



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
April 11, 2018 Approved Meeting Minutes

Trustees Present: Alex Handelsman, Leslie Cooley, Megan O’Brien, Maggie Marks  
Excused: Bryan Davis, Alex Dimitroff, and Elvira Craig de Silva

Others Present: Shorewood Village Manager Becky Ewald, Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:15 p.m. the meeting of the Shorewood 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:

Ms. Marks motioned approval of the entire consent agenda, all voted in favor; approved. Director Collins pointed out a new chart on the statistics report that shows combined digital format usage rates for each month. She noted that although checkouts and renewals of physical items have dropped, it seems to be accounted for by the increase in digital format use.

Informational: Village Manager Becky Ewald

Village Manager Becky Ewald talked about why the Village is asking for reports from each Citizen Committee. She hopes these documents will serve to share the accomplishments, initiatives, and potential budget requests from each committee with the Village Board of Trustees and will ensure that the Village is on track with its’ long term strategic plan.

Action: Adverse weather and emergency closing policy

A few changes were made including allowing the Library Director discretion to make the closing decision.

**Action:** Ms. O’Brien put forward a motion to approve the revised Adverse Weather & Emergency Closing policy. All voted in favor – Motion passed.

Action: Delivery of material to homebound policy

This policy has not been updated since 2001. The sentiment of the policy remains the same. Currently there are six homebound patrons using this service. A Librarian coordinates the program and volunteers deliver the books and audiobooks which are checked out for six weeks.

Amongst the proposed changes in wording: Changing the title of the policy to ‘Library Access for homebound Shorewood residents’. The procedure will include more details about how to join the program. Director Collins noted that this program could be expanded in the future.

**Action:** Ms. Cooley put forward a motion to approve the revised Library access for homebound Shorewood residents policy. All voted in favor – Motion passed.

#### Action: Deposit collection policy

Staff is unsure of the origin of this policy and proposes that it be stricken for irrelevance.

**Action:** Ms. Marks motioned that the Deposit collections policy be declared obsolete. All voted in favor – Motion passed.

#### Informational: Annual Report for Village Board

Director Collins showed the trustees her drafted report. She noted that she would like to find a way to communicate with the Village Board beyond this document and our annual budget hearing.

Ms. Cooley asked if there are numerical representations or measurable objectives that could be added to the report. She also suggested that smaller reports could be shared between Boards throughout the year. Trustees suggested framing the annual report items in a way that gives reasons for initiatives and tells a fuller story. Ms. Collins agreed and will tweak the wording and add relevant 2017 statistical data.

#### Informational: 2017 Incident log report

Ms. Collins explained that 2017 was the first full year of incident reporting by staff in a structured format. The 97 recorded incidents are only the significant ones; those involving multiple warnings, significant staff time and energy. An overwhelming amount were concentrated in the children's area and occurred during after school hours, which is very revealing as to how much staff time and energy goes into these periods of the day. These after school incidents rarely involve one youth, and typically involve a group of peers.

In an effort to address these results; Director Collins, with the help of the Atwater and Intermediate School principals recently sent letters to the parents of 22 children that have been behaving in a manner that's incompatible with the library code of conduct.

The trustees and staff discussed ways that these issues may be addressed including reaching out to other Village entities to illustrate how this is actually a community issue and not just a Library problem. To that end, staff will continue to find ways to track incidents; possibly adding a format for tracking smaller issues or 'touches' as a way to further quantify the situation.

#### Informational: Friends of the Library Liaison Report

Tabled until the next meeting.

### Informational: PLA conference report

Director Collins reported that her conference visit fueled ideas in the areas of equity, diversity, and inclusion with the larger goal of working towards reducing barriers and increasing access to Library services. She brought back some ideas for training, new products, and email organization. In having gone alone this time, she realized the value of having a colleague come along so that the information gathering can be split up and topics immediately discussed. Therefore she will be proposing that two staff members attend the Nashville 2020 PLA conference.

### Informational: Square implementation

Ms. Vieyra reported that implementation of software and hardware that allows staff to accept credit card payments for fines, printing, and donations at the front desk is going smoothly and many patrons have been happy with the new option.

### Informational: Trustee Essentials Chapter 14: Open Meetings law

Due to a few trustee questions about gatherings outside of board meetings, Director Collins consulted the Open Meetings law trustee essentials chapter. The Village Clerk provided a template for posting a 'walking quorum', and now Shorewood Public Library has a way to make sure a non-meeting gathering is legally noticed. The chapter also clarifies that no library business matters shall be considered nor action taken by the trustees at such gatherings.

### Other items

- Friends impact chart
- Goodbye dinner for Trustee Maggie Marks
- Emails will be sent out to thank those who participated in the Community Conversations as part of the Strategic Planning process.

### Adjournment

Ms. Dimitroff motioned to adjourn the meeting at 6:52 p.m. All approved.