



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

Trustees Present: Jean Gurney, Mariann Maris, David Weissman, Alex Handelsman, Marty Lexmond, Patrick Linnane, Maggie Marks

Others Present: Beth Carey - Library Director; Emily Passey - Assistant Director; Angela Andre - Administrative Assistant

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 Mr. Handelsman and this passed unanimously.

Friends of the Shorewood Library Liaison Report

- **Media Sale** - Ms. Gurney spoke about the Friends' two for \$1 media sale which has already proven profitable. It is being held as a special event as part of the Friends' ongoing book sale which is managed by a reliable mother/daughters team of Friends' volunteers.

Mr. Weissman asked where the funds will go. Ms. Gurney explained that the Friends are a separate non-profit organization whose mission is to support the Library's goals for collection, programming and community outreach. Any money raised by the group is put into their own bank account and the Friends' board, in collaboration with Library staff and Board, decide how the money can be spent for the benefit of the Library.

- **Book Talk / Sale** - Last Saturday, Daniel Goldin, proprietor of Boswell Book Company, presented his picks for holiday reading and gift giving in an event sponsored by the Friends. A percentage of Boswell's profit from book sales at the event will go to the Friends.
- **Planning** - The recently reorganized Friends' Board has created a budget for the coming year and is in the process of examining how their funds have supported the library in the past and what they would like to do in the future. Generally, the group takes in \$15 thousand annually through membership, ongoing book sale, memorial and other gifts. Currently this money goes to collection (35%), programming (24%), and community events (31%). With these figures in mind, the Friends are

formulating a plan to raise more money annually and explore more ideas for spending it. They are expressing more interest in the Library's planning processes and needs. Ms. Gurney suggested that they might sync their support efforts with those of the Village in their Visioning Project. One of their main goals is to strengthen the relationship between the Friends Board and the Library Board.

Ms. Maris suggested that the Friends send a non-voting representative to the Library Board meetings in the spirit of collaboration. Ms. Gurney stated that she was essentially that person. Ms. Maris' also wondered if a school representative should participate in the Library Board's planning committee. Mr. Weissman inquired about the role of these participants. Mr. Linnane suggested that the committee would likely have informal discussions and come to a consensus on what to bring back to the full board.

Susan Lofton, treasurer of the Friends' Board, is pleased with the recent increase in membership donations but is still concerned that there is a large gap between the number of members and the number of people with a Shorewood Library Card. In answer to a question from Mr. Weissman, Ms. Gurney stated that Shorewood residency is not a requirement of becoming a Friend's member. Ms. Gurney lauded Susan Lofton for her efforts in organizing the membership drive. She added that going forward; fundraising efforts will need to more clearly describe how the library and community will benefit from funds raised. Determining the needs of the Library will help to highlight the support that the Friends provide. After a question from Mr. Linnane, Ms. Gurney estimated 100 to be the current number of Friends' members. She explained that the membership drive is essentially a solicitation for funding, much like public radio or television, and the Friends should emulate these organizations in the way that they clearly outline the benefits of contributions.

- **Staff Appreciation Dinner** – this past Sunday, the Friends hosted a party for library staff at Three Lions Pub.
- **Shorewood Reads** – planning is in full swing as the Friends' SR subcommittee works with members of Library staff to create this April 2015 event. The book has been chosen: *Shotgun Lovesongs* by Nickolas Butler, and Mr. Butler will be speaking at the library on April 16. He will be given a \$1600 honorarium which is sponsored by the Friends. Assistant Director Passey, an organizer of the event, has tasked the Advanced Graphic Arts class at Shorewood High School, to create posters to promote the author visit. The class is also reading the book and according to their comments, many are enjoying the selection.

An inquiry about book selection from Ms. Marks led Ms. Passey to explain that this will be a very different event than the last one held in 2010. The book chosen then was already a part of the high school curriculum (*Montana 1948*).

Ms. Gurney explained that for the Friends' part, they will be supporting the event with funding, encouraging the community to read the book, distributing books, and generally co-organizing surrounding events. They received a \$2000 grant in aid of these efforts but will likely contribute more of their own money to the event.

- **Friends funding of Key Library Events** – Director Carey wanted to remind the trustees that there are annual Library programs that are largely funded (just under \$5 thousand) by the Friends which would go on even if they did not provide support (e.g. Summer Reading). These events are always factored into the Library's operating budget.

2015 Wage Increase for Library Employees

As an informational item, Director Carey stated that the Village Manager advised a 1.5% wage increase across all departments and management. Ms. Carey took that recommendation when creating the Library budget that the Village Board then passed, however this Library Board has the option to approve another percentage rate.

The discussion and vote for this item will take place in a closed session at the January meeting.

Director Carey noted that the Board has adjusted the range of wages in the past, particularly for those at management level, after examining a survey of comparable employees.

Mr. Weissman asked if Ms. Carey had any recommendations to which she answered in the affirmative and advised that the Personnel Committee meet for discussion and make a recommendation to the Board. Mr. Weissman then asked if there were any policies or procedures in place to guide their decisions. President Maris advised referencing the Trustee's Manual, which is available at on the DPI's website.

Both Director Carey and Assistant Director Passey noted that Library employees are different from those in other Village departments because of the high rate of turnover throughout the year.

The Personnel Committee will set up a meeting before the January Library Board Meeting.

2015 Operating Budget

The hard copy of the Village Approved Budget was not yet available for this meeting.

Director Carey stated that the amount of property tax proposed for the Library to receive from the Village was approved. Noticing that one library employee is eligible for and may retire in the coming year, the Village Manager then approved an increase to the allotted property tax given to the Library to cover the possibility of that pay-out expense. This was estimated at \$6,600 for banked sick time payout for an employee that has been here twenty years.

Fund Balance was, as usual, discussed at the Village Board budget meeting. Director Carey informed the budget committee about completed and upcoming improvements and upgrades that are fully funded from the Library's Fund Balance. If the newly hired librarian chooses to the family insurance plan, that expense will also come from the fund balance.

Director Carey will put this item on the agenda again next month.

Other Items not on the Agenda

Announcement from Director Carey:

- Behavior problems have been escalating recently among some students in the library. Staff will work with Superintendent Lexmond and other school staff members in their efforts to find solutions.
- Staff has become aware of some recent theft of library items. Cleaners found several broken DVD cases in a restroom garbage bin with the discs removed. A police report was filed. Ms. Carey also found evidence that many magazines were taken. Director Carey is taking immediate action by arranging for the restrooms to be locked.
- Other disorderly conduct has prompted library and senior resource center staff to keep the downstairs bathrooms locked unless there is an event in progress. Ms. Carey is working with other village departments to investigate additional security or surveillance options.
- A new Young Adult Services Librarian has been hired. She has been working in the Chicago area and is in the process of relocating here. Her start date is Monday, January 5, 2015.

Action Items for Future Consideration

- Planning Committee Report
- Personnel Committee Meeting/Report
- Confirm members of Financial Committee

Adjournment: Ms. Gurney motioned; Mr. Weissman seconded, and the Board unanimously agreed to adjourn at 5:58 p.m. Recorded by Angela Andre, Administrative Assistant, submitted by Beth Carey, Director of Library Services.