



## **Shorewood Library Board of Trustees**

October 9, 2013 Approved Minutes

Members Present: Jean Gurney, Martin Lexmond, Patrick Linnane, Mariann Maris, India McCause

Others Present: Elizabeth Carey - Library Director, Joseph Rice, Assistant Director and Angela Andre- Administrative Assistant

The meeting of the Shorewood Library Board of Trustees was called to order by President Maris at 5:00 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. There were no citizens to be heard on items not on the agenda.

### **Consent Agenda**

Ms. Gurney motioned for approval of the entire consent agenda, seconded by Mr. Linnane and this passed unanimously.

### **Items pulled from the Consent agenda for discussion**

Minutes: The September minutes will be corrected and resent.

### **Planning Survey Summary**

A summary of the survey results was reviewed. Director Carey noted that community members ages 36 and above were well represented. She asked the trustees if she should find a way to get more responses from the 18-25 age group. Ms. Maris stated that Sue Kelly had suggested targeting specific demographics in the focus groups. Mr. Lexmond suggested comparing the demographics of the responders to the demographics of the entire Shorewood population. Beth suggested holding a focus group after school with high school students. She also mentioned that the Village has organized a group of young professionals and that perhaps those same people may be asked to participate in a focus group as well. Ms. Maris suggested a 3 prong approach: 1) more analytics of age demographics of the survey takers against the population in general, 2) High School aged focus groups, 3) Village young professionals group.

The long range planning committee will meet to thoroughly review the survey results and discuss the next actions to take.

Overall, Director Carey is pleased with the response of over 900 people and stated that the comments offered some good suggestions – some of which are already being implemented staff.

### **Closing Library on January 20, 2014**

On that day, server replacement will result in loss of access to many services in the library. Director Carey suggested that the library close that day and conduct staff training possibly in conjunction with other libraries. There was some discussion as to whether , because that is

Martin Luther King Jr. Day and many other businesses will be closed, some people may be relying on the Shorewood Library to be open. Director Carey held that closing on this day would offer a rare opportunity to get the whole staff together for training. Mr. Linnane motioned that the library should close on January 20, 2014 and that Director Carey should arrange for the day to be dedicated to staff development. The motion was seconded by Ms. Gurney and passed after a vote. The directive from President Maris was that staff publicize the closing as early and in as many forms as possible.

### **MCFLS Member Agreement**

Director Carey highlighted the significant changes in her report. Motion to approve the agreement was made by Ms. Gurney, seconded by Mr. Linnane and passed after a vote.

### **Capital Expenditures**

As part of the 2014 budget approval process, The Village Board Finance committee has requested a list of capital improvements that the Library would like to fund in 2014. The trustees discussed the reasons and history involved in spending the money that has accumulated as fund balance. Ms. McCanse questioned why the Fund Balance should be spent down. Assistant Director Rice explained that in relation the village, there are commonly complicated accounting ramifications when the percentage of the fund balance becomes too high or too goes too low.

Mr. Linnane touched upon uncertainties regarding the fund balance but asserted that since the library has committed to providing the list of capital expenditures, that Board and staff should follow through on that. Director Carey explained that the Library would return to the Village any money not spent on wages and benefits. That amount is still unknown because financials for this year are still changing. Ms. McCanse stated that although the amount of surplus for this year is yet to be determined, she is not in support of spending down the fund balance money.

Regarding the status of the fund balance, Ms. Gurney conveyed that it is her understanding that the Library Board and the Village Finance Committee has had a loose agreement that the money in the fund balance should be no more or less than 10% of the operating budget. As is the case in many non-profit organizations, she continued, the fund balance represents tax payer money that is paid in order for the public to receive services, not for the entity to accumulate as savings. According to that philosophy, she asserts that the money should be used to fulfill services for Village residents.

Mr. Linnane noted that the projected end of year net balance figures are all preliminary – the budgets are still in the draft phase. Also there continue to be new and changing budget requests. With regard to the library, everything except capital expenditure requests is likely secure at this point.

Ms. Gurney noted that the survey results will give the trustees a good idea of what additional services are desired by the community and perhaps they should think about spending any surplus to meet those needs. Mr. Linnane agreed that survey results will let them know if the library is not keeping up with community needs while still holding on to a reserve. Ms. McCanse pointed out that this is precisely why a strategic planning process is valuable. She suggested building the collection and a marketing campaign and being mindful about what is done with a surplus.

Ms. McCanse left the meeting at 6:00 p.m.

Director Carey left the meeting to get copies of the list of Capital Expenditure requests. She returned and distributed them to the Trustees.

Ms. Gurney motioned for approval of the Director's recommended capital purchases as outlined on the document distributed to the trustees. Mr. Lexmond seconded and the motion passed after a vote. Director Carey noted that some of these items are being purchased as a direct result of survey feedback.

Director Carey added that there is wear and tear to the library building (which is now 10 years old). Ms. Maris stated that there are public expectations of a clean, safe, well-lit library and this may be an issue to bring up as part of a long range plan.

### **Friends of the Shorewood Library Liaison Report**

Ms. Gurney reported that the Friends discussed a possible focus on raising funds for the purpose of increasing the library's materials budget. They had just learned that the materials budget has not increased in the last five years. The Friends also praised the Plein Air event and said that it was good publicity for the Library.

Mr. Linnane left the meeting at 6:15 p.m.

### **Trustee Essential Handbook – Chapter 13 – Library Advocacy**

The Trustees commended Director Carey and her staff for their work on the Shorewood Plein Air event. Ms. Maris and Ms. Gurney pointed out the significance of the event in terms of library advocacy. The event created an opportunity to highlight the library, get people in the building and begin to establish the library as a central and essential positive entity in the Village.

### **Action Items**

- Revised September minutes will be sent to Board members
- The MCFLS Member agreement will be sent to all the Trustees

**Adjournment:** Mr. Lexmond motioned; Ms. Gurney seconded, and the Board unanimously agreed to adjourn at 6:20 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.