



## Shorewood Library Board of Trustees

July 8, 2015 – Approved Minutes

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

**Others Present:** Assistant Director Emily Passey; Administrative Assistant Angela Andre

**Call to Order:** At 5:07 p.m. the meeting of the Shorewood Library Board of Trustees was called to order by Board President Maris.

**Statement of Public Notice:** Ms. Andre stated that the meeting had been posted and noticed according to law.

**Consent Agenda:** Mr. Weissman motioned for approval of the consent agenda; motion seconded by Mr. Linnane and unanimously approved. Ms. Gurney then asked for a friendly amendment to the minutes. Per her request, a sentence was added to the June minutes under the MCFLS strategic plan discussion. The addition to the minutes was approved.

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

Ms. Gurney reported:

- The volunteers who sell some of the more valuable book donations via eBay have sold a set of Harvard Classics for \$250. All of this money goes to the Friends.
- The Friends granted \$1000 to the Library for replacement of classic volumes that are too damaged or used to circulate.
- The Shakespeare program (funded by the Friends) was once again a success with 140 people in attendance.
- The Friends are still considering a project that would map out all the “Little Free Libraries” in Shorewood. Ms. Gurney suggested that letters should first be sent to the owners of the Little Free Libraries asking for permission to publicize the locations.
- Although the Friends had been considering an event featuring an Antiques Roadshow expert, after hearing the feedback from a similar event held in Whitefish Bay, they took the idea off the table.
- The Friends granted \$1000 for the purchase of more books for the library’s *Lucky Day* collection.

## **Staff PC's**

As Ms. Passey explained in the Assistant Director's report, two of the oldest PC's in the building are actually those assigned to staff members. They are out of date, slow running, and at times unusable. Assistant Director Passey is requesting the replacement of these machines with new computers so that they may be updated with our latest software. The request is for an amount not to exceed \$1,750 funded from the fund balance. Ms. Gurney motioned approval of this request, seconded by Mr. Weissman and approved unanimously after a vote.

## **Fine forgiveness program**

The trustees requested more information and a draft proposal for a fine forgiveness event discussing the concept at the June Library Board meeting. Ms. Passey solicited staff input on the proposal and found that they were supportive of the idea. She proposes that a fine forgiveness event be held for five days - from August 31 to September 4 of this year. The promotion would coincide with National Library Card week as well as the start of the school year. All publicity for the week of fine forgiveness would tie into those two events.

During those five days, fines would be forgiven as follows:

- *All Shorewood item overdue fines are waived*
- *All Shorewood manual charges are waived:* Manual charges are typically \$1.00-\$5.00 for damage, missing pieces, etc.
- *Lost cards may be replaced for free:* Waive \$1 charge for replacing lost card. *Those without fines may choose to Pay it Forward:* Drop a few cents or a few dollars in the Pay it Forward jar, to help us cover the cost when people have fines from other libraries that are prohibiting them from using their cards.

As well as all the usual promotion channels, library staff will reach out and promote to the schools, the Senior Resource Center, and at community events. Ms. Passey suggested some programming money might also be used to create a Facebook advertisement.

Ms. Passey mentioned that Fine Forgiveness Week could be an opportunity to highlight library services and the Friends group. Staff discussed the idea of having a table featuring a different library service or process each day. (e.g., Friends, ebooks, card sign up) It could also be an opportunity to inform library users on how to use our online system to avoid further fees; showing them how to renew items or cancel and freeze holds.

Ms. Gurney inquired about the Pay It Forward concept and asked who would decide which patron's fees get covered. Ms. Passey explained that it would be a first come, first served process as the need arose.

Ms. Maris asked if money paid for fines that originated in other libraries is sent to those libraries when they are paid here in Shorewood. Ms. Passey stated that only when replacement fees are paid do we pass it on to the owning libraries. All payments made here for overdue fines are kept here. She noted that the Two Rivers Library, which held a similar fine forgiveness event, reported an overall increase in payments over the course of the promotion. They believe this is because there is the perception of a deal, so they don't mind paying some of a fine to get a break on another fine.

Ms. Passey presented the proposal to the Library Directors Board and they were supportive. She also talked to MCFLS Systems Administrator Steve Hesel about generating reports after the event to examine the impact.

Mr. Handelsman asked if there was a way to tell what portion of your online payments went to which library. Ms. Passey does not know of a report that gives that information but added that it's pretty much a wash in terms of how the fines are distributed.

Mr. Weissman asked if this promotion would ultimately create more work for staff and Ms. Passey thinks not.

Mr. Handelsman asked for clarification on manual charges. According to Ms. Passey, fines for damaged items that must be replaced would not be waived, however if an item is able to be put back in circulation, the fine for damages would be waived. Some examples of manual charges would be replaceable or fixable things - missing disc in an audio book set, a battery cover on a Playaway audio book, a damaged case, etc.

Ms. Maris asked about the general practice of contacting people about damaged items and Ms. Passey confirmed that this is indeed a daily task of the clerks and can be labor intensive.

Mr. Weissman motioned that the Fine Forgiveness program as proposed by Ms. Passey be approved. Motion seconded by Ms. Marks and approved unanimously after a vote.

### **Trustee Week Training**

Ms. Passey explained that library systems across Wisconsin have coordinated an online training program that is free and offers a different topic each day of the week. She distributed a description of the programs available during the training week of August 17 – 21. Archived sessions will be available on the website ([www.trusteetraining.com](http://www.trusteetraining.com)) thereafter. Each program is approximately an hour long. Ms. Passey suggested the programs may also be a valuable resource for the Friends of the Shorewood Library. Ms. Gurney will bring it up at a future Friends meeting.

### **Artwork Appraisal**

President Maris has noticed many paintings in the library's storage and believes that action needs to be taken on them. In 1990 an assessment was done on some pieces and their value was determined to be \$31 thousand.

Ms. Gurney noted that during the library building fund raising campaign, there was discussion of selling some of the art but the Board at that time was opposed. A few of the paintings are believed to have been a gift to the library from North Shore Bank when they were undergoing a rebuild. According to Ms. Passey, not all of the art is listed on the library's capital assets most likely because we do not have the proper documentation.

Ms. Maris motioned for exploration of the appraisal process. Mr. Weissman suggested contacting the Milwaukee Art Museum for advice on how to have the items assessed. Ms. Gurney stated that she has a contact at the Art Museum and that she will get in touch with that person for advice.

## **Library Vandalism**

A document was included in this month's board packet describing the incident of vandalism as well as the draft letter to the court which Ms. Passey is asking the board to review and advise further action.

Mr. Weissman thinks it a fair proposal and Ms. Gurney suggested that it should be signed by Ms. Passey since the voice of the letter sounds it is coming from her. Mr. Linnane suggests, however that it seems to be the duty of the Board to review and support the action.

Mr. Handelsman thinks the outcome may be out of the hands of the Board now, but he found statute for alternatives to cash payments. If the victim of a crime is in favor of alternate restitution then it is allowed at the discretion of the judge. The case will be seen in court on July 21, 2015 and Mr. Handelsman will attend if he is able.

Ms. Gurney proposed that the letter be reframed into a report to the Board, and from there the Board can send a letter to the judge with their recommendation. Mr. Handelsman suggest that more specifics be added to the proposed community service because there may be a certain number of hours required for restitution to match a monetary citation. Ms. Passey stated that she will add a specified number of service hours as suggested.

After some questions regarding whether the reduction in fine proposal would apply to all individuals involved, Ms. Passey explained that although three juveniles received tickets, only two of them came forward to own up to the incident. One of them offered an apology and to work to make amends so the offer would likely only extend to him. His mother has been in touch with Assistant Director Passey asking for leniency and Ms. Passey has asked that mother to contact the other boys involved. The two other boys have not yet reached out.

Ms. Maris asked Mr. Handelsman if he would send her an email with the state statutes which he spoke of earlier. She suggested that the new Shorewood Police Chief be invited to speak to the Board about Library/Police relations.

Ms. Passey stressed that the situation was out of the hands of Library staff as soon as the Police had been made aware of the acts of vandalism witnessed at both the school and the Library. The School District did not push for a citation and the Library staff was not aware that the citation issued would be as severe as it turned out to be.

Mr. Weissman suggested that the Board should intervene as discussed – sending their recommendation to the judge.

## **August Board Meeting**

Although the library board does not usually meet in August due to scheduling conflicts, President Maris and Ms. Passey think it important to meet next month. Ms. Passey cited the budget narrative deadline. The Board would meet August 12, after the due date for the narrative, but Mr. Linnane stated that the Village only wants a report of the big picture by that date. He thinks that the budget can still be reviewed and changes requested after the August 10 due date. He is willing to meet earlier than August 12 to assist as needed.

Mr. Weissman announced that he will be stepping down from the Library Board since most of the upcoming year will be spent out of town. At the request of President Maris, he will stay on the Board until August 12. A new Library Board appointee would not be announced before August 20 of this year.

With only one interview scheduled so far, Mr. Linnane stressed the need to build up a pool of applicants for the Library Board, and so encouraged the trustees to spread the word to potential candidates.

### **Other Informational Items**

- **Barbara Browning**

Mr. Weissman announced that Barbara Mary Browning, wife of former Library Board Director Jeff Schmeckpeper, has passed away this past week and that there is an upcoming memorial service.

- **Civic Information Area**

Mr. Linnane requested that thought be given to the creation of a civic information area in the library (as discussed at the last Board meeting). He indicated that there is an expectation particularly with the planners of the Wilson Drive project that an area will be provided so that updates can be communicated to the public. Although groundbreaking is a long way off, he would like the board and staff to have some ideas in place. Ms. Passey will start staff brainstorming on this item and present it to the Board as an agenda item in the future. Ms. Gurney believes it is still in the lap of library staff to give input on this civic information area as well as the other item on the list developed in discussions of a strategic plan. She sees the civic info area as a component of the strategic initiatives discussion. Mr. Handelsman suggests requesting staff input once again but also fast tracking creation of the civic information area.

- **Capital Requests / Budget draft**

Ms. Passey had some questions regarding the budget and the possibility of requesting capital funding for furniture replacement in the library. She noted that a space study was to be done to determine specific furniture needs however, it is not realistic to have such a study done by the end of 2015. Ms. Passey thinks that certain assumptions can be made about the furniture needs in order to make them part of a capital request to the Village this year.

Mr. Weissman agreed that it is important to plant the seed about the need for furnishings and start the discussion with the Village. Mr. Linnane noted that the range of cost could be broad and not overly detailed in the specifics of items. He suggested presenting background information regarding how much the furnishings are used, etc. Mr. Linnane also stated that it is a good idea to start a discussion about expectations regarding the fund balance with the Village Finance committee, and to start positioning the library for the future.

Mr. Linnane will assist in developing the Budget narrative. He said the library is not bound to initiatives presented in the narrative – that the Village will want a sense of general direction for the coming year.

- Banning Patron

Assistant Director Passey reported on a troubling patron who has had to be removed from the library for being unresponsive on five different occasions. Ms. Passey thinks it may be time to consider banning this patron from the library. President Maris agreed and suggests starting the process. She also stated that Ms. Passey has Board authorization to take whatever steps required to ban this individual from the library.

- Summer Celebration

The trustees were invited to attend the Library's annual Summer Celebration July 23<sup>rd</sup>.

The Board moved into Closed session at 5:50 pm, moved out of Closed session at 6:20 pm, and adjourned immediately thereafter, with Pat L. moving, David W. seconding, and all in favor.

Adjournment: The Library Board moved out of closed session at 7:00 pm, and by unanimous vote, moved to Adjourn without further action at 7:01 pm.

Recorded by Angela Andre, Administrative Assistant, Jean Gurney, Board Secretary, and submitted by Emily Passey, Library Assistant Director.