



## Shorewood Library Board of Trustees

August 12, 2015 – Approved Minutes

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

**Others Present:** Attorney James Korom, Maxwell Beyer, Assistant Director Emily Passey; Administrative Assistant Angela Andre

**Call to Order:** At 5:04 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:** Ms. Marks motioned for approval of the consent agenda; motion seconded by Mr. Linnane. Motion approved. Ms. Gurney asked that the minutes be pulled for corrections. Per her request, the amount of the 1990 art appraisal was corrected to be \$31,000, also a double recording of the motion to go into closed session at the last meeting was removed. After a vote, these changes to the minutes were approved.

Board President Maris announced a change to the order of the items on the agenda. Since Mr. Beyer had come to speak on his behalf, item 7 would be addressed first; followed by a move into closed session regarding item 13 so that Mr. Korom could leave soon after.

### **Patron code of conduct violation action re: Max Beyer**

After a discussion at the last Library Board meeting regarding several incidents in the library involving the conduct of Mr. Maxwell Beyer, Assistant Director Passey sent a letter to Mr. Beyer informing him of the Board's intent to review the incidents at their August meeting. Mr. Beyer was present to speak on his behalf.

Mr. Beyer stated that he is a graduate of Shorewood High School, is age 23, and is an addict. He stated that he has been sober since July 8 of this year and has not been to Shorewood Library since beginning a treatment program. Mr. Beyer apologized to the library and expressed that he did not intend to harm anyone or damage the reputation of his family or himself. He stated that he will not be coming to the library as he feels it is not a good place for him to continue in his recovery.

Ms. Passey said she is satisfied with Mr. Beyer's apology. Pursuant to the policy of the Library, she stated that the Board must review the case and determine if suspension of library privileges is in order.

Mr. Beyer left the meeting and thanked the Trustees for hearing him. The Trustees thanked him for his sincere apology and wished him the best in his recovery.

Motion to suspend the library privileges of Mr. Maxwell Beyer for three (3) months from this day, August 12, 2015 made by Mr. Handelsman, seconded by Mr. Linnane. After a vote the motion passed unanimously.

Ms. Marks expressed her hope that Mr. Beyer will someday be able to return to and benefit from the use of its resources.

### **Closed Session**

Mr. Linnane motioned that the board 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. Ms. Marks seconded and after a vote, the board moved into closed session at.....

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

Nothing to report at this time – the Friends have not met during the summer.

### **2016 Budget Discussion**

Assistant Director Passey highlighted some items in the preliminary 2016 budget draft. She noted the fixed amount determined by MCFLS to be the 2016 reciprocal borrowing payment is an increase to what was received in 2015. However she pointed out that this amount is calculated based on 2014 statistics so, looking at our current 2015 statistics, we may not see an increase again in 2017.

The revenue line for finer and fee payments has decreased a bit based on our current intake of fines. Friends' donations have increased significantly for 2016 as a result of the organization creating a formal budget and locking in donation amounts to give to the library.

There is a significant change in the property tax line (6% percent increase) which Ms. Passey explained is an adjustment to allow for the capital request for furniture that we are making. Without the capitol request the increase to the property tax line would be 1% only.

Ms. Gurney thinks that we should not be artificially inflating expenses to allow for the capital request and that the budget should be an honest representation of what the library needs for operations – including the capital request for furniture.

Moving on to the line for health insurance, Ms. Passey noted a 10% increase and a nearly 10% increase in Dental insurance costs. All other expenses are in the fringe area (shared services for which village finance department will enter the allocation amounts).

The Finance Director has not yet completed the salaries and wages line so the current numbers are not accurate.

The copy and print budget line appears to have an extreme inflation, however this is because the expense of toners has in the past been taken from office supplies but will now be moved to the copy and print budget.

As noted in the details of this preliminary draft, the amount budgeted for professional education reflects the plan to boost staff conference attendance in the coming years. Ms. Passey budgeted for two people to attend both the Wisconsin Library Association and the Wisconsin Association for Public Library conference and also to fund class and workshop attendance among staff.

Intergovernmental payments represents most of our payments for services from MCFLS. This line is up because of our more recent use of the IT specialist for technology and installation in the library. For the last year we no longer had a staff member dedicated to this duty and have therefore been able to measure the amount to budget for the service of the MCFLS IT specialist.

The lines for library materials for adult, children, and young adult collection items have been slightly adjusted to represent a decreased allocation for audio books in favor of print material. Ms. Passey noted that there is not as much demand for audio items, particularly in YA, and they take up more physical space than the library can afford.

Ms. Maris asked for clarification if this is a preliminary budget draft only. Ms. Passey explained that some of the numbers can only be obtained through the Village's finance department and they have not yet determined those amounts.

Mr. Linnane praised Assistant Director Passey for her work on developing this budget draft and complimented her on the narrative. Ms. Gurney agreed that it was clear and everything made sense.

Ms. Passey noted that there will be a change to the narrative since the 'visioning and achievements' statement has been slightly retooled since this draft.

Ms. Marks inquired as to when the capital request might move forward. Mr. Linnane explained that the Village Finance committee will begin meeting with individual departments in September and at that time will consider both their general budget and capital requests.

Ms. Maris wondered how staff would prioritize improvement items if only part of their capital request is granted. Ms. Passey stated that they would come up with an altered plan for environmental improvements if that becomes necessary.

The revised 2016 budget draft will be presented to the Board at a future meeting to allow the trustees to take action.

## **2016 Wage Increase**

Ms. Passey stated that the Village has recommended an across the board 1.5% cost of living wage increase for 2016. The Village Finance Director asked that the Library Board consider approval of a wage change for library employees earlier than they have done in the past. Having the numbers to enter for the library staff would ease the workload for the Village so that they would not have to apply increases retroactively.

Mr. Linnane noted that the library typically approves an increase in line with the Village's recommendation. He motioned that wages for library employees increase at 1.5% for 2016. Motion seconded by Ms. Marks and approved unanimously after a vote.

## **Artwork Appraisal**

Ms. Gurney has located the artworks in storage and examined those on display to generate a list of the pieces owned by the library. Some items are not included on this list but are the property of the library. She followed the recommendation of the board and spoke to an appraisal expert who first wanted to know what would be done with the art work after an appraisal. If the intention of the trustees and staff is to sell the works; the expert recommended forgoing a costly appraisal and moving right on to the sale. She also asked if the board had any criteria for selling or keeping.

The appraisal expert stressed that whatever they decide, something should be done soon because the works are decreasing in value with every year they remain stored in an uncontrolled environment.

Ms. Marks suggested a rotating art show in the library so that all of the art may eventually be on display.

Ms. Gurney suggested that because the 1990 evaluation was documented as being done "for insurance purposes", the appraisal amounts may have been inflated. When Mr. Linnane questioned whether or not the art is actually insured, Ms. Gurney did not think it likely.

It is Ms. Gurney's recommendation that all of the art work in the library be sold with the exception of those items donated or gifted by donors still living, or works that have sentimental meaning to staff or community members. She mentioned that there are some works not on this list that are currently on display in the library. Ms. Gurney believes it is not the library's mission to display valuable or not valuable works of art and that we should sell any works that we can.

Assistant Director Passey responded that she agrees stored items should be sold but asserted that we have established a reputation as a library that displays art and furthermore, Ms. Passey thinks it enhances the environment of the library.

Mr. Gurney asked, presuming that items can be sold, what would the board and staff think of replacing the sold items with other art work? Ms. Passey liked that idea as long as the replacements were professional, framed works that better reflect the essence of the library, particularly the children's area.

Ms. Marks commented that Shorewood is an artistic community and she thinks the library should represent that. She noted that art can be inspirational whether it sparks a negative or positive reaction. She agreed that the children's area needs more appropriate, lively artwork to enhance the environment.

Ms. Gurney suggested that this item not be acted on tonight. She asked all present to observe the art work that is in the library and determine if, in their opinion, anything is worth keeping.

Ms. Passey offered to gather all of the art work that is in the library Program room for a short period so that staff and trustees may view it all and give their opinions. Because late August and early September are busy times at the library, this likely will not be on the agenda again until October. The trustees asked that Ms. Passey notified them when the art work is ready to be seen and reviewed.

President Maris expressed her gratitude to Ms. Gurney for all the effort she went through to compile this list and gather information.

### **Civic Information Center Discussion**

Assistant Director Passey reported that when she presented the idea to the librarians they came up with some ideas for implementation but also had concerns. Ms. Passey began her own exploration about options by noting what the library already provides:

- Space for meetings
- Space for informational displays
- Computers to access information
- Copies of the Village plan
- Village historical documents

Mr. Linnane said it would be nice if the library had the space for "big ticket" items that need to be discussed with the community. Ideally, he said, it would be a place to display the most recent iterations of a project – updated plans, etc. The steering committee believes that some residents are not getting information before ideas are completely vetted. A space in the library could allow for more open access and back and forth communication between the public and the planners. The committee is looking for a way to reach out to those who are not getting the information from the typical means they have been using to communicate like the newsletter, website and meetings. Enthusiasm amongst the planning committee was generated without a concrete plan for enactment. Their hope in opening a discussion with the library is to work out some of those details and determine if the library would be a viable location.

In Ms. Passey's assessment, there would need to be a designated space, signage, possible re-cataloging of items and a designated computer which presents further issues of how to make it accessible to anyone even if they do not have a valid library card. Mr. Linnane emphasized that some people are not comfortable using computers but may respond to paper.

Mr. Linnane said that the items Ms. Passey listed should be factors in a discussion that needs to be had. The Board needs to explore the options and decide if it's a project worthy of pursuing – to determine payoff vs. cost.

According to Mr. Linnane, the steering committee would have the primary responsibility of ensuring information and access for all of the community so they have a chance to be heard.

The issue of modality would also have to be addressed. He noted that they would likely rely on Ericka Lang in Village Planning and Development to provide the documents for display and distribution. It would require constant updates.

Ms. Marks and Mr. Linnane went on to discuss how such an area would be maintained.

It was mentioned that becoming a center for civic information could become part of the library's function. Mr. Linnane asserted that this would have to be realistic in terms of library operations.

Ms. Maris indicated that it would be helpful to know how many options are currently available to access information. Mr. Linnane listed the website, village newsletter, and posting on garbage bins (a method that has been successful in reaching homeowners but not those in apartments, he noted). There are also open community meetings to enable discussion.

Ms. Passey said that librarians already direct people with inquiries to the Village website albeit in a passive way. If patrons ask for information, they are directed to the Village website or to Village Hall. But Mr. Linnane noted that the library is more accessible – being open later and on weekends - and is overall a more welcoming environment.

Ms. Gurney wondered if the whole idea of a civic information center in the library was sparked by the presence of the sign in the lobby about the new Atwater playground. She said that sign seemed to work well to inform people of what was going on with construction at the site.

Ms. Marks pointed out that, as Mr. Linnane eluded to earlier, the message got out after the project was already decided upon and in progress. Some residents may have wanted to contribute ideas for the playground before the final decisions were made.

Mr. Linnane agreed that ideally – for example in the Atwater playground construction - before you get to the visual of the final playground design, you see many more visuals of the stages before that in order to spark the debate and encourage community input. He would like to meet with staff to discuss the various options and then take the information from the discussion back to the steering committee in September.

### **Other items for future consideration**

- Staff meeting with Board- Tuesday, August 25 at 9:00 a.m.
- 2016 Budget
- Assessment of artwork in library
- Civic Information Center discussion

### **Other Informational Items**

The newest library board trustee will be recommended to the full Village Board next Monday, August 17.

Adjournment: Mr. Linnane motioned with a second by Ms. Gurney, and by unanimous vote, moved to Adjourn at 6:50 p.m.

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