



SHOREWOOD LIBRARY BOARD OF TRUSTEES
July 8, 2020 Approved Minutes

Trustees Present: Jon Smucker, Donna Whittle, Alex Handelsman, Alex Dimitroff, and Leslie Cooley **All participants attended remotely.**

Excused: Bryan Davis, Elvira Craig de Silva

Others Present: Village Trustee Davida Amenta, Library Director Rachel Collins, Assistant Director Emily Vieyra, and 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.

No Citizens to be heard on items not on the agenda

Consent Agenda: Trustee Handelsman motioned and Trustee Cooley seconded for approval of the entire consent agenda. Consent agenda approved.

Additional topics not on the agenda

- Village Board special meeting regarding face masks in Shorewood

Informational: Renovation master plan proposal review committee report

The library put out a request for proposals (RFP) to architects to help create a renovation master plan for the library. Five architects/consultants responded and a committee of five people have been comparing and ranking the proposals. Top candidates will be interviewed by the end of the month and there will be a special board meeting to make a final consultant recommendation to the full board.

Action: Additional Library Board meeting

ACTION: Trustee Dimitroff motioned to hold a special library board meeting (to be held remotely) on Friday, July 24 at 8:00 AM to select a Renovation master plan consultant. Seconded by Trustee Whittle. All approved and motioned passed.

Informational: Planning Committee report

Trustee Cooley reported that the committee considered the budget suggestions of staff and trustees in drafting the 2021 Lange Bequest proposals. They looked at the strategic plan and connected each proposed item to a strategic plan goal.

The Lange Bequest Grant proposal form is included with the Board materials for initial review and feedback.

Informational: 2021 Budget suggestions from staff and trustees

The list of Capital, Operational, and additional request suggestions for 2021 was provided to the trustees. Director Collins stated that many of the suggestions were incorporated into the RFP for the renovation master plan. She also pointed out some of the past ideas that were eventually implemented:

- Replacement of task chairs
- Replacement of children's area lounge chairs
- Keeping the print materials budget line intact
- WiFi printing capabilities

Informational: 2020 Lange Bequest grant proposals

These forms as drafted by the Planning committee and are presented as per instructed on the Strategic Planning calendar for review and feedback.

The Permanent Endowment fund requests are generally more practical items (computer replacement, collection enhancement, program support). The Board Directed Reserve Funds requests (which includes the multi-year renovation master plan) will tend to be more fluid as costs and needs fluctuating over time and sometimes as a result of partnership support for certain projects.

Trustees discussed the proposed items and costs with particular focus on the proposal for a multi-day learning series on racial equity for the public.

Informational: Personnel Committee report

Trustee Dimitroff reported that at their last meeting the committee reviewed and tightened up language for the staff review portion of the Director's annual performance review. They tied the questions more directly to the Director's specific goals.

The committee also drafted an organizational statement on the Library's commitment to Equity, Diversity, and Inclusion. The draft is included with today's Board materials. Trustee Dimitroff noted that Director Collins and the Personnel committee have been working on this for a while and it is one of the key activities identified in the 2020 Strategic Initiatives. The statement draft is being presented to this body first and will then go to staff for input.

Trustee Smucker suggesting that the statement include information on where and how people can direct their voices concerning the library and equity, diversity, and inclusion issues. He noted that people need a safe space to anonymously report or suggest.

Informational: Budget committee report

Trustee Handelsman reported that the committee met and reviewed the updated GMF information on next years' projections and discussed potential budget challenges for 2021.

Informational: Friends of the Library report

The Friends work on finances and Shorewood Reads continues with no major updates at this time.

Action: Temporary fine threshold change

Assistant Director Vieyra shared the talking points supplied by MCFLS along with her memo outlining the suggestion of a member library Director to temporarily raise the fine threshold for two reasons: one, to limit cash handling by staff and two, to give people who may be out of work or living on a reduced income due to the pandemic a break.

Shorewood staff does not feel strongly that this change would dismantle barriers especially as it would be a temporary change and because Shorewood staff is in the process of reviewing their current fine policy.

ACTION: Trustee Cooley made a motion that the Shorewood Public Library not join in a system-wide MCFLS effort to temporarily raise the fine threshold and that more permanent library fine policies continue to be reviewed and considered. Seconded by Trustee Whittle. All approved and motioned passed.

Informational: COVID-19 update

Director Collins provided an outline of updated library services and safety protocols for the summer as well as a brief summary of what may be offered in the fall. Rachel has a call out to the North Shore Health Department to ensure that the Library is following recommended practice for capacity limits. The Village meeting on a possible mask mandate will also have an impact although staff has already seen broad compliance with the request that patrons wear face coverings.

Informational: 2020-2021 Committee assignments

The Board roster was updated with the new committee assignments.

Adjournment: Trustee Handelsman motioned; Trustee Cooley seconded to adjourn the meeting at 6:36 p.m. All voted in favor.