



SHOREWOOD LIBRARY BOARD OF TRUSTEES
September 9, 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: Library Director Rachel Collins, Assistant Director Emily Vieyra, and Administrative Assistant Angela Andre **All participants attended remotely.**

Call to order: at 5:23 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 Dimitroff seconded for approval of the entire consent agenda. Consent agenda approved.

Director Collins added to the information about Brainfuse in her Director's report. MCFLS has now received a quote for the tutoring, homework help, and resume review resource and Rachel is pursuing a one-year commitment for the service. Use numbers will be tracked when the resource is made available to the public.

Informational: Budget committee report

Trustee Smucker highlighted a few items in the proposed 2021 budget.

In revenue, fines and printing fees collected are projected to be lower for 2021 but should be offset the increase in tax levy request.

Under expenditures:

The budget for salary and wages shows an increase for a 1.5% cost of living adjustment and the 5-year incremental performance review and recognition pay program that results in a wage increase for qualifying employees.

The Library is running lean on overall operating budget expenditures. Spending is being cut on materials budget lines across all the age spectrums.

Director Collins added that there will be no increase in health insurance expense.

Action: Cost of living adjustment

Director Collins proposed a Cost of Living Adjustment (COLA) of 1.5% for library staff for the upcoming budget year.

Per the Shelver & Aide Compensation Policy (revised 12/11/2019), shelvers and the Youth Services Aide are compensated on a step system and not eligible for COLA.

ACTION: Trustee Handelsman motioned to increase wages 1.5% for all library staff except shelvers and the youth services aide effective January 1st, 2021 pending approval of the requested tax levy amount by the Village of Shorewood Board. Motion seconded by Trustee Cooley and carried after a vote.

Action: 2021 proposed budget and tax levy request

ACTION: Trustee Handelsman motioned to approve the proposed 2021 library budget, including a request for \$935,510 in tax levy funds from the Village of Shorewood Board. Motion seconded by Trustee Smucker and carried unanimously after a vote.

Action: Lange Bequest proposals

Director Collins highlighted the changes to the documents since they were seen in July. (There could be more changes before December.)

An additional \$3,500 is being requested from the Permanent Endowment fund to enhance the library's digital collection. Demand for digital items has increased during the COVID-19 pandemic.

Funding is requested from the Board Directed Reserve fund for implementation of the Renovation Master Plan and for the Library's share in an initiative to bring enhanced audio/video streaming capability to the Village Center.

ACTION: Trustee Cooley motioned to approve the proposed 2021 Lange bequest grant proposals as included in the 2021 Enhanced Operational budget. Motion seconded by Trustee Handelsman and carried unanimously after a vote.

Informational: Greater Milwaukee Foundation 2Q reports

The reports were presented to the Trustees. No comments were made.

Informational: Renovation master plan report

The kickoff meeting with the chosen design firm - HGA- is being held September 10.

A workgroup with representation from both the Library Board and staff of varied roles will meet to plan with the architects once a month.

The Library Board trustees will be invited to participate in two stakeholder meetings to provide input, ask questions and respond to possible renovations. Representatives from HGA will attend the January 2021 Library Board meeting and should have a plan proposal with cost estimates at that time.

Actual renovation work will likely take place in 2022, the 20-year anniversary of our current building.

Action: Accept Onufrock gift

Betty Onufrock has again gifted Shorewood Library with a generous donation of \$15,000 in her husband, Harry J. Onufrock's memory. The money will be used to enhance our adult fiction, mystery, and historical fiction collections with a goal of purchasing 1,000 additional print books. Per Betty's request, she would like to have this gift expended by the end of 2021.

Betty Onufrock is a strong library supporter and avid reader. She donated \$27,000 to the library in 2015 in her husband's memory, half of which was spent on adult fiction titles and the other half on a portion of the lounge chairs in the periodicals reading room, space her husband regularly used on his frequent visits to the Shorewood Public Library. Since that initial gift, she has given an additional \$23,850 toward adult fiction books and Value Line, an investment resource her husband regularly used while at the library.

Trustees noted that the impact of Betty's gifts are evident when they see one of the bookplates memorializing Harry in about every fourth book they check out.

ACTION: Trustee Whittle motioned to accept the gift of \$15,000 from Elizabeth Onufrock in her husband, Harry J Onufrock's memory to be used toward the purchase of adult fiction books for the Shorewood Public Library. Motion seconded by Trustee Dimitroff and carried unanimously.

Action: Fund balance request

The request is for the purchase of two laptops for shared use among staff. The pandemic has increased the need and frequency of remotely held meetings and professional development. The nature of our shared workspace does not allow for staff to complete these tasks at their desktops.

ACTION: Trustee Smucker motioned that library staff purchase two laptops for staff use, funded by reserves, likely reimbursed by the federal CARES act. Motion seconded by Trustee Handelsman and carried unanimously.

Informational: COVID-19 service updates

Some service updates:

After consultation with NSHD, it was decided that newspapers and magazines would again be available for public browsing. Curbside service continues alongside in-person services. After Labor Day, service hours will expand to 54 hours per week, but we will remain closed on Sundays. The library maintains three at risk/senior service hours per week.

In August, the library relocated some computers, allowing for four additional workstations for the public. The library currently has 15 public computers available versus our usual 30. In September, we will extend the one-hour daily limit to two hours upon patron request at times when 50% of the public stations are not in use. We know we provide the only internet access for dozens of patrons and one hour a day is simply not enough time in some cases.

In preparation for the 2020-2021 school year, a letter was sent to the schools and principals sharing our services and limitations for the fall. Director Collins noted that she anticipates many families and young people will be impacted by our limited chairs, computers, and distancing expectations.

Informational: National Friends of the Library week

Trustee Dimitroff, the Library Board's liaison to the Friends group, solicited ideas for honoring the Friends during October and the American Library Association National Friends of the Library week.

Adjournment: Trustee Handelsman motioned; Trustee Cooley seconded to adjourn the meeting at 6:44 p.m. All voted in favor.