



## Shorewood Library Board of Trustees

### October 14, 2015 – Approved Minutes

Trustees Present: Mariann Maris, Maggie Marks, Patrick Linnane, Alex Handelsman, Alex Dimitroff, Bryan Davis

Others Present: Bruce Gay – Director of MCFLS (Milwaukee County Federated Library System) - present for the item on the Library Member Agreement; Acting Director Emily Passey; Administrative Assistant Angela Andre

Call to Order: At 5:03 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.

Item pulled from consent agenda: Ms. Maris stated that the YTD budget report would be pulled. The 2015 budget status will be discussed at the November board meeting.

CONSENT AGENDA: Mr. Linnane motioned for approval of the entire consent agenda (minus budget report); seconded by Mr. Davis and approved unanimously after a vote.

### Library Member Agreement

Bruce Gay, Director of MCFLS (Milwaukee County Federated Library System) addressed the Board in order to elaborate on and answer questions about changes to the Member Agreement and the addition of the ILS, Technology and Resource Sharing Agreement for 2016-2019

Mr. Gay became MCFLS Director in 2014 and was then asked to create a strategic plan. He entered that process by engaging WILS (a non-profit organization that facilitates collaborative projects and services to save time and money and to advance library service) and inviting system library directors to share ideas. The resulting agreement outlines a shared plan to improve MCFLS services to member libraries.

1. For 2016, there has already been LSTA grant money set aside for a data analysis service. The service will enable all member libraries to generate detailed, granular reports by pulling circulation statistics, census, demographics, and other data. Having this information will help Shorewood and other libraries meet the specific needs of their community. Mr. Gay learned that if each library were to have purchased the software individually it would have cost \$64,000 total. The price for MCFLS was \$25,000.

The service should come online next April. Trustee Linnane noted that Shorewood could apply that data to our own strategy by then.

2. Future plans designate money to purchase eResources like books, magazines, and shared music and movies. It is a violation of state law for individual libraries to buy their own eResources solely for their own users, therefore it makes sense to take MCFLS money and allow all member libraries access to shared resources.
3. The new agreement also includes funds set aside for system-wide marketing beginning in 2017 and then ramping up in the following years. The campaign would highlight shared resources for the entire county.

Mr. Gay noted that all of these initiatives were driven by the member library Directors.

The member agreement had been unchanged since 2004. State statutes differ from member agreements. The ILS, Resource Sharing, and Technology Agreement is for the most part taken from the old member agreement. One major change that Mr. Gay pointed out is the section on Conflict Resolution.

Mr. Gay then outlined the major financial changes.

1. Resource Library Contract: They have reduced the amount paid for the resource library contract with Milwaukee Public Library. Milwaukee has already agreed to and signed off on this change.
2. Reciprocal Borrowing: The 2016 distribution amounts are set. Shorewood will receive \$87,342. This money equals 41% of state aid for net lending libraries. The formula to calculate this amount considers each library's percentage of net lending and net borrowing. As per the agreement, in 2017 the amount of state aid distributed for this purpose will drop to 40%; in 2018 39%, and for 2019-20 38%.

Mr. Gay emphasized that all of the elements of the agreement involving state funding are dependent upon what happens with state aid in the future. If the amount of state aid made available goes up or down by 10% or more, they will review the agreement again.

3. As a smaller item of financial change, every library is being asked to give up a little more funding for catalogue maintenance costs. In the past, MCFLS has paid for the majority of this service.
4. Cataloging, which is the term used for the creation of a library record for an item, is done by MPL employees paid partially by MCFLS. The new agreement calls for a reduction in the amount that MCFLS pays for the contract from 11% to 10% in 2018, with the balance of the salary to be paid by member libraries. Every library, including Milwaukee, pays MCFLS to then pay for this cataloging service – all of which is spelled out in the ILS agreement.

Mr. Gay then answered some questions from Board President Maris:

- He explained that the cost for cataloguing does exceed MCFLS contribution by about \$90,000. That cost is split among member libraries based on the percentage of titles they each add in the year.
- Shorewood is indeed compliant with the loan periods as outlined in the agreement. Mr. Gay mentioned this specifically in relation to Shorewood's non-holdable items which are called the "Lucky Day" collection. The agreements outlines that a "reasonable number" of non-holdable items may be circulated by each library, in ratio to holdable items.

Mr. Linnane motioned approval of both the Membership Agreement between the Milwaukee County Federated Library System and the Shorewood Public Library and the Milwaukee County Federated

Library System ILS, Resource Sharing, and Technology Agreement, 2016-2019. Motion seconded by Ms. Marks and passed unanimously after a vote.

The Member Agreement was then signed by Ms. Maris and Ms. Passey and given to Bruce Gay.

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

In the absence of Ms. Gurney, Assistant Director Passey outlined the recent activities of the Friends group:

- This week, the Friends will celebrate ‘Friends of Libraries Week’ by hosting a breakfast for members on Sunday morning at 10AM. Ms. Passey will attend and the attendees will be invited to tour the library.
- At their September meeting the Friends approved a funding \$4500 for library special collections. –
  - \$1500 for television on DVD. Ms. Passey noted that TV shows are in high demand at the library.
  - \$1500 will bulk up the library’s travel section. They will replace some of the more heavily used items and purchase some of the more obscure travel books that our patrons desire.
  - \$1500 for our foreign language collection, both fiction and non-fiction. The first focus will be on items originally published in Spanish and also translations of important works into the Spanish language.

Ms. Passey stated that she hopes for continued support from the Friends so that the Library will be able to expand our foreign language collection in the future. The library wants to incorporate the existing Russian-language collection and establish a strong overall foreign language section.

### **Consideration of Onufrock memorial donation**

The Library received a letter from Elizabeth Onufrock who would like to extend a donation in memory of her husband, Harry Onufrock, a long time Shorewood resident and former Marquette librarian. Ms. Passey met with Mrs. Onufrock and they decided that the gift, totaling \$27,000 would be earmarked to purchase \$13,000 in books (fiction – mostly historical fiction as well as mysteries) and \$14,000 for new library furniture.

Mrs. Onufrock will issue the money to the library in 2015 but much of it will be spent in 2016. The books will include bookplates to note the gift and a plaque will be placed in the library to honor Mr. Onufrock. Gifts over \$1000 require approval of the Board.

Motion by Mr. Davis to accept and approve the gift, seconded by Ms. Maris and approved unanimously. President Maris and Ms. Passey will draft a letter of thanks to Mrs. Onufrock on behalf of the Board and staff of Shorewood Library.

Ms. Passey noted that Elizabeth Onufrock preferred that the gift go directly to the library rather than funneled through the Friends group.

## **Meeting room policy revisions: limits on use and room set up**

Revision 1: stricter wording regarding guidelines for use of the room

As discussed at the last meeting, the request for this change derives from several incidents when the room was left in disarray. The revised language is an effort to more clearly communicate to users that they are expected to leave the meeting rooms in a particular configuration.

Ms. Maris requested revisions to the language in the policy and with those changes made, Ms. Dimitroff motioned approval of the update to the Meeting Room Policy; seconded by Mr. Handelsman and approved unanimously after a vote.

Revision 2: language regarding groups using the space more than two times per month

Ms. Passey explained that limited Village department access to meeting rooms became a concern when a group requested use of the room every Friday for a full month. The change to the policy is in the interest of Village departments who already encounter very limited access in order to hold their own programs or meetings. Ms. Passey spoke to the Village Attorney before drafting the proposed language and he recommended the proposed wording.

Ms. Marks motioned for approval of the change in policy as drafted by Ms. Passey and recommended by the Village Attorney. Motion seconded by Mr. Linnane and passed unanimously after a vote.

## **Fines & Charges policy revisions:**

### **1. Addition of language on waiving fines**

As Ms. Passey explained, the driver of this request was the frequency of patrons requesting that their fines be waived. After further consideration, however, Assistant Director Passey would like to withdraw the request for this change in policy. She thinks it would be better suited as an item of procedure.

After consulting with other libraries, Ms. Passey found that some waive fines and some do not but all have a procedure in place – not all have a policy for waiving fines.

Ms. Maris observed that one of the major elements of this issue is that clerks do not currently have authority to waive fines and must go through the Assistant Director. This process could be streamlined.

The issue of fine waiving procedure will be revisited at a future meeting with no action taken today.

### **2. Update to reflect current library collections**

The other policy updates eliminate mention of items that are no longer part of the library's collection. These updates were approved by motion of Mr. Davis, second by Ms. Marks and a vote of all in favor.

## **2016 budget update**

Acting Director Passey informed the trustees that so far in the budget process:

- She and Board President Maris went before the Village Board in September and Ms. Passey attended another budget meeting with the Village on Monday, October 12.
- At that meeting, the Village partially accepted the Library's request for capital funds to purchase new furniture. The approved amount added to the Library's 2016 tax levy is \$20,000.
- Ms. Passey reported that there will be no increase in the cost of health insurance for 2016.
- The finance director is putting together the final budget now. Mr. Linnane confirmed that the public hearing for the 2016 budget will be held in November. It could be approved then.
- The trustees noted that this is the first time since 2002 that the Library has made a capital request for funding to the Village.

## **Library Director Job description and job ad drafts**

Ms. Marks, Ms. Dimitroff, Mr. Davis, and Ms. Joan Spector (a representative of the Friends organization) met on several occasions previous to this meeting along with Ms. Passey to draft a job description and ad for the Shorewood Director of Library Services.

Ms. Passey brought some suggested edits to the job description that came from Library staff and the trustees offered some of their own changes. Those revisions will be made by Ms. Passey. Mr. Linnane motioned approval of the job description with the discussed edits; motion seconded by Mr. Davis and approved unanimously after a vote.

Moving on to the job ad, the members discussed an edit to the start date (it will now read, "to start in early 2016"), as well as the addition of certification requirements. Salary ranges were discussed as well. The Board decided that the current director position should begin at \$64,000 and be negotiable based on experience.

Mr. Linnane motioned for approval of the Job Ad for Director of Library Services with the edits as discussed. Ms. Marks seconded and the ad was approved for publishing after a unanimous vote. The ad will be published by the end of this week.

Ms. Passey will create a shared email address where applications can be submitted and accessed by the Search Committee members. The application deadline is the 16<sup>th</sup> of November.

## **Translation of library policy documents**

Acting Director Passey explained that Shorewood has many non-English-speaking patrons. She shared her account of an interaction with a patron who, because she did not understand English, could not understand why she had fines. In this instance and many others, it would be helpful to have some of our important policy documents translated so that all library users have a clear understanding of our guidelines. She emphasized that we are asking card applicants to agree to a policy and they need to be able to understand what it says.

Ms. Passey suggests starting with Simplified Chinese and Arabic. When asked why, she explained that those are currently our biggest needs. She believes many patrons have moved here with their children to attend or work at UW-Milwaukee, as well as at other major corporations in the area.

Mr. Linnane agreed that this would be a valuable service and fits into the vision statement of the Village. He suggested starting with Chinese, seeing if needs are met, and reporting back to board on results and findings before proceeding with other languages

Mr. Linnane motioned to empower Ms. Passey to move forward with the plan for translation of key library materials in Chinese as a pilot program. Ms. Marks seconded and all approved after a vote.

### Closed Session

At 6:47 Mr. Linnane motioned and Ms. Dimitroff seconded that the Board move into Closed session under the provisions of s. 19.85 (1) (e) is: "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Approved after Roll Call: Dimitroff, Handelsman, Marks, Maris, Linnane, Davis.

Mr. Linnane motioned to move back into Open Session at 7:07 p.m.; seconded by Ms. Marks; approved by all.

### Action items for future consideration

- Auermiller Gift
- YTD Budget report
- 2016 Budget Updates
- Director Search Updates
- Updates to Fine Waiving procedure

Adjournment: Adjournment motioned: Linnane, Marks, all approve 7:09 p.m.

Recorded by Angela Andre, Administrative Assistant and submitted by Emily Passey, Acting Library Director.