee Foundation relationship

The three proposed fund agreements have been approved by the Greater Milwaukee Foundation and they closely mirror the creation of funds in the Library spending policy.

The agreements include fund specific grant reporting guidelines to certify that money was used in a manner as outlined in the Lange Bequest Spending policy.

**MOTION:** Trustee Handelsman moved that the Library Board hereby authorizes and approves the Library's establishment of funds with the Greater Milwaukee Foundation, Inc. for each of the three funds described in the Lange Bequest Spending Policy, with each fund to receive that proportion of the Lange Bequest set forth in the Lange Bequest Spending policy after removal of estimated legal expenses; Seconded by Trustee Cooley and carried unanimously after a vote.

#### Action: Adoption of Fund Agreement

**MOTION:** Trustee Handelsman moved that he, as the Library Board President and Rachel Collins as the Library Director, are hereby authorized for and on behalf of and in the name of the Library, to enter into funding agreements with the Greater Milwaukee Foundation, Inc. for each of the three funds described in the Lange Bequest Spending Policy. Seconded by Trustee Cooley. All voted in favor; approved.

**MOTION:** Trustee Handelsman further moved that he, as the Library Board President, is hereby authorized, for and on behalf of and in the name of the Library, to do and perform any and all things and acts, and to execute and deliver any and all agreements, documents, instruments, and certificates which he shall deem necessary, appropriate, or desirable in connection with the establishment of the funds with the Greater Milwaukee Foundation, Inc. Seconded by Trustee Whittle and carried after a vote.

#### Informational: Strategic and Planning committee report

Trustee Cooley reported that the committee is looking at the strategic plan goals and objectives along with staff suggestions and ideas from the Village conservation committee. Director Collins, is using these as guidelines to prioritize and determine what can be done in 2020.

Director Collins tied the strategic plan initiatives into the Library's report for the 2020 Village initiative. That document will come to this board in July.

These plans will then flow into the 2020 budget planning process. The committee is working with Director Collins to determine 2020 Capital Budget priorities; taking into account the Lange Bequest fund guidelines, and using the strategic plan goals as a guide. Those priorities will then become Director Collins' 2020 goals.

#### Informational: Staff suggestions for Budget 2020

Director Collins is pleased to carry on the tradition started by former trustee Mariann Maris to ask the staff for input on what could be budgeted for or improved upon in the upcoming year. Some of staff's past suggestions have already been implemented.

#### Informational: Personnel committee

Trustee Craig de Silva reported:

- The committee is examining a Diversity, Equity, and Inclusion policy.

- Although the shelvers are overstaffed at eight; four of them are expected to leave in August
- The group looked at a pre-hiring tool specific to public libraries that measures various competencies. Some members of current staff have volunteered to test the tool. The cost is \$20 per test.

### Informational: Fundraising in meeting rooms

In order to move in a direction of applying policies more consistently and equitably; the Library and the Village are closely examining current practices and policy, including meeting room use.

Part of this process involves speaking to those long time groups who have in the past been allowed to conduct fundraising as an exception to the policy. Those groups will be given sufficient notice to accommodate for time needed to make plans for an alternative fundraising location.

The hope is that relationships with these groups may be maintained while the Village and Library practice inclusivity and equitable application of policies.

### Informational: Friends of the Shorewood Library liaison report

Director Collins reported:

- The Friends have formed a promotion and fundraising committee
- Metro Market gave the Friends \$1000 in response to a letter referencing their grand opening gift of money that provided library laptops.
- \$106 was generated from the Mod Pizza / Friends giving day
- The Friends will be the beneficiaries of the 'egg plate special' at Blue's Egg Shorewood in October. 20% of the sales of the egg special will go to the Friends.
- Reggie Jackson and Dr. Fran Kaplan are returning for a talk on Unconscious Bias. The Friends have purchased some of the books on the recommended reading list for the library.

### Informational: MCFLS strategic plan

Director Collins shared the plan and said she thinks MCFLS' strategic directions are solid. She noted three 2020 initiatives in the plan:

1. New Mobile app
2. Marketing
3. Increased digital purchasing pool

### Informational: Trustee training

Trustees were given a flyer with the list of Trustee training webinars available in August. Recordings of the sessions will also be available after the live sessions.

**Adjournment:** Trustee Handelsman motioned to adjourn the meeting at 7:45p.m. All in favor.