



## Shorewood Library Board of Trustees

May 13 2015 – Approved 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, Student from Whitefish Bay High School

**Call to Order:** At 4:33 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. A student observer was in attendance – Nick, from Whitefish Bay High School's American Government class.

**Consent Agenda:** Ms. Gurney motioned for approval of the entire consent agenda; seconded by Mr. Weissman. Unanimously approved.

**Items Pulled from Consent Agenda:** The minutes were pulled and Mr. Linnane asked for a correction of a word on page 4 under Planning.

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

Ms. Gurney reported last month's Friends' meeting was cancelled in order for staff and Friends members to focus on the *Shorewood Reads 2015* events. She deferred to Assistant Director Passey to comment on the outcome of the *SW Reads* program which the Friends partially sponsored.

### **Report on Shorewood Reads:**

Ms. Passey stated that at a recent wrap-up meeting, the *Shorewood Reads* Committee discussed the events and shared ideas for the next *Shorewood Reads*. The committee set particular goals for the event. Because a grant was received, Friends' President Pardini is required to submit a recap of the event to the Shorewood Foundation.

Ms. Passey explained that participants at most of the events were asked to complete evaluation forms. Ms. Passey and Ms. Johnson shared the data they compiled from that input. Of particular interest is the data showing that 40% of responders had never before attended a library program. This means that at least one of the committee's goals was indeed met – community outreach that would attract those who don't normally come to the library. Data gathered also bodes well for any future adult programming since the largest number of responders were in the 60+ age group, followed by the 36-59 age group.

Assistant Director Passey and Librarian Hayley Johnson who played a large part in organizing and promoting *Shorewood Reads 2015*, spoke about their experience at the WAPL Conference

last week (Wisconsin Association of Public Libraries). Their presentation was attended by about thirty people and addressed how they went about involving the community in the events.

### **July 4<sup>th</sup> Holiday**

Director Carey explained that Independence Day falls on a Saturday this year and is designated by the Human Resource manual as a day the library is closed. She recommends that staff be given a holiday on Friday, July 3<sup>rd</sup> and that the Library be closed.

The trustees discussed and determined that the Friday before the 4<sup>th</sup> is the official Federal holiday as well. Mr. Weissman motioned and Mr. Linnane seconded that the Library be closed on July 3, 2015. The motion passed unanimously after a vote.

### **MCFLS Strategic Plan**

On April 8, 2015 MCFLS hosted a day-long planning session facilitated by WiLS. Area Library Directors as well as the MCFLS Board and staff were in attendance and MCFLS Director Bruce Gay acted as moderator. A consultant from WiLS (a non-profit group which works primarily in Wisconsin to advance library service) presented the results of a recent survey that was completed in advance by meeting attendees. Director Carey will pass on the results when they are available.

One topic of discussion was the percentage of Reciprocal Borrowing money used in a library's operating budget. Ms. Carey brought it to their attention that the money received as reciprocal borrowing income has been used as part of Shorewood Library's operating budget for many years.

Based on the survey results and discussion, the facilitators tried to rank the areas needing improvement. They want to examine things that MCFLS is doing as part of the state strategic initiative that may not be needed by all libraries. A finalized summary of the discussion will be available soon and Beth will pass it on.

### **Trip to other Libraries**

As discussed at previous meetings, staff and Board members would like to take a professional development trip to some libraries in Illinois to see their innovation, ideas, and use of space. Director Carey researched and came up with a list of libraries they might visit:

- Skokie (award winning, media labs, gallery, 2001 remodeling)
- Arlington Heights (large, perhaps too large to take in on this trip)
- Elgin - Gail Borden Public Library: Rakow Branch – a highly praised library, (LEED certified [Leadership in Energy and Environmental Design], categorized collection [like a book store], outside DVD dispenser)

The trustees agreed that a weekday would be best for this trip. Director Carey will be in touch with a date in the next couple of weeks.

### Other Informational Items

- The Director and Assistant Director will attend a professional development workshop in July at the Gale Borden Public Library Rakow Branch.
- Mr. Weissman asked what might account for the numbers on the activity report being down. Ms. Carey suspects it may be a result of the East Branch reopening.
- Our wireless system has been updated therefore usage statistics will be put back on the monthly activity report.

### Action Items for Future Consideration

- **MCFLS Strategic Planning**
- **Library Visits**
- **Officer Election**
- **Shorewood Library Strategic Plan**

Mr. Weissman motioned and Mr. Linnane seconded to adjourn into closed session at 4:58p.m. under the provisions of sec. 19.85(1)(f), Stats., for the purpose of considering personal information or specific personnel problems, if discussed in public, would likely have an adverse effect upon the reputation of the person involved.

Adjournment: Mr. Linnane motioned; Mr. Weissman seconded, and the Board unanimously agreed to adjourn at 5:45p.m. Recorded by Angela Andre, Administrative Assistant and submitted by Emily Passey, Assistant Director of Library Services.

A handwritten signature in blue ink, appearing to be 'Emily Passey', is written across the page.