



**SHOREWOOD
PUBLIC LIBRARY**

SHOREWOOD LIBRARY BOARD OF TRUSTEES

APPROVED MINUTES

February 13, 2013

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

Others Present: Elizabeth Carey - Library Director, Angela Andre – Administrative Assistant

The meeting of the Shorewood Library Board of Trustees was called to order by President Hansen at 4:05 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.

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

Ms. McCanse asked for any feedback or revision ideas on the examples of strategic plans and mission statements that she presented last December. Ms. Carey suggested that anyone who has responses send their input to Ms. McCanse before the March meeting, so that a discussion can occur at that meeting.

As to the issue of strategic planning, Ms. Gurney stated that the plan as she understood it was to get staff input – which was indeed presented last month and which Director Carey then organized and prioritized to present to this Board again. This document was distributed to the trustees today.

Mr. Linnane asked some questions regarding the activity report. On that subject, Director Carey expressed her wish to redesign that report and reexamine which information needs to be provided on it for the Boards' benefit.

President Hansen requested that the items on today's agenda be reordered so that the Friends' Report and Trustees' Handbook are addressed at the end of the meeting.

Closed Session – Director's Review

At 4:25 p.m. Ms. Hansen 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. This was seconded by Mr. Linnane and passed unanimously.

At 5:41 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.

There was a motion from Ms. Hansen to accept the recommendation of the Personnel Committee to give Director Carey a 2% raise along with a bonus. The motion was seconded by Ms. Maris and the motion passed after a vote of 3 – 0, and 2 abstaining.

Staff Suggestions for Future Planning

Director Carey provided the revised list of staff suggestions which were prioritized and categorized by: programs, space, services, staffing, and issues for consideration. She discussed several items on the list and highlighted those already in progress, those she would like to give priority, and those that would require more research or other input.

- **Space**

The first priority is creating more room for our CD music collection. Staff is getting quotes for fixtures. The next priority will be reconsideration of signage and a possible way finding study. She referenced the study done by Paco Underhill in Chicago which examined how space is used (social engineering). A method of sound reduction continues to be investigated as well. Ms. Carey noted the staff concern that the periodicals are too buried in the library.

- **Services**

Staff is in the process of improving ease of ebook use and the library will begin to provide ereaders as early as next week.

Staff and patrons have requested some format for staff recommendations, offering coffee for sale, and coordination of volunteers to help the public with technology.

Another option discussed was collaboration with the Recreation Department for after school activities. However, Ms. Carey feels that this may require a Village or community-wide plan of action.

The Trustees discussed the need for after school activities for those kids who need an outlet for their energy

Mr. Linnane inquired as to whether there were any services offered to persons with disabilities. Ms. Hansen and Ms. Carey talked about the Wisconsin Talking Book and Braille Library to which patrons with visual impairments are referred. Shorewood library also has a magnification tool which was donated. Ms. Hansen also noted that librarians assist as needed with other ways to manage better with library materials.

- **Staffing**

Library employees will be surveyed for their areas of expertise to utilize their knowledge, interests, and skills – this could be in the context of materials selection, help with technology, etc. Ms. McCanse added that such an exercise could also have a team-building benefit.

Director Carey would like to employ students from the UWM School of Information Studies (SOIS) who are paid by the program to work in libraries 20 hours a week. They could assist with projects, training, etc.

- **Issues for Consideration**

Staff has become aware of the increase in grandparents bringing their grandchildren into the library and would like to explore how to respond to that trend. Another topic of ongoing discussion is activities for kids who hang out in the library after school.

Ms. McCanse inquired about the Early Literacy Center. Ms. Gurney and Director Carey explained that they will be using memorial donations that were earmarked for this project as well as the money raised at the Anniversary Fund raising event to purchase a variety of items to help children and caregivers actively engage in learning. Director Carey announced that donations came in above and beyond the number of attendees. The plan now is to determine the total amount of donations (at the next Friends' meeting) and then decide how to move forward. Staff is currently discussing how space will be utilized for the new features and is researching furniture options. Ms. Gurney and Ms. McCanse suggested that rather than planning the project based on the money raised to date, staff should develop an idea driven plan and then determine how it will be funded. Ms. Hansen noted that the Fund Balance could also be used towards this project.

Discussion then turned to the idea of a "makers space" within the library and how it might mirror what the school system is developing or how the library could compliment such programs by offering different tools. Director Carey indicated that further research is needed. Ms. Hansen spoke about how making these kind of tools available is not only valuable for students but for the whole community of "makers" – artists, writers, etc. Mr. Linnane added that it could also help startup companies who cannot yet afford their own software or equipment. Director Carey stated and the trustees agreed that purchasing items or materials to be shared by many is a fundamental service of the library.

Director Carey will keep the Board informed on the progress of these ideas and projects.

Director's Goals

The Trustees reviewed Ms. Carey's document outlining her upcoming goals. They asked that she include development of a plan for regular staff evaluation. Mr. Linnane wondered how much the Board should be involved in this process and suggested that it may be valuable to know how the trustees value staff and their positions on customer service. In other words, which values that are expressed in the mission statement of the library are being reflected in the evaluation of staff? He noted that the Board could inform the process but does not need to be involved in the details. Ms. Hansen stated that the process of staff evaluation could be added to the HR Manual and then would be included as part of a Board approval process.

Director Carey will work with the Assistant Director and this item will likely be an appendix of the HR manual.

2013 Closing Dates

The library will not have any additional days closed this year since none of the holidays fall on weekends.

Friends of the Shorewood Library Liaison Report

The most recent Friends' meeting focused on finalizing plans for the Anniversary Celebrations which were held last weekend.

The Trustees commented on the success of the event and the possibility of holding similar fundraisers in the future. They commended and thanked Beth and all of the Library staff for all their work towards making these special occasions so successful.

Trustees Essential Handbook Chapter 7: The Library Board and Library Personnel

This chapter touched on how a Library Board can promote professional growth of staff. Ms. Hansen noted that there is a budget for Continuing Education and that she would like to see Shorewood Library staff attend conferences and workshops. Support and encouraging professional development should be reflected in the evaluation process.

Action Items for Future Consideration

- Mission Statement
- Director's Goals
- Early Literacy Project Update
- Project Updates

Adjournment: Ms. Gurney motioned; Ms. Maris seconded, and the Board unanimously agreed to adjourn at 6:00 p.m.

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

A handwritten signature in cursive script, appearing to read 'Beth Carey', written in black ink.