



## SHOREWOOD LIBRARY BOARD OF TRUSTEES

April 8, 2020 Approved Minutes

Trustees Present: Jonathan Smucker, Donna Whittle, Alex Handelsman, and Leslie Cooley  
**All participants attended remotely.** Excused: Bryan Davis, Alex Dimitroff, Elvira Craig de Silva.

Others Present: Library Director Rachel Collins, Assistant Director Emily Vieyra, Administrative Assistant Angela Andre. **All participants attended remotely.**

Call to order: at 5:20 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 and Trustee Handelsman seconded for approval of the entire consent agenda. All voted in favor. Approved.

### Informational: [Welcome new trustee](#)

The Board welcomed new trustee, Jonathan Smucker.

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

Trustees Handelsman, Cooley, and Whittle met the Director Collins and discussed:

- GMF accessible funds;
- The Fund Balance Policy -Director Collins confirmed that most libraries do not have a fund balance policy, nor does the Village.

### Action: [Fund Balance policy](#)

**MOTION:** Trustee Handelsman moved to declare the Fund Balance Policy last updated by the Library Board on July 20, 2006, obsolete; seconded by Trustee Cooley and all approved after a vote.

### Action: [Additional 2020 GMF Request](#)

In a memo, Director Collins identified items that the library would like to purchase along with the quoted prices for each purchase. She indicated that if the allocation is not received now, they would be requested as part of the 2021 budget. The items are:

- 14 Staff task chairs (conference room, public service desks, shared staff spaces) - replacement
- 2 AWE all-in-one Early Learning Stations - replacement

- Copier tower enhancements including audit hardware
- 1 Sharp public printer - replacement

**MOTION:** Trustee Whittle motioned to approve a mid-year request of \$12,975.00 from the Shorewood Public Library Permanent Endowment Fund managed by the Greater Milwaukee Foundation. Trustee Cooley seconded and all approved after a vote.

#### Action: [Social media policy and procedure](#)

President Handelsman stated that the Village Board approved a Social media policy and Director Collins recommends that the library has its own department-specific policy. Therefore, the Library Director and Assistant Director drafted a proposed policy. The Village's policy was used as a guide, the library's proposed version has condensed some language and separated the procedural content from the policy content, which is consistent with other library policies.

The trustees had some questions regarding public knowledge of the policy as well as monitoring and removal of comments on social media sites. They also inquired about the placement of the policy in the HR Manual. Director Collins and Assistant Director Vieyra explained that specific language would be included in the HR manual directing library employees to the library board approved policy.

**MOTION:** Trustee Whittle motioned to adopt the Library Social Media Policy and Procedure as presented, which will replace Appendix E in the 2020 Human Resources Manual. Trustee Smucker seconded and all approved after a vote.

#### Informational: [COVID-19 response update](#)

Director Collins recommends extending the Library's closure and setting a tentative reopen date of May 4, 2020. This is in line with other libraries and follows the recommendations of the North Shore Health department as well as the Governor's stay-at-home orders.

Many municipal staff are considered essential and do report to Village buildings, but all facilities are locked and closed to the public. Some library staff are on site for essential operational purposes. Other staff are working from home with access to the library network.

#### Informational: [Training Day report](#)

The trustees were presented with a summary of the Library's first half-day training. It was an overall success and Rachel received great feedback and suggestions for next time. She intends to plan another session for 2021.

#### Informational: [Village trustee infographic](#)

This document was originally created to help give new Village trustees a better understanding of the Library. It presents a broad snapshot of yearly statistics and illustrates how the Library serves the community.

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

The most recent meeting was a discussion of the Director's Review.

### Informational: Planning committee report

The committee meets next week and will have a report for April.

### Informational: Village Annual Chair Committee meeting

Trustee Whittle attended this year's meeting. The discussion was dominated by COVID-19 response preparations.

### Informational: Verbal report for 2020 strategic plan activities

This is the second year of Strategic plan implementation and a verbal report is due each April. Four key activities are identified and groundwork is laid for key activities for 2021.

#### 2020 Key Activities:

1. Complete Request for Proposals for renovation master plan.  
Director Collins is currently consulting with other libraries and is half way done with drafting our RFP
2. Commitment to Inclusion, Diversity, and Equity  
Following a Board recommendation, one option Rachel is exploring is drafting a statement regarding Equity, Diversity, and Inclusion in the library.
3. Enhance Library experience and patron comfort  
Staff is receiving new office chairs and the entire building is undergoing a conversion to LED lighting.
4. Develop Library training and recruitment tools  
A Reference handbook is in progress

### Informational: PLA conference reports

Librarian Lisa Quintero and Director Collins reported on their Public Library Association Conference experience. The trustees were pleased to see that some of the ideas generated from the conference are already being implemented at the Shorewood Library.

Director Collins reflected on how much she valued the opportunity to attend the national conference and the added bonus of having a colleague attend was invaluable. Rachel spent a lot of time building relationships on the vendor floor for future projects and opportunities.

**Adjournment:** President Handelsman motioned to adjourn the meeting at 6:37 p.m. All voted in favor.