



Shorewood Library Board of Trustees
January 14, 2015 – **Approved Minutes**

Trustees Present: Jean Gurney, Alex Handelsman, Patrick Linnane, Maggie Marks

Trustees Excused: Mariann Maris, David Weissman, Marty Lexmond

Others Present: Beth Carey - Library Director; Emily Passey - Assistant Director; Angela Andre - Administrative Assistant

The Meeting began with an introduction of the new Young Adult Services Librarian, Lisa Quintero. Lisa's previous position was Preschool Services Coordinator at the Glenview Public Library in Illinois.

Call to Order: At 5:00 p.m. the meeting of the Shorewood Library Board of Trustees was called to order by Ms. Gurney in the Friends' Room of the Shorewood Library.

Statement of Public Notice: Ms. Andre stated that the meeting had been posted and noticed according to law. There were no citizens to be heard on items not on the agenda.

Consent Agenda: Mr. Linnane motioned for approval of the entire consent agenda which was seconded by Mr. Handelsman. Unanimously approved.

Library Laptops:

Mr. Linnane inquired about the status of the library's laptop since usage numbers haven't been reported on the activity report for some time. Ms. Passey and Ms. Carey stated that the laptops are not in working condition and heavily contaminated because of infrequent software updates.

As to whether something should be done to replace or fix them, Ms. Passey noted that it would be nice to have them in circulation again because it allows patrons more computer time beyond the two hours limits on desktops.

Director Carey will speak to staff about whether the laptops should be replaced or if tablets should be explored instead. There was some talk about the tablets and laptops that are available to patrons at the Whitefish Bay library.

Friends of the Shorewood Library Liaison Report

- **Annual Meeting** – In December, the Friends held their annual meeting (as is required of a 501(c)(3) nonprofit corporation in Wisconsin). The Friends Board reelected officials:
 - Pardini, Board President
 - Joan Spector, Secretary
 - Anne Keenan, Treasurer.Elizabeth Jonas was chosen to be their representative on the Library Board of Trustees' Planning committee.

- **Budget-** The Friends Board adopted a 2015 budget to be spent on collections, programs, and events for the library and which is dependent upon raising \$15 thousand for the year.

Capital Item: Security Cameras (Memo from Director Carey)

Many years ago, security cameras were installed to view the Village Center Lobby. The footage can be viewed only from one computer located in the police department. Ms. Carey has required access to the footage two or three times over the years. The Police Chief has requested a new system, received a quote, and is moving forward with an upgrade of the whole system. Director Carey requested a quote from the same camera company for installation of cameras in the library. Her initial suggestion was to mount them for viewing the main circulation desk, the doors to the bathrooms, the DVD area, and the middle of the library where teens gather after school.

- **COST**

The camera company recommended five cameras including one high end camera with a wider scope for the front desk area. The quote including installation, software, and the ability to view footage on site is \$7,460. When asked for the breakdown of individual items, they indicated that the four less high-end cameras were \$1,300 each. If the Board decides to approve camera installation, they could decide to change the number of cameras to reduce the cost.

- **LEGAL ISSUES**

Director Carey has surveyed other libraries and examined the state statues. She has found that whereas a subpoena is required for granting police access to patron information; in the case of camera footage, if the library is working along with law enforcement on a particular incident, no legal permission is needed.

- **CONTRACTS**

Mr. Linnane asked if any contract were involved to which Ms. Carey indicated that the software and license is a five year subscription and one year equipment warranty. Per Ms. Marks' suggestion, Ms. Carey will determine the expense after the five years is up. Director Carey added that the Chief of Police has worked with this particular camera company for many years.

- **USAGE**

Asked when the cameras would be running, Ms. Carey answered that there are options to make them motion sensitive or set by timer. Ms. Gurney asked about keeping them on only during open hours if the purpose was to monitor for thefts, Ms. Passey added that it would be good to have them on at other times in case of break-ins etc.

Mr. Handelsman asked about the retention period. Beth believes the footage can be held for months but she will need to confirm that information. When asked about how the footage would be used, Beth indicated that it would be looked at for information involving incidents only and that yes, she would hope the sight of cameras would be a deterrent to problem behavior and theft.

Ms. Marks asked if this new system would include the cameras that are already installed in the Village Center lobby. Ms. Carey believes that they would all be part of the Village Network but she will have to confirm.

- **RECENT THEFTS**

Ms. Gurney inquired as to the value of the recently stolen items, also asking if the thefts are still happening. Beth gave a figure of \$1500 worth of stolen items. She believes recent steps taken to decrease opportunities for theft have been successful deterrents. One of the changes; that patrons take their DVDs to the clerk for unlocking; although not likely to be permanent, offers an added reminder for people to check for the disc and unlock items.

Director Carey also noted that results of a recent DVD inventory are still being determined specifically to find out if missing DVDs are actually stolen.

Mr. Handelsman asked if information regarding theft incidents is shared with other libraries and Ms. Carey confirmed that sharing such information is common practice within MCFLS.

- **PRIVACY CONCERNS**

Ms. Gurney expressed reluctance towards camera installation citing privacy concerns. She wondered if it would be a response to a problem that doesn't exist. It is not certain whether it would stop a person stealing. Echoing Ms. Gurney's concerns, Mr. Linnane feels the response may be larger than the problem. Ms. Gurney asked for the consensus of the staff. Ms. Passey noted that with recent thefts, staff work has been increased in that additional steps must now be taken to deter stealing. The camera installation would be a more hands-off approach for staff. She also noted that cameras in the teen space are not meant to be a theft deterrent, but rather a way to monitor behavioral issues.

Director Carey stated that other options can be explored for handling the middle and early high school aged students that have exhibited problem behavior in the library. Ms. Marks considered the staff time it must take to monitor young adult behavior.

Mr. Handelsman asked if there was any advantage to making a decision about the cameras now (a pricing deal etc.) or if time could be taken to create privacy and camera use policies. Ms. Carey stated that the quote is good for 90 days. Mr. Handelsman added that should the Board decide to go forward with the project, there would still be time to put policies in place before cameras are actually installed.

Mr. Linnane asked about the practices of other libraries. Beth reported that most, particularly City of Milwaukee Libraries, do utilize cameras.

Ms. Gurney suggested that, since the DVD inventory results should be done by the February meeting, the discussion about cameras should be tabled until then. In the meantime, Director Carey will gather more information and examine other libraries' privacy policies.

Ms. Marks inquired about the length of borrowing time for DVDs wondering if it was possible to extend the check-out to seven days rather than three. She stated that from talking with other parents, they do find it difficult to get some DVDs back after three days. This is especially inconvenient when they also have checked out kids DVDs at the same time (which have a seven-day check out period). Beth noted that with the grace period of three days (Shorewood is the only library to allow grace period on DVDs) the check-out time is more like six days. She added, however, that this is part of an ongoing debate about certain items, particularly series-whether to have individual discs checked out or entire seasons at once.

Overdue fines for DVDs are fifty cents per day.

Fines for overdue books are fifteen cents per day.

Ms. Gurney asked that staff examine the issue of rental periods and fines. Director Carey stated that this could be done as part of the annual review of the Fines and Fees Policy. She will poll the staff and conduct a comparison with other libraries.

At 5:45 Mr. Linnane motioned for adjournment into closed session under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees. Motion seconded by Mr. Handelsman. Unanimously approved.

At 6:10 Mr. Linnane motioned to return to open session. Motion seconded by Ms. Marks. Unanimously approved.

2015 Wage Increase for Library Employees

Back in open session, Ms. Gurney moved, Mr. Linnane seconded approval of:

1. A 1.5% wage increase for 2015 to all staff members (except shelvers); increase retroactive from January 1, 2015.
2. A 1.5% wage increase for shelvers awarded on their anniversary date
3. Director may hire at a starting equal to or less than 50% of the salary range for each position

Unanimously approved.

Action Items for Future Consideration

- Planning Committee Report
- Personnel Committee Meeting/Report
- Confirm members of Financial Committee

Adjournment: Mr. Linnae motioned; Mr. Handelsman, seconded, and the Board unanimously agreed to adjourn at 6:29 p.m. Recorded by Angela Andre, Administrative Assistant & Beth Carey, submitted by Beth Carey, Director of Library Services.

