



SHOREWOOD LIBRARY BOARD OF TRUSTEES
April 14, 2021 Approved Minutes

Trustees Present: Elvira Craig de Silva, Leslie Cooley, Jon Smucker, Alex Handelsman, Alex Dimitroff, Donna Whittle

All participants attended remotely.

Excused: Bryan Davis

Others Present: Mark Maurice from GMF, Director Rachel Collins, Assistant Director Emily Vieyra, Administrative Assistant Angela Andre All participants attended remotely.

1. Call to order: at 5:17 PM the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

2. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

3. No Citizens to be heard on items not on the agenda

4. Consent Agenda:

MOTION: Trustee Whittle motioned for approval of the entire consent agenda. Trustee Cooley seconded. All voted to approve; motion carried.

5. No items pulled from the consent agenda

6. No additional items not on the agenda

7. Informational: Greater Milwaukee Foundation visit

Mr. Mark Maurice presented the 2020 year end summary of accounts as well as the 2021 year-to-date statements for each Lange Bequest fund. He noted that the “income” refers to the spendable allowance for each fund and the administrative fees are applied monthly.

Items not on the agenda:

PICNIC TABLES ON MURRAY LAWN

Because DPW’s picnic tables are in high demand, they asked if the library could purchase our own set for the Murray Ave. lawn area. Based on the popularity of the tables put out last year, Director Collins recommends going forward with the purchase of three tables plus chains and padlocks. The cost would be just over \$1000 and could be funded by the Lange Bequest Board Directed Reserve fund. They would be assembled and stained by DPW staff and likely stored on the same lawn off-season. Director Collins will draft a formal request to present in May.

8. Action: Renovation master plan

The trustees received the renovation master plan narrative which is the final deliverable element from HGA. Director Collins reported on the amounts paid to date the small balance remaining.

MOTION: Trustee Cooley motioned and Trustee Whittle seconded to take from the table a motion to accept the final renovation master plan and consider this phase of the library renovation process completed and authorize the library director to pay the final invoice as long as it does not exceed the contract amount. Motion carried unanimously.

9. Action: Privacy policy and procedure

Changes to highlight:

- Clear delineation between what is protected by law and what is protected by the policy, which uses the American Library Association Bill of Rights and professional values as an anchor.
- Highlighting the difference between records that identify an individual versus records of a person's use of the library.
- Updated the Village contact for requests for Village Center security camera footage, records and equipment not controlled by the library.

Although procedures are not normally presented to the Board, Director Collins is sharing the Privacy procedure because it articulates how the Policy will be put into action. The procedure does not require board approval.

Trustee Whittle inquired about permission for use of photos on social media and on our website. Assistant Director Vieyra and Director Collins explained that there are permission forms available but that most of the time permission is granted verbally at the time the photos are taken.

MOTION: Trustee Cooley motioned and Trustee Dimitroff seconded to approve the Privacy of library records and library use policy as presented. Motion carried unanimously after a vote.

10. Informational: People counter contract

Assistant Director Vieyra shared information about the three products and companies considered for a new, networked people counter. Assistant Director Vieyra and Director Collins recommend SenSource, the least expensive vendor option and the most impressive product. Ms. Vieyra showed a brief video that elaborated on the privacy protections in place with this system.

DigiCorp will be contracted for installation of the necessary network cables, an additional cost of about \$580. The final cost will be just over \$3,000 and the amount requested for this project was \$4,500. There will be a \$360 fee annually for the cloud-based software to access and manipulate the people count data.

This is an approved Lange Bequest purchase for 2021.

11. Informational: Planning committee

Trustee Cooley reported that at their last meeting the committee discussed:

- The 2020 Unused Lange Bequest fund report
- Starting the 2022 budget cycle
- The Lange Bequest procedure draft
- The April 2021 Strategic Plan status report

12. Informational: 2020 Unused Lange Bequest funds

Per the GMF (Lange Bequest) Request spending policy, Director Collins reported on the unused 2020 funds and noted that the remainder will be spent using the guidelines of the fund of origin. The amounts and explanations were noted in a memo to the trustees.

13. Informational: Strategic plan activity report

Per the strategic plan, each April, the Library Director provides a verbal report of the status of the year's key activities to date. The report describes the steps taken towards each strategic plan initiative over the last four months.

14. Informational: Friends of the Shorewood Library liaison report

Trustee Dimitroff reported that the friends welcomed a new Board member who has agreed to take on the role of Membership Coordinator. They also announced the book selected for the next Shorewood Reads program which will take place in April of 2022. The book is *The Coyotes of Carthage* by Steven Wright.

15. Informational: Nominating committee

Trustee Craig de Silva reported that she and Trustee Smucker spoke to four trustee applicants over the last few weeks, however, the newly elected Village Board President announced support allowing additional terms to be served. Current Trustee Dimitroff has agreed to continue her service on the Library Board.

The committee will also be striving to begin addressing upcoming vacancies earlier than has been done in the past.

16. Informational: Personnel committee

Trustee Craig de Silva reported that at their last meeting the committee reviewed Director Collins' performance review with her and reflected on the last year and her goals for 2021. They were updated on the applicants for the new Virtual Engagement Librarian position. Rachel also reported on the Equity, Diversity, and Inclusion staff meeting.

17. Informational: Renovation implementation committee

Trustee Smucker reported that the committee has met several times to discuss moving on to the next steps of the project. The group is considering two paths regarding contracting architects and builders for the renovation and Trustee Smucker summarized these options for the Board.

18. Informational: COVID services update

Director Collins reported that after consultation with the North Shore Health Department, some of the cloth chairs have been put back on the floor, the Boomerang bags are back out and in heavy use, and staff is considering eliminating the special service hours in May. She also reported 85% of staff have received at least one vaccination shot.

Assistant Director Vieyra shared some metrics on the Library's curbside service. Since the library reopened for in-person visits, curbside demand has dwindled but not ended. Holds are still trending higher than previous years. She anticipates continuing to offer curbside service through May.

19. Informational: Frozen sprinkler prevention plan

Joel Kolste from DPW outlined solution options in a memo. He indicated that the current solution that has been chosen is to add duct work to provide heat to the space. This work will be done by DPW's building maintenance staff. In the memo, Kolste recommends that a permanent solution be included in the upcoming library renovation process.

20. Informational: Quarterly e-Resources statistics

The trustees requested a quarterly recurring report on use of e-resources that the library pays for. This includes Brainfuse (HelpNow & JobNow) and the language learning programs Mango Languages and Transparent Languages all of which are regularly promoted and Gale Courses.

21. Informational: Director Certification

Director Collins recently completed her certification per Wis. Stat. sec. 43.09(1).

22. Items for future consideration

President Handelsman suggested capturing some of the information presented by GMF on the reporting forms as graphics.

Adjournment: Trustee Dimitroff motioned to adjourn the meeting and this was seconded by Trustee Handelsman to adjourn. The motion passed and the meeting closed at 7:17 pm.