



## Shorewood Library Board of Trustees

March 11, 2015 – Approved Minutes

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

Trustees Excused: David Weissman, 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. Linnane motioned for approval of the entire consent agenda which was seconded by Ms. Marks. Unanimously approved.

### Friends of the Shorewood Library Report

- **Shorewood Reads (Friends are sponsoring elements of this event)** – Ms. Passey reported that the events for the April 2015 *Shorewood Reads* have been finalized. Saturday, April 11, there will be a concert called “Shorewood Love Songs” featuring high school and local bands. The event will also feature a display of artwork created around the theme of the book (*Shotgun Lovesongs*). Director Carey noted that the collaboration with graphic design students from Shorewood High School to create a poster for the event was very successful. Emily pointed out that this was a way to involve the high school aged students since the book selection isn't necessarily targeted to their age group.

Other events include two book discussions, and an author visit. Currently, Emily and Hayley are contacting area businesses for permission to hang posters and display table tents promoting the events.

Director Carey asked that Ms. Passey send a calendar of events to the Trustees.

One Board member noted seeing *Shorewood Reads* featured in the new “Keep in Touch” quarterly eNewsletter. Ms. Passey explained that the newsletter, which has been in the works for a year, is a collaboration between the Village, Shorewood School District, the Business Improvement District (BID), and the Library as a way to promote events that would appeal to news subscribers of all four organizations.

## **Report on December 2014 Incident at Library**

The trustees were shown the official police report of an Incident at the Library on December 17, 2014. Mr. Handelsman concluded that the involvement of an off-duty police officer seems to be a police procedural concern and that overall the incident appears to involve a series of unrelated unfortunate events that could be fully handled by the police.

Ms. Maris stated her concern and wondered if the Board should officially express concern for the actions taken by the off-duty officer.

Mr. Handelsman did not think that a response to a police call, even when off-duty, is something to be discouraged. Ms. Marks and Ms. Gurney agreed and thought that no more action need be taken.

Assistant Director Passey stated that library staff who witnessed incident should review the report to see if it matches their experience. It may be a mischaracterization of how staff experienced the incident. She added that she would personally object to the actions taken by the off-duty officer not just as a staff member but as a citizen.

Director Carey noted that staff will be given “active shooter” training soon which would likely be involve an officer who has been specially trained in this type of “public menace” response.

Ms. Maris asked if the PD has been advised about appropriate off-duty actions. She wondered if they might require some training in this area. Ms. Marks agreed that the behavior of the off-duty officer in this instance seems inappropriate.

Ms. Passey stated that staff witnessed the actions and speech of the officer and also know the patron who was pursued.

Mr. Linnane thought that a responsible action would be to make a formal request for a review of the procedures in place for actions in any public buildings. To this end, he suggested that when the new Police Chief is installed, that he/she come to meet and speak to the Library Board.

Ms. Maris stated that she would like the Library Board’s response, whatever it may be, to be in support of staff. Mr. Linnane thinks that putting staff through training for such incidents may be a response to a problem that is not our own. Ms. Passey feels it is an appropriate response in that staff were alarmed and afraid during this particular incident and would likely benefit from the preparedness that training could give.

Mr. Handelsman suggested a statement to the Police Commission that thanks the PD for their report but also expresses concern for the severity of the reaction in relation to the actual incident.

## **2014 Year End Financial Report**

This is being presented as an informational item only. Director Carey noted that an audit for 2014 has not yet been completed. There will be more a more detailed report after the audit.

Ms. Carey explained that per an agreement established and Library Board approved several years ago, any surplus of salaries and benefits over the budgeted cost would be given to the

Village. Last year, there was an unused amount totaling \$48, 438 which was a result of some staff leaving and other staff taking less benefits than predicted while budgeting.

Overall, Beth stated, everything that was planned for the year was fully funded and we have been able to spend down the fund balance without asking the Village to fund capital improvements.

Mr. Linnane asked if they were at a place where they will need to start asking the village for funding. Director Carey answered that some items are in the DPW budget – those involving maintenance of the Village Center building.

### **Capital Items for 2015**

This item will be tabled so that the Planning Committee may meet for discussion.

### **Furniture Cleaning**

Beth explained that the DPW pays for carpet cleaning and asked if the Library wanted to add on furniture cleaning.

Ms. Maris wondered if they should be cleaned or if new items should be purchased instead. Ms. Carey will price those options and report on her findings. The item will be tabled and a decision made by May.

### **iPads Purchase**

Staff is requesting the purchase of iPads so that they will have the capability to go out into the community and illustrate our services and offer mobile library card registration. Director Carey believes this will better prepare us for the (mobile) future. She also stated that mobile check-outs make us a more nimble presence in the community.

Mr. Handelsman stated that the need for hot spot capability is unclear and that wifi seems widely available. Assistant Director Passey explained that a typical instance of using the iPad would be a presentation or open house at the schools and she is unsure what access is available there.

Director Carey suggested that the services could be acquired in stages if needed, leaving the mobile service for later purchase if it is found to be necessary. Ms. Maris noted that mobile service could be added during the school months, however Beth added that there will be other locations beyond the schools – outside, out in the community etc. Ms. Passey added that the future is unknown as far as what might be needed for further development within the community.

Ms. Gurney asked if the apps are ready for this kind of mobile service and Ms. Passey stated that ILS will be in place later this year but they can already display a lot of utility in order to show patrons how to use library services. Staff is already in the process of developing mobile device training for patrons.

Ms. Gurney asked if it would be helpful to purchase the iPads now for immediate use and later determine the need for other capabilities. Mr. Handelsman also suggested that the hot spot could be an occasional or on/off item with heavier or lighter use periods.

Ms. Gurney motioned to approve the purchase of two (2) iPads without hot spot capability for now but to be considered later. Mr. Linnane seconded and the motion passed after a vote.

### **Annual Report**

**Statement of Effectiveness** - Director Carey asked for the Board's answer as required by the DPI (Department of Public Instruction) as to whether or not MCFLS provided sufficient leadership and direction in the previous year.

Ms. Gurney motioned that the Board answer yes to indicate that MCFLS has been effective. Seconded by Ms. Maris and passed after a vote.

### **Action Items**

- **Capitol Items 2015 / Planning Committee Meeting**
- **Furniture**
- **iPads Hot Spot**
- **Director Evaluation**
- **Letter to PD follow-up**
- **Shorewood Reads update**

Adjournment: Ms. Gurney motioned; Mr. Linnane seconded, and the Board unanimously agreed to adjourn at 6:05 p.m. Recorded by Angela Andre, Administrative Assistant & Beth Carey, submitted by Beth Carey, Director of Library Services.

A handwritten signature in black ink, appearing to read 'Beth Carey', with a long, sweeping underline that extends to the right.