



**SHOREWOOD
PUBLIC LIBRARY**

SHOREWOOD LIBRARY BOARD OF TRUSTEES

APPROVED MINUTES

December 12, 2012

Members Present: Catherine Hansen, Jean Gurney, Mariann Maris, India McCanse, Stephanie Snyder

Others Present: This meeting was observed by a class from Whitefish Bay High School,
Also in attendance: Elizabeth Carey - Library Director, Carrie Babb – Circulation Supervisor, Angela Andre – Administrative Assistant

The meeting of the Shorewood Library Board of Trustees was called to order by President Hansen at 4:40 p.m. 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.

Director Carey asked to make an announcement before proceeding with the meeting. She presented statistics recently released by the Library Journal publication which rank libraries in per capita use within their category. (Categories are based on such factors as expenditures, population...) According to the Journal, Shorewood Library ranks:

- #77 out of 1,372 libraries in our category
- #2 of all the libraries in Wisconsin in our category
- #1 in Milwaukee County

Enthusied with these statistics, the trustees asked that they be publicized and celebrated within and outside of the library.

In another announcement, Ms. McCanse stated that she will be meeting with Milwaukee County Supervisor, Chris Abele, regarding her nomination to the MCFLS Board of Trustees.

Consent Agenda: A motion to approve the entire consent agenda was made by Ms. McCanse, seconded by Ms. Snyder, and passed unanimously after a vote.

Ms. Gurney pointed out a paragraph in the minutes that was repeated. Ms. Andre will remove the repetition before the minutes are posted and released.

Director Carey also reported that use of the new check-outs has gone up the 67% according to the data gathered just before this meeting.

Friends of the Shorewood Library Liaison Report

Ms. Gurney stated that plans for the anniversary celebration (Feb 9) are progressing. According to Ms. Carey, invitations have been created and will be sent out soon, catering by North Star Bistro has been secured and commemorative mugs have been created and will be for sale by the Friends. She also noted that wine contributions are being sought

because beer and wine will need to be provided by the event organizers and not the caterer according to the license that was obtained.
Beth invited the Trustees to attend the Friends' annual meeting will be held December 19 at 5:00p.m.

2013 Board Meetings

A list of the dates which fall on the second Wednesday of each month will be distributed to the Trustees and they will determine if there are any conflicts.

Second Wednesday of every Month in 2013

January 9 (changed to January 17 th)	July 10
February 13	August 14
March 13	September 11
April 10	October 9
May 8	November 13
June 12	December 11

Ms. Hansen and Ms. Maris mentioned that they would not be able to attend the first meeting of the year if it is held on January 9. Director Carey will contact Superintendent Lexmond to see if he can attend that meeting in order to secure a quorum; otherwise it will need to be rescheduled.

As another informational item, Director Carey noted that she had discussed the Trustee opening with Guy Johnson from the Village Board and he is considering appointing someone who is also on the Village Board. Ms. Hansen remarked that this may also be a good opportunity for the current Library Board members to spread the word about the opening and encourage potential candidates to fill out a volunteer application to indicate Board service interest.

Mission Statement

Ms. McCause reported progress on the project of updating Shorewood Library's Mission Statement. She used her knowledge based on consulting work with non-profits and creation of their mission statements as well as examples of modern mission statements of other organizations that she feels are successful. A list of best practices was also included on the document distributed. The summary concluded with her proposed wording for the Shorewood's statement which will be reviewed by the members of her subcommittee, Beth and Stephanie, and brought back to the full Board for the next meeting.

Strategic Planning

An all-staff meeting was held in the periodicals area of the library and all staff positions were represented. Director Carey reported that many ideas surfaced out of their long and varied conversation. Among other suggestions, the staff were enthused about the creation of a so called 'makers space' lab where programs would be offered for the public to design and produce various media. Beth will review the notes from the meeting and present the results of the brainstorming to the Trustees.

Ms. McCanse suggested that after they receive the staff recommendations, this Board could renew an interest in creating a strategic plan for the library. In the discussion that followed, Ms. Hansen thought that the Board decided not to undertake a formal strategic planning process but rather going with suggestions made by staff. Ms. Gurney reminded the Board of their ongoing goal to make the library go from central to essential in the community. In light of that, she wondered if they should revisit development of a strategic plan. Ms. Maris stated that this could involve looking at the mission statement, setting long term goals, and establishing measurements along the way.

Ms. McCanse suggests review of examples other organizations' strategic plans and actions. Ms. Hansen noted that they could review the examples that she had previously directed them to when this was discussed a few months ago and that afterwards they may choose to go forward with a more formal process. Director Carey confirmed that this could help staff by giving a direction or goals for each year. Ms. Hansen is in favor of a staff driven process and reiterated her previous stance that the plan not span more than two to three years because of unknown variables that come into play. Ms. McCanse agreed that there should be multiple levels of input from staff, Boards, and key stakeholders in the community. She will send out some examples of plans ahead of the next meeting.

Discussion of Chapter 4 of the Trustees Essential Handbook: Effective Board Meeting and Trustee Participation

President Hansen briefly ran down the elements of the document and stated that this Board seems to be line with all the recommended guidelines for effective meetings.

She then posed the question as to whether the other trustees thought it valuable to continue to review a chapter of this handbook at each meeting. The trustees stated that they thought it was valuable to review the handbook.

Assistant Director Position

With the position of Circulation Supervisor becoming vacant in January, this Board encouraged Director Carey to look into the creation of an assistant director position. To begin the process, Ms. Carey reviewed similar job descriptions in the county and state and compared Shorewood to other libraries with similar financial and usage statistics. Based on the data she gathered, Shorewood would indeed fit into a category that could accommodate and would benefit from the addition of an assistant director position. Director Carey stated that the position would provide:

- Another level of authority
- Assistance with the budget process and tracking statistics
- Extra help with librarian level activities such as selection

In starting to create job description, Director Carey looked at similar positions in libraries that have a circulation rate comparable to ours. The description will include a general overview of duties, some the same as the other librarians, with the addition of responsibilities unique to the assistant director position. Assistance in management and direct supervision of support staff would be included.

Ms. Gurney posed a question about the definition of an exempt employee versus non-exempt and Ms. Carey explained that an exempt employee is salaried and exempt from overtime pay. In response to a follow up question from Ms. Maris she confirmed that the A.D. position would be exempt.

For the next step in the process, Ms. Carey will flesh out the responsibilities and determine the levels of experience required. After a brief discussion among the trustees regarding private versus public library experience and how many years, she stated that supervisory experience will be essential but that three to five years may be substantial for library work experience.

In answer to a question from Ms. Gurney, Beth stated that the position will be a completely new one rather than having the duties previously assigned to the Circulation Supervisor plus additional responsibilities.

Ms. McCanse inquired as to how the salary of the new position will be offset. Director Carey is in the process of determining that. Her process includes review of the intern positions. There was a motion from Ms. McCanse to approve that Director Carey proceed with the process and go on to advertise the position. After a second from Ms. Maris and a unanimous vote, the motion was approved.

Director Carey will work out the numbers, advertise and begin taking applications.

Action Items for Future Consideration

- Review of 2013 meeting dates
- Review Bylaws
- Mission Statement
- Staff suggestions for future planning / strategic planning
- Fines and Fees

Closed Session – Wages for 2013 / Human Resources Manual

At 5:30 p.m. Ms. McCanse motioned to adjourn 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 over which the governmental body has jurisdiction or exercises responsibility. And 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session more specifically consideration of changes to employee manual. This was seconded by Ms. Gurney and passed unanimously.

At 6:45 p.m. Ms. Gurney motioned to reconvene into open session under the provisions of section 19.85(2) Stats., seconded by Ms McCanse and this passed after a vote.

Adjournment: Ms. Hansen motioned; Ms. Maris seconded, and the Board unanimously agreed to adjourn at 6:50 p.m.

Recorded by Angela Andre, Administrative Assistant and submitted by Beth Carey, Director of Library Services.

