



Shorewood Library Board of Trustees
November 11, 2015 – Approved Minutes

Trustees Present: Mariann Maris, Patrick Linnane, Jean Gurney,
Alex Handelsman, Alex Dimitroff

Others Present: Mark Emanuelson – Village Finance Director; Emily Passey – Acting
Library Director; Angela Andre – Administrative Assistant

Call to order: At 5:10 pm 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. Dimitroff motioned for approval of all elements presented as
the consent agenda. Motion seconded by Mr. Linnane and approved unanimously.

Auermiller Fund update: Mark Emanuelson, Village of Shorewood Finance Director

Mr. Emanuelson addressed the board about the handling of the Auermiller Grant account and
offered suggestion for improvements.

Since he became the Finance Director for the Village, he has been concerned about the existence
of this investment account (called Auer Library) that was treated differently than other Village
investment accounts. He had no information regarding if or how the money was being
transferred from the investment savings account to the library to spend. From the information
gathered by Ms. Passey, they determined that there had not been transfers made from the
Auermiller account in several years.

To bring the accounting up to 2015 best practices, and for ease of tracking the money that is left
in the account (true balance of \$24,948.29) he suggested that the Village liquidate the Auermiller
account and pool it with other Village investment cash reserves. He also suggested that he and
the library work together to begin accounting for the remaining Auermiller money as a Restricted
portion of the fund balance – labeled as such and directly correlated to the existing Auermiller
expenditures account.

Ms. Passey clarified that the entire balance is still attributed to the Library but since money
hasn't been transferred from the account for several years, the Library's spending that was
labeled as Auermiller was actually just using our normal materials operating budget.

Ms. Gurney motioned approval of Mr. Emanuelson's advised changes: the liquidation of the
Auermiller account to pool the remaining amount into the Villages general cash pool, and label
the Fund Balance make-up by identifying the Restricted (Auermiller and Onufrock bequests) and
Unrestricted (cash) balances.

Gifts:

Mr. Emanuelson proposed a different way of handling gifts and donation as well as a change in how they are budgeted. He stated that current practice is to budget for programs funded by the Friends of the Library. This implies that the expenses are already programmed into the budget. He recommends that whatever amount is programmed into the budget stay, but anything beyond that (such as additional unanticipated gifts) should not be factored into the budget. There should be no budget for provisional donations.

Any monetary gifts that exceed the normal course of business budget could be built up in a separate reserve and used when needed. The Library Board can decide to exceed spending in the materials budget line when they receive supplemental, unplanned money, or they can decide to hold back the equivalent of the gift amount to save for purchases not in the budget.

By distinguishing a line in the budget for “other donations,” at the end of the year it will be clear what is surplus to the budget. This is a more transparent system of tracking donations.

There was some discussion as to the reasoning behind keeping the Friends of the Library donations in a separate line from all other gifts. Ms. Gurney argued that this is an important distinction so that donors and Friends members can see where their money is going and illustrates that many programs would not be possible without the funding of the Friends group. Therefore it will remain a separate budget line.

Friends of the Shorewood Library Liaison Report

The Friends held a “Thank You” breakfast and library tour for its member which was very well attended. They will be hosting a Holiday Book Talk and Sale on Saturday, December 5 with Danial Goldin from Boswell Books. The event is free and open to everyone.

Follow up on community service students

Emily reported that, of the students whom the court instructed to perform community service work at the library in lieu of being fined for their vandalism, only one of them has so far done so. She contacted Superintendent Davis who then reached out to the students’ parents resulting in one of the students making plans to begin performing his community service. She will keep the Board informed of any developments in the matter.

2016 Committee Assignments

Personnel- President Maris explained that the primary role of the Personnel Committee is to evaluate the Library Director according to DPI standards.

Strategic Planning/Facilities- President Maris suggested that a committee be charged with coming up with a facilities management plan, something we do not have at present. She thinks it would make sense to combine this initiative with those of the Strategic/Long Range Planning Committee. Mr. Linnane agreed and stated that he would be in touch with the Leann Butschlick, the Public Works Director, for guidance.

The other committee will be for the **2017 Budget**

-Ms. Dimitroff volunteered to serve on the Personnel committee as well as the Facilities / Strategic Planning Committee

-Mr. Linnane agreed to continued service on the Planning committee

-Mr. Handelsman also agreed to serve on the Budget committee

Art Evaluation Report

Staff and Board members viewed all of the art work in the library – most of it in storage – and voted to keep only a few items. There was a brief discussion of certain items that were donated and will therefore be kept.

Ms. Gurney has found that the remainder of the works can be sold by auction as an entire lot through a company out of Chicago. They will hold their next auction in May 2016.

Ms. Gurney motioned that the staff put aside those items that they wish to keep in the library and then proceed to contact Leslie Hindman Auctioneers so that the remaining items can be sold. Second by Mr. Linnane. All voted in favor.

Director Search Update

Ms. Dimitroff reported that they have received only five applications and recommended extending the deadline to November 30. She and the Search Committee met with representatives from Whitefish Bay for advice on moving forward with the process.

Ms. Passey stated that she would post the ads again, and expand the search via the ALA JobList which costs \$75. The expense will come from the Professional Development budget line.

Other informational items not on the agenda

In contacting Assistant Village Manager Tyler Burkart about Library employees who have asked for some of their vacation time to be carried over to next year, Ms. Passey discovered that he was unaware that this was a regular practice of the library. He alerted her to the fact that vacation carryover is not allowed per Village Policy, and there is no library policy to supersede the current Village policy.

Ms. Passey asserted that library employees have been working under the assumption that carryover would be allowed just as it was in previous years; and Mr. Burkart agreed to terms of a compromise. Those are that if the Village Manager approved, up to two weeks of vacation will be allowed to carry over as long as that vacation is used by April 30, 2016. Ms. Passey has drafted a letter to Village Manager Chris Swartz with this request.

The trustees approved of sending the letter to Mr. Swartz but President Maris asked that the topic of the library's policy be put on the agenda for the December meeting. She also asked Ms. Passey to check the policies regarding vacation carryover at other libraries.

Other items for future consideration

- Staff holiday gift contributions
- Policy for vacation carryover
- 2016 Library Board meeting dates
- Library closing dates for 2016
- Update of performance appraisal standards as addressed by the Village – possible movement into performance based pay increases in Village

At 6:30 p.m. the motion to adjourn into closed session was made by Mr. Linnane 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. Motion seconded by Ms. Gurney. All approved after a roll call vote.