



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
December 11, 2019 Approved Minutes

Trustees Present: Alex Dimitroff, Donna Whittle Alex Handelsman, and Leslie Cooley

Excused: Bryan Davis, Megan O'Brien, Elvira Craig de Silva

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

Call to order: at 5:21 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: The Director's report was pulled from the consent agenda. Trustee Cooley motioned for approval of the entire consent agenda. All voted in favor. Approved.

#### Informational: [Personnel Committee report](#)

Director Collins reported that the committee met and:

- reviewed the changes to the Human Resources manual
- discussed the elimination of the term "living wage" in favor of "desired" or "expected minimum wage"
- will continue to review job descriptions in 2020

#### Planning Committee

Did not meet this period.

#### Informational: [Friends of the Library liaison report](#)

Trustee Dimitroff reported that the Friends:

- are wrapping gifts for tip donations at Boswell Book Company
- agreed with the Library staff's suggestion that Lucky Day books be available to borrow for two weeks as part of the loan rule changes
- discontinued the Memorials & Tributes bookplate program due to lack of donations
- elected new officers
- received \$450 from being the Blue's Egg charity of the month
- are beginning to plan the 2021 Shorewood Reads program
- will continue to distribute funds to the library in two parts as they did last year
- passed their proposed budget

### Action: 2020 Library Board meetings

Meetings will be held as usual on the second Wednesday of each month (except August) at 5:15 PM.

**MOTION:** Trustee Dimitroff motioned; Trustee Cooley seconded to approve these meeting dates for 2020. Motion passed.

### Action: Adopt 2020 Library Budget

The Library's tax levy request to the Village will increase by 0.6% in order to adopt the Village-wide raise of the minimum wage standard.

**MOTION:** Trustee Handelsman motioned; Trustee Cooley seconded to approve the 2020 library budget, including a request for \$910,108 in tax levy from the Village of Shorewood Board. All voted in favor. Motion passed.

### Action: Adopt 2020 Library staff pay ranges

**MOTION:** Trustee Dimitroff motioned; Trustee Cooley seconded to adopt the 2020 Library Pay Ranges, which reflect a 2% Cost of Living Adjustment. All voted in favor. Motion passed.

### Action: Shelver and Youth Services Aide compensation policy

This is a new policy that will replace the Wages and Benefits for Shelves policy. This change is needed because shelves no longer receive benefits and this new policy will allow this position to move through the pay ranges. The policy establishes a three-step raise system.

Because shelves are non-public service positions, they are ineligible for raises through the standard review system. It is recommended that these positions do not receive the COLA increase. (Shelves did receive COLA previously but could not progress in their pay range) At least once every five years, this board should review the step process outlined in the policy to ensure it is equitable.

**MOTION:** Trustee Whittle motioned; Trustee Handlesman seconded to approve the Shelver and Youth Services Aide compensation policy. All voted in favor. Motion passed.

### Action: Adopt 2020 Human Resources manual

Director Collins presented a chart outlining the changes to the 2020 Village HR Manual. They include:

- Elimination of paper pay checks
- Prorated vacation for new employees
- Clarification of Jury Duty pay
- Adverse weather and emergency closing policy updates
- Salary range assignments

Director Collins recommends adoption of the manual. She also noted that sick leave sharing is not part of the updates as it is still being discussed by Village Trustees.

**MOTION:** Trustee Handelsman motioned; Trustee Whittle seconded to adopt the 2020 Human Resources Manual as written and with the included changes. Trustee Cooley expressed her concerns regarding the highly prescriptive nature of the Wellness reporting forms which are a part of this HR manual update. All voted in favor. Motion passed.

#### Action: Loan rules policy

This is an update to the policy that changes the lending period of new and Lucky Day adult fiction and genre books to 14 days (two weeks) instead of seven (one week).

The trustees asked for language to clarify the restriction to the item allowing patrons to extend a lending period by request. The added language: “New and Lucky Day materials are excluded from this practice.”

**MOTION:** Trustee Whittle motioned; Trustee Cooley seconded to approve the updated Loan Rules Policy with the addition of the language above. All voted in favor. Motion passed.

#### Action: Fund Balance request

Director Collins requests up to \$1000 to purchase a laptop for staff use. The current laptop is very old and poses limitations. The privacy and security restrictions that are set on the laptops offered for public use in the library make them impractical for staff to use. Staff needs a reliable, unrestricted laptop for use in programs, presentations, and meetings.

**MOTION:** Trustee Whittle motioned; Trustee Cooley seconded that library staff purchase a laptop for staff use, funded by reserves. All voted in favor. Motion passed.

#### Informational: Public Library Association conference

Director Collins will be attending the PLA conference February 25 – 29 in Nashville, Tennessee. Money was allocated for this purpose in the 2020 budget. The Friends generously agreed to fund a second staff member to attend, so Lisa Quintero, the Young Adult Librarian will also be attending.

#### Informational: Greater Milwaukee Foundation 3<sup>rd</sup> Quarter Financial report

Projections vs. actuals seem to be overall on track.

#### Informational: Organizational study update

Director Collins has had a more significant role in the process than expected and is now part of the interview panel. She reports that four different consulting firms have submitted proposals and interviews have been held. Her participation has allowed her to see what a time intensive project the study would be. She is concerned that it may be too big of a project to take on while also prioritizing the Library’s renovation masterplan.

#### Informational: Committee response to survey

Village manager Rebecca Ewald sent an email to various community stakeholders and citizen and community boards asking them to submit their responses to a survey on economic

development and housing. Although the request implies a joint board submission, President Handelsman suggests that each trustee respond to the survey individually if they so desire.

Items for future consideration:

- Examine the current outputs and determine if there is other data that the Board would like to see in 2020
- GMF requests for 2020

**Adjournment:** Trustee Whittle motioned to adjourn the meeting at 6:50p.m. All in favor.