



Shorewood Library Board of Trustees

April 8, 2015 – DRAFT Minutes

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

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

Call to Order: At 5:00 p.m. the meeting of the Shorewood Library Board of Trustees was called to order by President Maris 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 which was seconded by Mr. Weissman. Unanimously approved.

Friends of the Shorewood Library Report

- **Shorewood Reads (Friends are sponsoring elements of this event)** – Ms. Gurney reported that events surrounding Shorewood Reads begin Saturday and continue through Thursday, the 16th.
 - At a March meeting, Village Board President Guy Johnson read a proclamation declaring April 11- 16, Shorewood Reads 2015 Week.
 - Shorewood High School Student Alberto Kanost and Library Assistant Director Emily Passey were interviewed on WUWM's *Lake Effect* program to promote the events. (The program is available to listen to from their website) Alberto performed his original song inspired by the novel. He will perform it at the Shorewood Lovesongs event at Three Lion's Pub Saturday night.
 - Author Nickolas Butler will be at the library all day on Thursday the 16th. There will be a small group talk in the morning, high school visits after lunch, and the larger author talk at 7 that evening.
- The Friends approved funding up to \$2000 each for the annual Library Summer Celebration and the Summer Reading program. They have yet to approve any funding for the Teen Summer programs.
- The Friends Board also approved financial support for *Stone Soup Shakespeare* traveling troupe to perform *Much Ado About Nothing* on the library lawn on June 6th. The group performed here last year a large family friendly crowd.

- A couple who volunteer for the Friends selling some of the more valuable items that are donated to the library on Ebay recently sold a book for \$165.

Maker Faire

The Maker Faire, a creation focused event held at the Library last month generated a lot of enthusiasm and great attendance. Director Carey noted that people who came to the event called others to come and participate- overall, people loved it and want it again. The event was coordinated by Librarians Heide Piehler and Lisa Quintero who invited Brown Dog Gadgets, Home Depot, the Ghostbusters, and other area organizations and businesses to do demonstrations and offer hands-on experiences.

Director Carey explained that the idea behind *Maker* events goes along with the STEAM (increasing exposure to Science, Technology, Engineering, Arts and Math or Music) initiative that is a focus of the Shorewood School District. Many libraries are holding similar events and some have created “Maker Spaces” specifically for offering space, tools, and resources for creation.

Another idea popping up in libraries who don’t have the space or funding for a permanent Maker Space is temporary or mobile set ups. Assistant Director Passey stated that she has begun a project for ILEAD (Innovative Librarians Explore, Apply and Discover) to develop a proposal for a Mobile Maker Space that would be a shared, traveling resource for Milwaukee Libraries. The idea is that pieces of it could be brought in as needed to area libraries for fun and creative activities for all ages. Ms. Passey will present a report on the project later this year at an ILEAD event.

Ms. Maris commented that these initiatives bring the library into the 21st Century experience beyond books. Ms. Passey stated that it would provide technology and other tools to those who don’t have access otherwise. Director Carey added that it would also be an opportunity to create content.

Future Space/ Furniture Cleaning

At the last meeting, the trustees discussed whether the furniture in the library should be cleaned, or whether the money would be better spent replacing furnishings. President Maris and Director Carey determined that since staff is currently analyzing the use of space in the library and making changes to the amount of space used for collection and that left for seating, it would be best postpone the purchase of new items until specific needs are established. It is both of their recommendations to go ahead with the cleaning so that a space needs study can be conducted before new furniture is purchased. Ms. Carey will gather staff input and suggestions for the future. She noted that Library user needs have changed since this building was opened twelve years ago.

Mr. Weissman asked if there was a timeline on this project and Ms. Carey answered that she would like to have some data in the next couple of months. She will also reexamine the space needs study conducted several years ago.

According to Director Carey, the cost of having our current furniture cleaned will be around \$2000. Mr. Weissman motioned that the Board approve the furniture cleaning at a cost under \$3000. Mr. Lexmond seconded and the motion passed unanimously after a vote.

Shorewood Reads Update

Ms. Passey reported that the committee is in the last stages of planning which includes making signs, nametags, preparing for events, etc. She will be leading the book discussions along with Librarian Hayley Johnson. The “Lovesongs” concert and student art show are Saturday night. Ms. Maris asked if there has been any feedback since the 50 copies of the novel *Shotgun Lovesongs* were distributed throughout the community. Ms. Passey said she had not received many comments yet but thought there might be some at the events. She also stated that evaluation forms will be distributed at all of the events so that data can be gathered regarding promotion.

Ms. Gurney noted that the Friends have been supporting *Shorewood Reads* but that Assistant Director Emily Passey and Librarian Hayley Johnson have done the bulk of the work. Ms. Passey also credits the Shorewood High School teachers and students for the art work, posters, and concert. Director Carey emphasized that the Graphic Design class at the high school created posters for the event and there will also be student prints on display Saturday and Thursday.

Ms. Maris noted the Board’s appreciation of the Shorewood School District.

Mobile Hot Spot

President Maris reminded the Trustees that last month, they approved the purchase of two iPads for the library which would be used to take out into the community and demonstrate services. The suggestion that these devices have Hot Spot capabilities was tabled until more information could be obtained.

Director Carey went to the US Cellular store to research hot spot capability in the iPads that the library will be purchasing and using out in the community. She found that the iPads can have WiFi and cellular capability built in upon purchase and then a plan can be purchased at US Cellular. The library currently has a cell phone contract with US Cellular. That phone will be dropped and replaced with a data plan and device at a cost of about \$104 per month with a two year service plan commitment. The payments would be made out of our regular budget, just as we did the cell phone service.

Beth noted that soon library software apps will come out that will make more library services mobile. She expects that will happen in the coming few weeks. The first use of the iPads will be at the Shorewood Conservation Fair May 2nd where the Library will be represented. Ms. Maris motioned that the previous motion for the iPads purchase be amended to reflect the addition of the data plans. She motioned that staff is authorized to purchase two iPads along with data plans at the best cost rate they can obtain. Mr. Weissman seconded and the motion was approved after a vote.

Planning Committee Report

Mr. Linnane reported that at their recent meeting, the committee members discussed the role and responsibilities of the Planning Committee going forward. Mr. Handelsman stated that the

goals and actions of the committee were reviewed to determine how they fit with the vision plans of the library as well as other village departments. They would like staff to review the document and give feedback and recommendations for prioritizing. President Maris liked the idea of aligning our goals with those of the Village particularly where the library can be a center for civic documents and public notices (such as the one recently posted in the lobby about the Atwater Park playground). Mr. Linnane noted the value of being ahead of these items by altering the public about things happening in the community. It is a comfortable, friendly place for the community get information.

Ms. Maris noted that these issues fold into the examination of the library space as well. Ms. Marks commented that from a patron standpoint, the placement of the notice about Atwater's playground construction is very effective as it immediately draws ones attention. Mr. Linnane stated that a fraction of the goal would be keeping people current and another would be giving access to historical documents – maybe not all in one space. Ms. Maris suggested that they plan may involve a *Makers Space* and Shorewood High School Students.

Director Carey referred to the Strategic Planning Document, Goal 2 “Offer and celebrate opportunities to connect with and serve others” and suggested they add “Provide clean and useful space for the community”.

Ms. Carey presented the Planning Document to staff on Monday and asked for their comments. Mr. Linnane asked that they assess the ideas and rank them in terms of actions to take immediately, midterm, or long term.

Mr. Handelsman said that the next step will be to take the recommendation and review again to check that the plans align with the goals as a guiding direction. Ms. Maris noted that the final document may become the Strategic Plan.

Ms. Gurney likes that the planning fits into the Village Visioning project and that they library is working together with the Village. Mr. Linnane commented on how interesting it is to discover the different points of conversion and thinks that it is good for the Village

Noting goal 2 on the planning documents which includes the suggestion of “creating a play space for young grade school kids” Ms. Marks shared her experience at the San Francisco Exploratorium as a stellar example of such a service. She was impressed by the learning and play opportunities there and hopes that the library can incorporate such things to push creativity and ideas.

Ms. Maris wanted to highlight her recent observation of the after school environment here at the library. She witnessed children participating in staff organized crafts as well as librarian interaction with the kids. She believes that continuation of these practices particularly in the after school hours will help keep discipline needs down.

Other Informational Items

- This June, Assistant Director Passy and Librarian Hayley Johnson will present on Shorewood Reads at WAPL (the Wisconsin Association of Public Libraries) Conference.

- Director Carey noted that the Retirement Party for the Shorewood Police Chief is to be held on the same evening as this Board's May meeting. Ms. Maris stated that there need not be a meeting in May unless something pressing comes up.

Action Items for Future Consideration

- **Library Space Study**
- **Library Visits**
- **Planning Committee**
- **Evaluation of Shorewood Reads**

Mr. Linnane motioned to adjourn into closed session at 6:00p.m. under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees. Motion seconded by Mr. Weissman and approved.

The Library Board reserves the right to reconvene into open session under the provisions of section 19.85(2) Stats.

Adjournment: M motioned; M seconded, and the Board unanimously agreed to adjourn at :00 p.m. Recorded by Angela Andre, Administrative Assistant & Beth Carey, submitted by Beth Carey, Director of Library Services.