



SHOREWOOD LIBRARY BOARD OF TRUSTEES
October 14, 2019 Approved Minutes

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

Others Present: Village Assistant Manager Tyler Burkhart, Library Director Rachel Collins, Assistant Director Emily Vieyra, Administrative Assistant Angela Andre, SOIS student observer

Call to order: at 5:15p.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.

President Handelsman adjusted the order of the agenda in order to accommodate the guest's schedule.

Informational: Living Wage Proposal

At the prompting of a Village Trustee, a subcommittee of the Village Board explored the idea of paying a living wage to Shorewood Village employees. Because a change like this would have a great impact for the Library, Director Collins worked with Village Assistant Manager Tyler Burkhart to draft a proposal which outlines various options for implementing a living wage and the fiscal impacts.

If the Village Board approves one of the proposals, it will be presented to the Library Board as part of the Human Resources manual update in December of this year.

Items not on the agenda:

1. RFP Organization study- The Village will be submitting a request for proposals (RFP) for an organizational study. The Library would like to take the opportunity to have its' own study with the same data parameters. This would be added to the RFP as an optional service so as to keep the estimated costs separate. In 2017 the Library Board's Personnel committee did their own study to determine pay ranges and Director Collins believes organizational studies should be conducted every 5-7 years. Director Collins will be part of the RFP review process and the hope is to receive data by June of 2020 in preparation for the 2021 budget.
2. Light duty assignment – a Village employee will be helping in the Early Learning Center for ten hours a week in the afternoons. His salary will be charged to his original department and Director Collins will be supervising his work. The length of the assignment is undetermined.

Informational: Sick Leave Sharing policy

Director Collins presented the draft with the changes that address the discussions of the previous meeting. The trustees had questions for the Director and the Village Assistant Manager particularly focused on the requirement that a beneficiary of shared sick leave be “unable to medically perform”. There was a suggestion to change the language to match the IRS requirements. Tyler will take this proposed language change to the village’s attorney and Rachel will follow up with the Board at a later meeting. This policy would be part of the updates presented for approval of the HR manual in December.

Consent agenda

Trustee O’Brien motioned for approval of the entire consent agenda. All voted in favor. Approved.

Informational: Budget Committee report

President Handelsman reported that he and Director Collins attended the Village Board budget presentation and took questions from the committee members. The president of the Friends board was also there to support the Library. The main items discussed were pertaining to the enhanced operations budget, in particular the LED lighting upgrades and the chair replacements. Formal approval of the budget will take place in the coming weeks.

Informational: Planning Committee report

Trustee O’Brien reported that at their last meeting the committee finalized the Lange Bequest Grant request and reporting forms. They also finalized the annual Library Strategic Planning Budget Calendar.

At the last meeting, the Budget Committee shared the 2020 Proposed Budget Lange Bequest initiatives and priorities document. That information was applied the 2020 Library Board Directed Fund Proposal. Initiatives that will be funded through the permanent endowment fund were separated from initiatives funded through the Board directed fund. This is the outline will be used going forward to describe initiatives and cost so that trustees have a clear understanding of the expenditures that will be proposed in the budget.

Action: 2020 Library Board Directed Fund Proposals

The document was presented to the trustees for approval. All present voted to withdraw the amounts as outlined in the proposal for the next calendar year.

Action: MCFLS Agreement

MCFLS has approved the Resource, Sharing, and Technology Agreement and it is now being presented for approval by this board.

MOTION: Trustee Handelsman motioned; Trustee Cooley seconded to authorize entry into the MCFLS Resource, Sharing, and Technology agreement for the next five years. All voted in favor. Motion passed.

Informational: Delayed open for staff development day

Director Collins is proposing a half-day training session for Thursday, February 13, 2020 for all library staff from 8:30 – 12:30, which would delay the opening of the library to 1:30pm. This day was determined to be one that would have the least staff-level impact.

MOTION: Trustee Cooley motioned; Trustee Whittle seconded to open the library at 1:30pm on Thursday, February 13, 2020 with the understanding that Library staff will develop and implement a communication strategy to minimize patron impact. All voted in favor. Motion passed.

Informational: Village meeting rooms

Library staff proposes that the number of meeting spaces available to the public change from four to two starting January 1, 2020. Although it would not be policy change per se, it will impact the community and is therefore important for this body to review.

The staff recommendation is to eliminate the south, north, and combined meeting room options, and only provide the full Village Center meeting room and Spector conference room for public reservations. There is strong Library, Village, and Senior Resource Center staff support for this change.

Director Collins outlines some potential impacts in a packet memo. Overall, staff believe this change should offer a more consistent and positive experience for the public, will reduce unnecessary staff interactions with meeting room organizers, and will utilize library staffing levels when they are at their greatest. She suggests tracking public reservation data for the next year to gauge the impact. Trustees present agreed to the proposed changes.

Informational: Friends of the Shorewood Library Liaison report

- October is National Friends of Libraries month
- Postcards were sent out to current Friends members asking if they would like a yard sign
- There is now a Friends' alcove near the entrance of the library. The Friends board approved purchase of a loveseat to be placed there.
- To show appreciation to Friends' volunteers, each of them was offered a brand new book (a novel with a library theme). The books were purchased from Boswell.
- As a reminder: the Friends are the Charity of the Month at Blue's Egg Restaurant Shorewood

Informational: Capital request expenditure status

The 2019 proposed expenditures are nearly all complete. The only project still in progress is the purchase of the children's area lounge chairs which was delayed due to a necessary fabric change.

Items for future consideration

Meeting room policy update (November meeting)

Adjournment: Trustee O'Brien motioned to adjourn the meeting at 6:42p.m. All in favor.