



SHOREWOOD LIBRARY BOARD OF TRUSTEES
June 8, 2016 – APPROVED Minutes

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

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

Call to order: at 5:10 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

Gurney motioned for approval of the entire consent agenda, Marks seconded; approved.

Additional topics not on the agenda

Ms. Marks noted that the Personnel Committee met and discussed filling the Library Board vacancy.

Annual Meeting / Election of Officers

According to Ms. Gurney the Nominating Committee has asked Mr. Handelsman to act as Board Secretary and Ms. Maris to continue as Board President; both agreed.

Action Gurney motioned approval of this election, seconded by Marks and passed after a vote.

Code of Conduct Update

The new code of conduct will prohibit photographing or taking videos in the library without the subject's consent. It also permits library staff to ask for ID as a consequence of policy violation.

Action Dimitroff motioned for approval of the updates to the Code of Conduct; Marks seconded; motion passed after a vote.

Ms. Maris asked how the policy would be posted and Ms. Collins indicated that along with the usual spots – website, lobby bulletin board – staff will also create a physical document to hand out to patrons.

Possible Pedal Library

This item will be tabled until the July meeting.

Facilities Committee Report

Ms. Dimitroff reported that the Facilities Committee has surveyed each area: interior, exterior, and other areas of the Village center interior. This resulted in a long list that will ultimately become part of a facilities maintenance plan and schedule. Secondly, the committee drafted a survey to find out how people use the library. Director Collins suggested that a test link of the survey be sent out to a handful of people with a short turnaround time. President Maris thanked the committee for their work.

Friend's Liaison Report

Ms. Gurney reported that:

- Five laptops – a gift from the Friends that were paid for with a grant from Metro Market – are now available for use in the library.
- The Friends treasurer has filed their tax form
- The Friends sponsored a Stone Soup Shakespeare performance on the Library/Village Center lawn. There were approximately 135 people in attendance. Next year, the event will likely be moved to the following week since the date they have been using conflicts with the St. Roberts Fair.
- As was announced at the Friends' last meeting; retired Director Elizabeth Carey was honored at a luncheon attended by MCFLS Library Directors.
- The library received an aerial photograph of Shorewood from an anonymous donor and the Friends agreed to pay for the plaque that will go next to the framed and laminated piece. Ms. Gurney noted that the image is so sharp that you will be able to find your own home on the print.

Art Auction and staff suggestions

Ms. Maris reported that all but two of the surplus art works were sold at the Milwaukee auction and that both prints taken to the Chicago auction also sold.

Ms. Collins determined that the money from the sales can go into our general donation funds and the library can keep those funds as long as staff is able to keep the budget balanced. The library can keep the art work sales money in the library.

Ms. Collins suggested that because our fund balance is so low; any spending of the art funds should be carefully thought through. She values the staff's input and will take them into consideration but thinks the best course at the moment is to hold on to the funds.

The group discussed security measures and alternate ways of handling those items that are at high risk of theft. Ms. Collins expressed concern about any procedure that would restrict access to any item in our collection.

Ms. Maris asked that staff thoroughly document all work involved in dealing with item theft – including staff time, replacement costs, items lost – in order to quantify the issue. This data would be helpful if the time comes to propose alternate security measures.

President Maris also asked that the staff survey answers are revisited at the September meeting.

Quarterly Budget Review

Ms. Collins noted that overall spending is on track. She highlighted some items:

- Retirement Health Benefits – Ms. Collins explained that the balance shows as negative because there was nothing budgeted for this line for 2016 but they will correct that for 2017. This is an item that is paid out at the beginning of the year.
- She noted that the shaded rows indicated items that are allocated with the costs shared by several Village departments.
- Other intergovernmental payments are payments to MCFLS for services and supplies. This balance will go down because some of the funds mistakenly entered there will be moved to their correct lines.
- The bulk of the periodicals bill is paid at the beginning of the year.
- The funds spent in the name of Onufrock are restricted fund balance money
- Equipment/Furniture shows the cost of the network printer replacement after the previous unit died.

In Revenues:

- Property taxes are distributed early in the year
- Library Aides refers to money received as reciprocal borrowing from MCFLS
- We are a bit behind in the amount of finer projected.
- The Friends line is an inaccurate report – there is around \$3000 received from the Friends year-to-date

Staff Feedback on performance based merit raises

Ms. Collins and Ms. Passey met with staff to get a sense of their feeling about a merit based raise system. They began by explaining that the Library Board must vote in July on whether or not library staff would participate in the procedure that the Village staff has already committed to. Ms. Collins created a list of pros and cons to use as talking points during the discussion. There were two sections of Pros and Cons – one with the scenario of participating vs. not participating; the other with the scenario of opting out this year but possibly participating next year.

Director Collins consulted Village staff for some information as well. The process begins with the Village Manager setting the amount for the Village-wide cost of living increase, which would be awarded January 2017. The next step is calculating how much of the Village budget will be allotted for the merit program. Village representatives confirmed that the Library Board has the option to vote for a higher cost of living increase for library employees if the Library Board votes not to participate in the program, but that the Village would likely not pay for that – it would have to come from the library budget.

Director Collins reported that the circulation staff would like to move forward with evaluations and merit raises particularly because they saw no point in delaying a pay increase.

Other staff expressed some concerns. One was that quotas would be set for how much money a department could distribute in raises. Director Collins confirmed that this would not be the case. The Village has committed to pay staff for the equivalent of their evaluation as determined by the Department head no matter what percentage of staff that may be.

Other concerns cited were lack of knowledge of expectations and wariness of favoritism. However, Ms. Collins noted that some of the staff approached her privately and indicated their willingness to proceed with the evaluations and merit raises. Ms. Collins noted the importance of having management that is competent and capable to perform fair reviews in such a system.

Other feedback she received was that it was not right to reduce other budget lines and concern over how much would have to be cut from operating expenses.

Director Collins asked that the trustees come to her with any and all inquiries they may have about the program before the July meeting where they must vote. She emphasized that library staff will go forward with evaluations this July whether or not they are tied to merit pay. Employees will receive the matrix that outlines expectations as transparency will be key to this process.

Ms. Passey noted that actual figures regarding cost of living or maximum merit increases have not been decided.

Other items for future discussion

- Ms. Collins shared the news that Emily Passey received a scholarship (worth \$1,500) to attend the Research Institute for Public Libraries. This is an exciting honor for Ms. Passey as only 100 people in the nation attend the Institute each year and she is the only public librarian attending from Wisconsin.
- Ms. Maris addressed the multitude of custodial issues that Director Collins has had to deal on a weekly basis. Ms. Maris would like data collected regarding how much staff time is taken up dealing with such issues and costs involved in order to examine the idea of having a full time custodian for the library.
- The Auermiller line was not reflected on the budget report this month but Ms. Passey will give a full report on the progress of the grant spending at a future meeting.

Other items

- Ms. Passey asked if the trustees would like to occasionally submit a book recommendation to add to the library's monthly E-newsletter.

Adjournment: Marks motioned for adjournment; seconded by Dimitroff. Meeting adjourned at 6:28 PM. Recorded by Administrative Assistant Angela Andre; Reviewed and Submitted by Director Rachel Collins.