



**Shorewood Library Board of Trustees**  
September 10, 2014 –Approved Minutes

Trustees Present: Jean Gurney, Mariann Maris, David Weissman, Alex Handelsman, Marty Lexmond

Others Present: Beth Carey - Library Director; Emily Passey - Assistant Director; Angela Andre - Administrative Assistant (For parts of the meeting: Haley Johnson and Heide Piehler – Librarians)

Ms. Haley Johnson introduced herself to the Board Members. Haley is our newest Librarian and she will be specializing in community and adult services and enhancing the library's social media presence.

**Call to Order:** The meeting of the Shorewood Library Board of Trustees was called to order by President Maris at 5:05 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. There were no citizens to be heard on items not on the agenda.

**Consent Agenda:** Mr. Weissman motioned for approval of the entire consent agenda which was seconded by Ms. Gurney and this passed unanimously.

**Friends of the Shorewood Library Liaison Report**

Ms. Gurney noted that it has been a difficult summer for the Friends as their long time treasurer, Barbara Mahoney passed away.

**Staffing Update**

Director Carey announced that former Assistant Director, Joe Rice, left the library to take the position of Director at North Shore Library. Ms. Emily Passey, former young adult librarian has been promoted to Assistant Director. She will continue to focus on social media in her new position, but will only temporarily handle the young adult area.

The former Technology Librarian position that was vacated earlier this year has been eliminated. Director Carey reasoned that most recent graduates are tech savvy enough to support any minor issues and for larger jobs, Shorewood, as most of the other suburban libraries do, will utilize the services of the MCFLS technology consultant.

There are four new clerks on staff working 15 hours a week. Three of them were promoted from other positions. Emily and Beth commented that training is being carefully monitored since two of our senior clerks have recently left.

## Meeting Room Policy – Revision

Library staff monitors and approves requests for the use of the Village Center meeting rooms through an online software program. The policy for room use was originally drafted by the Village. It was revised and made more legally sound by the Shorewood Library Board ten years ago at the opening of the new library building. The policy has not changed since.

Director Carey is recommending two changes:

1. Language addition: “**Requests for reservation must be received 48 hours before the date of the meeting.**”

Staff needs sufficient time to be able to review a request, particularly if the request is made on a weekend when staff time is limited. Also, same day requests do not allow enough time to make any special arrangements that the room may require (moving tables, taking down dividing wall, setting up equipment, etc).

2. Language addition: “**Groups may only use the meeting space twice per month. Exceptions may be made for Shorewood organizations.**”

In an effort to secure space for their ongoing programs, some groups reserve the rooms for large blocks of time far in advance. This makes the space unavailable to anyone else, including Village departments who should have priority. Director Carey argued that the rooms should be left open for Shorewood-based groups as much as possible.

Ms. Gurney pointed out that any meetings held in the Village meeting rooms must be open to the public.

After some questions from the trustees, Director Carey and Assistant Director Passey explained that although the software limits reservations to six months, it does allow same day reservations.

Ms. Gurney agreed that exceptions should be made for Shorewood organizations. Mr. Handlesman suggested that the element of preference for Shorewood based groups be run past the Village Attorney.

Mr. Weissman motioned for approval of the suggested changes to the policy providing that it is reviewed and approved by the Village Attorney. Ms. Gurney seconded and the motion passed unanimously after a vote.

## Early Literacy Center

Youth Services Librarian, Heide Piehler gave the trustees a tour of the Early Literacy Center: Play Learn Grow. The goal of this specialize play area is to encourage parent interaction with birth to Kindergarten aged children to build early literacy skills. She called it “play with a purpose”.

Ms. Piehler has been doing beta testing; inviting small groups of parents and children to explore the space in an effort to determine where she needs to add more information or make changes.

When Mr. Weissman asked if the space was for groups only, Ms. Piehler explained that the room is open to any parents and children whenever the library is open, but she will offer scheduled group visits if requested.

Toys, colors, posters were all deliberately chosen to encourage play and learning. The room is divided into areas such as Imagination, Creation, and Computer Stations. There is also a play store, a space to simulate outdoors, a reading area and a 'babyland'. Posters will be placed in each area to suggest different ways to play in each area.

### **Plein Air Update**

Director Carey reported that planning for the culminating event (which will be held inside the library once again) is going smoothly. This year there are many volunteers and coordinators. More are still needed to move library furniture. This year there are new elements to the Plein Air festival – two quick paints, one of which must be done in the Shorewood business district and one at Atwater Park.

### **MCFLS Board Member**

As Director Carey reported, a new member is being sought for the MCFLS Board to replace the vacant seat left by India McCause.

Mr. Lexmond told the trustees that he has been asked to serve on the MCFLS Board and is taking it under consideration.

### **Strategic Plan – Next Steps**

Board President Maris invited Mr. Linnane and Mr. Handlesman to be part of the Strategic Planning committee along with Director Carey. Mr. Linnane is also on the Village Board and it would be beneficial for the Library and the Village to coordinate goals.

Input is welcomed from all other Board members. The trustees agreed that the committee should meet to talk about background and next steps before the October Board Meeting.

### **Shorewood Library Board Update**

There is still a vacant position on the Library Board. Director Carey will speak to the chair of the Village Appointment Committee to discuss any candidates.

### **2015 Budget**

The draft is complete and Director Carey reported few changes in services and staffing. She pointed out an increase in the Village Shared costs (utilities, mailing, copying, etc)

The Village Manager dictated that there be no more than a 1% change however, the library is requesting a 1.4% increase. The amount of reciprocal borrowing income is projected go up.

There are some additional expenditures that Director Carey may pursue:

1. Use of vendors to process and make materials “shelf ready”  
-Beth explained that there are options available to have vendors prepare the items (label, create electronic record, etc)
2. Conducting a Use of Space Survey to determine how the library is being used and what is needed. Beth noted that some libraries have put in more furniture as collections shrink and space opens up.

Mr. Weissman asked if there were budget lines for these initiatives. Director Carey stated that if these actions are taken, the funding would come from the Fund Balance.

3. Creation of a ‘Maker’s Space’  
Staff will look at the needs of the community in terms of creating a creative space and providing access to equipment that individuals might not otherwise have. These may include video equipment, kilns, 3-D printers, software, etc. Mr. Lexmond suggested that they talk collaboratively with the schools on this issue to see where needs might cross over.
4. Young Professionals in Shorewood  
Noting that there are a large number of them in Shorewood, Director Carey aims to find out what place the library could have in their life. This would be part of a village wide initiative to grow a next generation of community leaders.

Mr. Weissman asked what role the trustees should play in these proposed initiatives. Director Carey stated that she was presenting these items as information only at this time, not for approval.

The Library’s budget presentation to the Village Board will happen in October. The Library Board takes action on the proposed budget after the Village Board approves. All trustees are invited to sit in on the presentation to the Village. Director Carey noted that Mr. Maher, who is chair of the Village Board Finance Committee, understands the needs of this department.

At the Village Board presentation, Director Carey will present a list of projects which have been fully implemented with the library’s fund balance and without any requests for funding from the Village.

### Action Items

- Strategic Planning Committee to meet
- Update on members of the Finance Committee
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Mr. Weissman noted his willingness to be on any committee.

Adjournment: Mr. Weissman motioned; Mr. Handelsman seconded, and the Board unanimously agreed to adjourn at 5:55 p.m. Recorded by Angela Andre, Administrative Assistant, submitted by Beth Carey, Director of Library Services.