



**SHOREWOOD LIBRARY BOARD OF TRUSTEES  
March 9, 2016 – Approved Minutes**

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

Others Present: Rachel Collins- Library Director, Emily Passey- Assistant Director, Angela Andre,- Administrative Assistant, Sara Mulloy- Representative from Leslie Hindman Auctioneers which is located at 525 E. Chicago St. Milwaukee

Call to order at 5:01 pm the meeting of the Shorewood Library Board of trustees was called to order by Board Secretary Gurney.

Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

(Secretary Gurney requested that Ms. Mulloy speak to the trustees at the top of the meeting.)

Sara Mulloy (Consideration of reserve prices for artwork sale)

Ms. Sara Mulloy from Leslie Hindman Auctioneers was in attendance to answer any questions about the upcoming auction which will include art work that was stored in the library. The library has submitted 12 lots for sale in a May 6 auction which will begin at 10:00 a.m. Ms. Mulloy explained that three of those items are eligible for a reserve price because they are valued over \$500. Buyers are not aware of the reserve price; only that there is one set.

The trustees asked some questions about typical practice and number of attendees at these type of auctions. They also asked about the fee charged by the auctioneers. Ms. Mulloy explained that usual practice is to assign commission rates based on the price of each piece but for the library she has waived all fees and set a flat 10% commission rate.

The deadline for setting reserve prices is early May.

Ms. Mulloy then left the meeting. The trustees will discuss this item later in the meeting.

Consent Agenda

Mr. Linnane motioned approval of all elements in the consent agenda; seconded by Mr. Handelsman and passed unanimously. Ms. Gurney questioned the reported jump in patron count compared to the same time last year. Ms. Passey thinks this may be an error in how the number was calculated using the library's new device for counting patrons. She will follow up with the board.

There are other possible factors for the increase, however, including leap day, a larger attendance at the School District art reception, and the weather this year.

## Friends of the Shorewood Library Report

Ms. Passey reported that at their last meeting, the Friends declined a request for funding of new items for the Early Learning Center. They felt that such purchases should be covered by the library's operating budget. This prompted Assistant Director Passey to suggest an examination of how staff decides which items are appropriate to fund from gifts versus our regular expenses.

Ms. Gurney commended the Library Board on their decision to match the Friends gift that will send two library staff members to PLA this spring.

### Election of Officers

As chair of the nominating committee, Ms. Gurney will be asking Ms. Marks to join her in choosing the nominees for the next Library Board President and Secretary.

### Senate Bill 466 Discussion

Wisconsin Senate Bill 466 was signed into law on January 29, 2016 and authorizes libraries to use collection agencies to assist in retrieving unreturned library materials or replacement costs. Director Collins stated that the legislation generated some media attention to Shorewood Library. She wanted to address the board about this topic as an item of information only.

Ms. Collins confirmed that the Shorewood Library is not interested in using collection agencies or law enforcement for fee or item retrieval. She gave the same information to the press.

Mr. Linnane asked if other area libraries use collection agencies. Ms. Collins answered that Milwaukee Public Library does but their volume is much higher and so the percentage of patrons owing more than \$50 in fines is also elevated. Less than 1% of Shorewood residents owe over \$50 in replacement charges.

### Village Lean Process

The library is joining in with Shorewood's initiative to become a lean organization. Staff training will begin soon and the entire process will span five years with minimal involvement in this first year. Staff is being asked to think creatively about how processes can be streamlined.

### Facilities and Planning Update

Mr. Linnane reported that the Facilities committee met and talked goals. They discussed what the facility plan should cover, who should be included in the planning process, and identified the stakeholders. Assignments were given for the next meeting where they hope to determine the timing and length of the project.

### Civic Information Center

Assistant Director Passey announced that with the Wilson Drive project being a driving incentive, the Civic Information Center will soon be established in the library. Ms. Passey worked along with Ericka Lange from Planning and Zoning. Ericka designed a shelf unit to hold informational materials and it was then built by DPW workers.

The unit will house information about such things as Shorewood sewer and road construction projects. It will include hard copies of project master plans. Mr. Linnane predicts that it will naturally grow to be a central area for communications from many Village departments.

#### Consideration of reserve prices for artwork sale

Returning to this topic, the trustees discussed the option of reserves and the information provided by Ms. Mulloy. Members present decided to go forward with the auction without setting any reserves.

#### Banning procedure update (informational item)

Director Collins plans to examine each of the library policies and procedures to update them where needed. Policy and Procedure reviews will be a regular item on the board agenda.

The first to be revised will be the Banning Procedure which has not been updated since 2008. When comparing the policy to that of other libraries, Ms. Collins found gaps in the policy including language about user expectations. Also, when an issue of banning came up recently, Board President Maris suggested that the Director should have the authority to make an immediate decision to that end.

Ms. Collins will bring the revision suggestions to the Board at a future meeting.

Adjournment: Ms. Dimitroff motioned for adjournment; seconded by Mr. Linnane. Meeting adjourned at 5:48 PM. Recorded by Administrative Assistant Angela Andre; Reviewed and Submitted by Director Rachel Collins.