



SHOREWOOD LIBRARY BOARD OF TRUSTEES
April 13, 2016 – DRAFT Minutes

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

Others Present: Library Director Rachel Collins, Assistant Director Emily Passey, Administrative Assistant Angela Andre

Call to order: at 5:07 pm the meeting of the Shorewood Library Board of trustees was called to order by Mariann Maris.

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

Consent Agenda

Ms. Dimitroff motioned for approval of the entire consent agenda, Ms. Marks seconded; approved unanimously.

Meeting Room Policy Exception Rachel/Action item (Memo RC)

In 2015, the Library Board approved an amendment to the Meeting Room Policy to say:

“Groups other than Village of Shorewood departments may only use the meeting space twice per month.”

According to Director Collins, a group that has been using one of the small meeting rooms since January 2012 or earlier –*Il Gruppo di Lettura in Italiano* – is asking to continue their weekly use of the room.

Ms. Collins found that this is the only instance of any group using a room on a weekly basis and is therefore asking for support from the trustees in making an exception to the policy for this group.

ACTION Ms. Gurney motioned that *Il Gruppo di Lettura in Italiano* be allowed to continue weekly use of the Village Center Meeting room now and in the future. Motion seconded by Ms. Marks and passed unanimously after a vote.

Ms. Maris asked if the staff has been presented with more challenges since this new element to the policy has been in effect. Ms. Collins and Ms. Passey answered no, that groups have seemed fine with the change, but added that staff does see a lot of requests to use the meeting rooms to teach classes.

Additional Topics not on the agenda

Last month there was an error in the patron count reported on the activity report. It has since been corrected.

Nominating Committee Report (informational)

Ms. Gurney reported that Mr. Handelsman has agreed to become Library Board Secretary and Ms. Maris will continue as President. This will be an opportunity for Mr. Handelsman to learn more about the Library Board so that he can move to the position of Board President next term.

Facilities Planning Committee Report

Ms. Gurney reported that some of the main decisions were made when the committee last met. Before constructing a plan, the committee will itemize each element in minute detail. Each committee member was assigned an area of focus – Interior Library, Interior Village Center, and Exterior of Building.

Ms. Collins has obtained the facilities spreadsheet used by Whitefish Bay Library which may be used as a template for Shorewood's planning.

Ms. Gurney examined the 2012 community survey about the library and found that many people wanted more quiet spaces, however, many others also noted a desire for spaces where they could meet and talk with others.

Friends of the Shorewood Library Liaison Report (informational)

Ms. Gurney reported some items discussed at the recent Friends meeting:

- The Trees of Edgewood Place program will take place at the library April 20th. It features a talk by a retired professor of biology.
- The adult reading program had 63 participants.
- National Library Week is going on now and the Friends funded \$388 for program supplies
- Ms. Piehler, Youth Services Librarian, requested \$1500 to replace items in the Early Literacy Center. Items in the center are heavily used with thirty to forty families visiting each day. Although the Friends believe this kind of expense should be covered by the library's general funds; it was not factored into the budget for this year. Therefore, the Friends granted the requested funding for 2016.

Ms. Gurney suggested that updating items for the ELC could be part of the facilities plan.

Ms. Marks mentioned that the library might use Shorewood KidCycle as a resource for items that are still in good shape but are no longer needed by families. Staff emphasized the need for heavy duty / school grade products for the type of use these items get. Ms. Passey said there is another path some follow which is getting items cheaper knowing they will need to be replaced often. Director Collins agreed that there are some options that should be explored but that most importantly, there should be a line in the budget for maintaining the ELC in the future.

Laptop Purchase Update (Emily/informational)

Ms. Passey reported that more than half of the items on the Laptop task list are already complete. The technician from MCFLS has set them all up for use with the SAM software; now staff is cataloging them for check-out; storage and charging is planned. DPW workers will be

installing lockable doors for storage. The user agreement has been drafted and is in the hands of the attorney for approval. Staff has been in touch with Metro Market for collaboration on marketing the introduction of the 5 new laptops.

The laptops will be available for check-out and use inside the library only. They will run through the library's wireless network, allow for standard login time limits, and patrons will be able to print from them. They are set to shut down automatically ten minutes before the library's closing time.

Director Collins emphasized that these laptops will give the opportunity for patrons to have more mobility within the library and for collaborating, skyping, conferencing etc. Right now they are only available to patrons aged 18 and over but that may change if the program expands.

Ms. Maris commented that five seems like a low number of laptops to have available and wondered if there were thoughts about increasing the collection. Ms. Collins replied that she thinks five is a good starting point as a pilot program. Recent statistics have shown that use of library owned technology items are down because many people have their own devices.

Right now, use is not permitted in the Village Center (outside of the library proper) but it may be an option for the future in particular is they are needed for meetings.

To address noise and appropriate usage; the Library's Code of Conduct Policy includes the use of electronic devices inside the library.

Marketing will begin with a soft launch and then something more formal after a couple of weeks and moving on to a more widespread announcement in the community.

Civic Information Center (discussion)

The location of the Civic Information unit has been determined – it will live at the end of the computer banks by the adult reference desk. Signage is in process and will be paid for by Village Planning and Development. Ms. Passey stated that she and Ericka Lang from P&D have determined the documents to be housed there. They include the Village Code, Vision Plan, Construction Master Plans, School Summit documents and any other strategic plan.

Ms. Dimitroff asked if the unit would hold information on Voter ID. Ms. Passey said that there are large signs at the front of the library informing the public about ID requirements.

Code of Conduct Policy Revision (discussion)-DRAFT provided

Ms. Collins explained the revisions and additions to the policy. She felt that the first paragraph in the original draft could be eliminated because the second paragraph summarizes the content. Mr. Davis recommended that the state statute be noted somewhere in the reference notes.

The trustees discussed some elements of the draft:

- Ms. Maris suggested breaking up the list into subheadings along the lines of *Library Property, Dress Code, etc.*, in order to make the text easier to scan quickly.
- Ms. Collins mentioned that the absence of a mention of cell phones is intentional because it falls under “no boisterous or loud noise”. However, Ms. Gurney felt this

needed to be clarified so that it specifies that sound should not come from any device but that people are still allowed to converse. Ms. Collins agreed that it is unrealistic to expect silence.

- Ms. Marks noted that this brings up the need for a separate area for low conversation. Ms. Collins said that although there is a designated quiet talk area, she thinks there is a need for signage to more clearly communicate that fact.
- Ms. Dimitroff mentioned the issue of people handing out flyers and solicitation. Ms. Collins clarified that the policy does not apply outside of the building however, the division needs to be made for solicitations.
- President Maris asked that the Code of Conduct policy be brought back to the May meeting for final approval. The Trustees may suggest edits before the May meeting by contacting Director Collins.
- Ms. Collins mentioned that hand-out card versions of the policy will be made available for staff to help enforce the policies when needed.

Performance based merit raises (discussion)

Director Collins asked that this item be tabled for the May meeting. She and Ms. Passey have been attending Village Human Resource meetings about the implementation of merit pay raises. They continue to gather information to help the Library Board decide if they want to apply the practice to library staff as well.

Other items

- Ms. Gurney appreciates the new format and elements of the Director's report
- Ms. Collins announced that much of the library's surplus fixtures and equipment are being distributed to anyone who can repurpose it
- The Board will see the summary of Emily and Rachel's PLA Conference experience by the May meeting
- The staff's color printer no longer works and Ms. Collins reported that they will need to dip into the Capital Equipment budget line to obtain a new, high-quality printer.
- Ms. Passey asked if she could get pictures of each Board member for the web site.
- The art auction at Leslie Hindman Auctioneers is on May 6th.

Adjournment: Ms. Gurney motioned for adjournment; seconded by Mr. Davis. Meeting adjourned at 6:15 PM. Recorded by Administrative Assistant Angela Andre; Reviewed and Submitted by Director Rachel Collins.