



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
September 11, 2019 Approved Minutes

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

Others Present: MCFLS Director Steve Hesel, MCFLS Trustee Guy Johnson, Library Director Rachel Collins, Assistant Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:17p.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 Cooley motioned approval of the entire consent agenda, all voted in favor; approved.

#### Four-year MCFLS Agreement

MCFLS Director Steve Hesel summarized the initiatives that are the focus of the proposed agreement:

1. A new CountyCat Mobile app with improved performance
2. Increased funding to system electronic resources buying pool (Hoopla) to improve user experience
3. Development of a marketing/advocacy and data collection plan which would include additional staff and use of consulting services

Mr. Hesel reviewed the proposed changes to agreements that would be implemented over a five year period from 2020-2024 and how the initiatives would be funded. He asked that the trustees share any suggestions or feedback they might have before the contract is signed.

#### Informational: Budget Committee Report

At their last meeting, the committee reviewed the proposed capital expenditures as part of the 2020 budget. They looked at the list of funds and requests (from the Planning Committee) which included the Greater Milwaukee Foundation's estimate of Lange Bequest funds available for 2020 distribution.

#### Action: Proposed 2020 Library Budget

The tax levy request is down largely because capital requests are coming from the Lange bequest rather than property taxes. The proposed budget format includes a separate budget

page for “enhanced operations,” which includes gift and grant money. Even with increases from the cost of living salary adjustment and the increase cost of health insurance, the proposal still comes in with a 0% increase. Trustee Cooley suggested inserting a note near the Friends budget line to indicate that Friends funds are reflected in the enhanced operations worksheets.

**MOTION:** President Handelsman motioned; Trustee O’Brien seconded approval of the proposed 2020 Library Budget.

### Action: Cost of Living Adjustment (COLA)

As part of the 2020 proposed budget, a 2% Cost of Living Adjustment (COLA) for Library employees was presented for approval. This percentage is in line with other Village departments.

**MOTION:** Trustee Cooley motioned; Trustee Dimitroff seconded to adjust wages for cost of living by an increase of 2% for all library employees beginning January 2020. All voted in favor. Motion passed.

### Informational: Greater Milwaukee Foundation Agreement

Director Collins shared the official letters from the CEO of GMF along with quarterly reports.

### Informational: Sick Leave Sharing policy

Director Collins shared information as requested during their last discussion of the proposed policy. She confirmed with Village Assistant Manager, Tyler Burkhart that clarification between state and federal requirements is not necessary for the policy, that a pilot program is not needed, and that the policy should be Village-wide to provide greater access.

This item will most likely show up as an element of the next Village/Library Human Resources manual update and can be voted on by this board at that time.

### Informational: Village Meeting Room Policy

The task of setting the Village Meeting Room policy will continue to rest with the Library and Library Board. After much discussion with Village leadership, department heads, library staff, and the Library Board; Director Collins determined that current practice is likely the most efficient and realistic given our current resources.

### Informational: Strategic & Facilities Planning Committee Report

The latest work of the committee is largely reflected in the 2020 Proposed Budget Lange Bequest Initiatives and Priorities document. Trustee O’Brien noted that Director Collins took the time to link these proposals to the strategic plan goals which helps everyone see the progress on that front.

The committee also heard Director Collins’ updates on her 2019 key activities. Lastly, they continue to review and revise the Grant Request and Reporting forms.

### Informational: Wellness Scorecard

The latest Wellness scorecard was created by elected officials with input from the Village's health insurance vendor. Employees are given a discount on their portion of the health insurance cost, if they complete the minimum requirements on the scorecard.

Assistant Village Manager Burkhart has responded to many staff concerns regarding privacy and data sharing and made some changes to the scorecard based on that feedback. Library staff is asking for more transparency and measurable outcomes of the Village's Wellness initiatives. Tyler Burkhart will be meeting with employees on September 12 to further discuss the 2020 program.

### Informational: Personnel Committee report

Work continues on an Equity, Diversity, and Inclusion statement for the Library. The committee reviewed the policies of other libraries and they expect to present a draft by the next Board meeting.

In February, there will be a half day in-service for library staff which will include an Equity, Diversity, and Inclusion presentation.

One of the Friends members brought it to the trustees' attention that the library does not have a volunteer policy. Ms. Dimitroff looked closely at the Shorewood School District's volunteer application which includes a background check. The committee will begin to draft a similar policy and procedure for the Library.

Director compensation was also discussed at their last meeting. This item will be brought to the full board in closed session at a future meeting.

### Informational: Library Friends Week in October

Friends of the Library week is October 20 to 26. During the month of October the Friends will be featured in the lobby display case. The Friends will also be the charity of the month at Blue's Egg restaurant in Shorewood. A portion of the cost of each egg special purchased will go to the Friends

### Action: Accept Gift

The Board accepted an original painting by Tuan Trinh, an ex-Shorewood resident (by a few days) who painted the piece at the 2015 Plein Air event. Library staff will arrange for creation a recognition plaque for the piece and it will be hung in the library. Mr. Trinh donated three volumes of poetry he translated from Vietnamese.

**MOTION:** Trustee O'Brien motioned; Trustee Cooley to accept the gifts to the library from Tuan Trinh. All voted in favor. Motion passed.

### Informational: Gale Courses

Director Collins highlighted this library resource which offers free online courses. Classes run every four weeks, are conducted by a real instructor, and cover a wide variety of topics such as language learning, test preparation, creative writing, and software skills. This is one of the library services that the marketing element of the new MCFLS contract would help to promote.

**Adjournment:** Trustee Cooley motioned to adjourn the meeting at 6:57p.m. All in favor.