



SHOREWOOD LIBRARY BOARD OF TRUSTEES
November 13, 2019 Approved Minutes

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

Others Present: 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 for approval of the entire consent agenda. All voted in favor. Approved.

Action: Meeting room policy

This update would eliminate the choice of North or South or combined rooms. Rooms available for reservation would be limited to the Village center meeting room (previously N/S combined) and the Spector Conference Room.

Trustees suggested a language change to clarify that Library staff would not set up room for users.

MOTION: Trustee Cooley motioned; Trustee Handelsman seconded to approve the revised Meeting Room Policy. All voted in favor. Motion passed.

Action: 2020 Holiday closures

Director Collins provided the list of holidays on which the library is closed and full time staff are paid. Because Independence Day lands on a weekend in 2020, there is an option to be closed the day before the holiday or to offer staff a floating holiday.

Director Collins recommends offering the floating holiday to avoid being closed for three days (includes the regularly closed Sunday). The trustees agreed.

MOTION: Trustee Craig de Silva motioned; Trustee Cooley seconded to approve the 2020 Holiday closures and offer a floating holiday for the July 4th holiday. All voted in favor. Motion passed.

Informational: Living wage proposal impacts

The Living Wage proposal put forward by the Village Board Budget Committee was included in the final proposed 2020 Village of Shorewood Budget. There is no anticipated fiscal impact for this proposal in the next year.

As a result of this proposal, the Senior Clerk pay range needs to be adjusted to have a starting rate of \$15 per hour. This update impacts the ranges for the Library Associate and Librarian positions, again with no immediate fiscal impact.

The second part of the proposal increases the shelver wage range to \$10-\$12 per hour, depending on years of service. This will have a fiscal impact of almost \$9,000 next year, which was tentatively approved by the Village Board Budget Committee for inclusion in the final proposed budget. The Public Hearing and date for approval of the 2020 Village of Shorewood budget, including our tax levy allocation, is **Monday, November 18, 2019**.

Informational: Personnel committee report

Trustee Craig de Silva reported that at their last meeting the committee:

- Arranged for the library to be included in of the Village of Shorewood's Request for Proposals for a pay range and organizational study.
- Reviewed the Sick Leave Sharing Policy that will be proposed for the 2020 Village Human Resource Manual. Language referring to "medical necessity" was removed since the last draft of the policy.
- Reviewed the Wellness Scorecard as the new health insurance premium cycle begins.

Informational: Quarterly financial report

A few items were projected to be overspent and this is reflected on the latest report:

Software- one of the self-check touch screens was replaced and paid for with the reserved fund
Equipment & Furniture – these are the furniture upgrades listed in the capital requests
Reference Continuations – we received a \$3 thousand donation from Betty Onufrock to fund our Value Line subscription for the next several years

Most of the items that appear overspent are covered by a previous allocation or donation. Programming always appears over but Friends donations offset those expenses.

Informational: Planning committee report

Trustee Cooley reported that the committee:

- Finalized the Greater Milwaukee Foundation grant request and reporting forms and gave them to the Administrative assistant to turn them into electronic fillable forms
- Will be drafting a policy on unused Lange bequest disbursements (i.e. if actual amounts used are less than project estimates / requested amounts)
- Hope to finalize the annual strategic planning / budget calendar at their next meeting. This will act as a workflow guide for the Director each month for budgeting, planning, and Lange bequest tasks.
- Have begun drafting 2020 strategic initiatives

Informational: Friends of the Shorewood Library liaison report

Trustee Dimitroff read a note of thanks from the Friends Board President to the Library Board for their acknowledgements during the National Friends of Libraries month.

She also reported that the Friends would like book donations to be limited to one bag per donor or by appointment.

The annual Holiday Book Talk with Daniel Goldin from Boswell Book Company which is hosted by the Friends is to be held Saturday, December 7th.

Informational: Staff development day update

Director Collins presented the schedule outline for the 2/13/20 day of staff training and the strategic goals she hopes will be met. A session on Equity, Diversity, and Inclusion in theory and practice will be presented by two library professionals from Deerfield Public Library just outside Chicago. The presenters' lodging fees will be paid for by the library but they are not requesting a fee for the presentation.

Director Collins invites the Board trustees to attend the training. This would allow for significant team building and is an opportunity for staff and advocates to build a shared language regarding these topics.

As requested, a formalized plan for notifying the public of a planned library closure was also shared with the trustees.

Informational: Lange Bequest news release

Library staff and trustees have been working with the GMF on a second press release roll out. In conjunction with the Greater Milwaukee Foundation, we will be sharing the news with specific media outlets and individuals on Thursday, November 21, 2019.

Because of this second release there may be a resurgence of interest in the bequest, therefore library staff, village staff, and elected officials will be made aware of this second wave of communications before November 21.

Informational: Lange Bequest visualization draft

This was requested by the Friends Board so that they could speak to the Bequest and its' functions and more fully understand and communicate the Friends role in the Library in light of the Bequest. It will be used with other audiences as well.

Items for future consideration:

- 2020 Human Resources Manual
- Loan Rules Policy review

Closed Session: Action: Director compensation

At 6:08 p.m. Elvira Craig de Silva motioned and Donna Whittle seconded to adjourn into closed session under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees. Yeas for entering closed session: ECdeS, LC, DW, AD, AH

The board discussed Director compensation.

At 6:15 p.m. the Board reconvened into open session under the provisions of section 19.85(2) Stats., and take action Director compensation.

MOTION: Trustee Whittle moved to provide a one-time stipend to the Director in recognition of her outstanding leadership in implementing the Lange Bequest; seconded by Trustee Handelman. Passed unanimously

Adjournment: Trustee Dimitroff motioned to adjourn the meeting at 6:17p.m. All in favor.