



## Shorewood Library Board of Trustees

February 11, 2015 – Approved Minutes

Trustees Present: Mariann Maris, Alex Handelsman, David Weissman, Maggie Marks

Trustees Excused: Jean Gurney, Patrick Linnane, Marty Lexmond

Others Present: Library Director Beth Carey; Assistant Director Emily Passey; Administrative Assistant Angela Andre

Call to Order: At 5:05 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. There were no citizens to be heard on items not on the agenda.

Consent Agenda: Mr. Weissman motioned for approval of the entire consent agenda which was seconded by Mr. Handelsman. Unanimously approved.

### Friends of the Shorewood Library Liaison Report

In the absence of Ms. Gurney, Director Carey reported the following Friends activities:

- **Shorewood Reads** – The planning committee is working to promote events to be held in spring and encouraging the community to start reading the book. To that end, this Saturday (Valentine's Day) volunteers will prepare and distribute (50) fifty copies of *Shotgun Lovesongs* throughout the community. A book will be placed in *each Little Free Library* in Shorewood. The books will be packaged and labeled with the Shorewood Reads logo and will include a list of **SW Reads** events and encouragement to readers to read the book and pass it on to someone else. The insert also asked that readers post a note through social media to track which books have been found. She will be sending out an eBlast to get people looking for the "catch and release" books.

Ms. Maris suggested posting on Shorewood's local branch of "Free Stuff" website.

- **Paperback Sale** - The Friends' 5 for \$1.00 paperback sale is going on now in the lobby of the library/ village center.
- **Book Clubs** – There has been a monthly morning book (which identified as the *Friends' Book Group*) in existence for a long time, however, none of the current Friends' Board Members have any association with the group. The Friends have initiated a separate evening book group to begin in March. The morning group will be associated with the Library and attended by a librarian but it will no longer be named as a Friends' group.

## **DVD Lending Periods**

Staff was surveyed for their opinions regarding the DVD lending periods along with other options relating to DVD circulation. Assistant Director Passey said that although opinions were divided about some issues (such as splitting up series into individual discs), the consensus regarding loan time was that a 7 day loan with three day grace period is more patron friendly because it allows sufficient time to watch and is consistent with the policy of MPL (Milwaukee Public Library). Staff also suggested that new DVDs circulate for a shorter loan period and be labeled as such.

Compared to other libraries in our vicinity, we are in the minority with a loan period of 3 days. Most allow seven days. One library charges a rental fee of one dollar and has a three day loan period.

Ms. Marks commented that she has spoken to patrons who do not borrow DVDs from the library because they know they won't have time to watch in the three day period. Director Carey said hearing this feedback from the community is reason enough to consider moving to a seven day loan period.

Mr. Weissman suggested DVDs loan periods be in line with our book loan periods, meaning a shorter loan time for new items.

**He motioned that the policy allow NEW DVDs to circulate for THREE (3) days with a three(3) day grace period and other DVDs circulate for SEVEN(7) days with a three(3) day grace period. The motion was amended to state that this policy be applied only to Entertainment DVDS. The motion was seconded by Mr. Handelsman and approved unanimously after a vote.**

## **Security Camera Discussion**

As detailed in her memo, Director Carey reviewed other libraries' existing policies regarding cameras in the library.

She also spoke to the installation company and found the information requested at the last meeting:

- After the five years of covered upgrades, each camera upgrade would cost \$25.
- Cameras are always on but record only when motion is detected.
- Cameras that are already installed in the lobby and outside the building can also be viewed by library staff in the library.

Ms. Carey added that she has viewed footage from the newly updated cameras in the Village Center and thought it was good quality.

Existing cameras are in the Police station, Village hall, and the lobby of the Village Center.

Mr. Weissman asked if theft was the reason that cameras in the library are being considered. Director Carey explained that along with issues of theft, staff thought they might also be helpful in monitoring disruptive behavior. However, staff has since had discussions that are leading towards more effective ways of dealing with problem behavior in the library.

Ms. Marks asked if they might consider the presence of a security guard in the after school hours.

Ms. Maris pointed to results of a study on library security which concluded that cameras do not deter theft. Ms. Passey said that she struggled with this study which seemed biased against use of cameras and didn't explore their use in urban libraries. Ms. Maris thought the report a good basis upon which to start a discussion.

Ms. Maris suggested that a leadership council be created that is made up of peers of the school aged groups.

Director Carey stated that staff has been discussing ideas for handling problems during the after school hours (usually 3:00 – 6:00 p.m.). Ms. Passey remarked that staff has been working on the behavior issues for years and continues to try everything they can. She does not believe installing cameras would help the situation but would consider them mainly for cases of violence or dangerous incidents.

Mr. Weissman stated that he needs more convincing that cameras are necessary. According to Director Carey, recent thefts seemed to be isolated incidents and steps have been taken to deter further theft such as requiring DVD cases to be unlocked at the front desk.

Ms. Passey suggested that staff start keeping track of incidents that they believe may benefit from access to footage.

Director Carey added that staff is working with the police to establish an emergency procedure and receive active shooter training.

Mr. Weissman inquired as to the details of the December incident involving police in the library. Since Director Carey has not yet received the official report of the event, President Maris will draft a letter to the police chief requesting a full account of the incident.

Ms. Marks asked if staff has seen any improvement in behavior to which Ms. Passey stated yes, some, but reiterated that there has been a history of problems in this area over the years among middle school, elementary, and high school aged students.

The security camera issue will be tabled and revisited in three months.

### **CD Shelving**

As Director Carey explained in the memo, the library music cd collection is heavily circulated so that it cannot be weeded often. The collection has outgrown the shelving capacity. She requests approval for the purchase of additional shelving bins to accommodate the collection and make it more staff and user friendly. Payment would come from the Fund Balance.

**Mr. Weissman motioned approval of the purchase of ten additional pull out bins to house compact discs. Seconded by Mr. Handelsman and passed unanimously.**

## **Committee Updates**

### **Nominating Committee**

President Maris explained that a nominating committee should be formed in preparation for electing Library Board officials in June. Although her term was extended and she will be serving for another year, Ms. Maris will not be a candidate for Board President. She asked that any trustees interested in being on a nominating committee contact her.

### **Planning Committee**

The planning committee, including Friends' representative Elizabeth Jonas, met earlier this year. Ms. Carey commented on how valuable it will be for a Friends' member to participate on this committee so that the Friends may gain a better understanding of the full scope of the Library.

When asked about a timeline for completion, Mr. Handelsman answered that they would like to meet at least once more before bringing a report to the board. Ms. Carey noted that they are working with the visioning plan established by the Village to see where it might align with the library's goals.

A report from the Planning Committee will be put on the agenda for March.

### **Action Items**

- **Director Evaluation** – Mr. Weissman stated there is a survey ready to be distributed to staff. He agreed to summarize the results so that they are available for the March meeting although he will be unable to attend. Beth and Emily will arrange for the survey to be set up through Survey Monkey. Director Evaluation will be on the agenda for March.
- **Laptop Updates** – Library clerk Nathan is waiting for key codes from the MCFLS tech specialist and will then proceed with the software updates. They should be back in circulation again soon.
- **Nominating Committee, June- Officials Elected**
- **Report from Planning Committee**
- **May - Security Issues Update**

Adjournment: Mr. Weissman motioned; Ms. Marks seconded, and the Board unanimously agreed to adjourn at 5:50 p.m. Recorded by Angela Andre, Administrative Assistant & Beth Carey, submitted by Beth Carey, Director of Library Services.

