



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
September 14, 2016 APPROVED MINUTES

Trustees Present: Mariann Maris, Jean Gurney, Maggie Marks, Alex Dimitroff, and Alex Handelsman, Megan O'Brien Trustees Excused: Bryan Davis

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

Call to order: at 5:05 pm the meeting of the Shorewood Library Board of trustees was called to order by President Maris.

**Welcome new Library Board member, Megan O'Brien**

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

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

**Additional topics not on the agenda**

- In order to accommodate Shorewood residents outside of Village Hall office hours, the Village clerk will be training some of the library to staff register Shorewood residents to vote.

**Formal acceptance of 3,500 gift**

Patron Jeanie Larson generously donated 3,500 to purchase a new train table(s) for the library children's area. Her grandchildren enjoy playing with the trains whenever they come to the library. Director Collins has chosen an industrial strength, high quality train table and additional wood tracks and trains to purchase with the gifted funds and a sign noting the donation will be placed by the table.

Action Dimitroff motioned and Marks seconded formal acceptance of the gift. Passed unanimously after a vote.

**2017 Library Budget**

In drafting this budget proposal, Ms. Collins met with the Library Board Finance committee, Village Finance Director Mark Emanuelson, and Assistant Director Passey, who gained experience drafting last year's budget.

Some highlights:

- This proposal asks for 3.8% more than last year and includes Capital requests for critical technology and RFID updates. Without the Capital expenditures, the increase is .8%. (The targeted increase is less than 1% as recommended by the Village Manager)

- Local Library Aides (reciprocal borrowing revenues) have gone down as was expected
- The Friends have committed \$7,500 for various library programs and materials
- “Surplus applied” refers to the money set aside this year for furniture purchases. The order will not be completed in 2016 so the funds will be carried over to 2017.

Answering a question from Ms. Gurney; Director Collins stated that the budget was organized as the Village Finance director instructed which was to include the Capital Expenditures in the overall proposed increase to the operating budget. This inclusion makes the total increase more than one percent.

Part of the Facilities plan is to create a facilities budget line for regular maintenance so that it would be a permanent and stable part of the budget in the future. When that is established, upgrades like those outlined in the Capital requests would instead be pre-planned expenses within the operating budget.

#### INCREASES:

The increase tax levy request of \$32,000 more than 2016 is broken down by:

- An overall wage increase for all Village employees
- A pool of funds set aside for merit pay
- Retiree health contributions
- (Other Intergovernmental) Shared library system expenses paid to MCFLS for services shared and provided. These increases were explained last year when Bruce Gay spoke to the Board. Essentially there is less money coming from DPI, and there was a shift in how expenses are shared.

Director Collins explained that the above items comprise the bulk of the additional tax levy request.

#### REDUCTIONS:

- Cut 7% of the adult materials budget. Ms. Collins suggests this may be restored in the future or perhaps shifted to fund more digital collection access.
- 7% cut in periodical expenses made possible by Librarian Nancy Shimon negotiating a contract with a new vendor and eliminating some underused subscriptions

#### OTHER:

- There is now a line for the Early Learning Center which, because it is so heavily used, requires regular refreshing and maintenance. The Friends of the Library contributed money toward ELC furniture and manipulatives in 2016.
- There is a healthier fund balance at the end of 2017 due to the surplus added (furniture monies carrying over) and restricted bequests (Auermilller and Onufrock).

After a question regarding the absence of a budgeted amount for bequests, Director Collins answered that essentially the amounts spent with bequest monies are not allocated on the budget.

Ms. Gurney noted that the Library Board decided long ago that the Fund Balance should be 10% of the entire budget.

## NARRATIVE HIGHLIGHTS:

The narrative outlines 2016 accomplishments; some of which will continue or expand in 2017:

- Civic Information Center
- More diverse staff due to changes in recruitment
- Hours bookmarks translated to Chinese language – exploring translation of other library documents
- Others: PLA attendance, art auction, AED and CPR training for staff, training for strategies for relating to individuals with possible mental health concerns

The next section outlines 2017 initiative and goals.

The PLSR (Public Library System Redesign - [plsr.info](http://plsr.info)) Project will be mentioned during the Village Board budget hearing presentation to address the future of library systems.

Also at the budget hearing, Ms. Maris will cite statistics from the Wisconsin Public Library Foundation web site that illustrate the benefits of library services.

President Maris commended Director Collins and her staff for their efforts in preparing this budget. This budget proposal will be brought to the Village Board October 10 at 6PM.

### **Approve 2017 wage increase for staff**

**Action** Marks motioned, Gurney seconded to approve a 1.5% increase for all library staff for 2017 which is in line with the increase for all Village Staff. Passed unanimously after a vote.

### **Quarterly budget review – 2<sup>nd</sup> Quarter**

Director Collins stated that the budget is on track and provided further explanation for some items. She pointed out that the professional education line indicates that it is over spent however this is offset by the Friends contribution (which shows up in revenue) that partially funded library staff attending the national Public Library conference in Denver.

### **Collection agency recommendation**

The Library directors within MCFLS have been examining the option of all libraries using a collection agency to recover missing items. The proposed agency (UMS – Unique Management Services) addressed the Directors at their last meeting to answer any questions.

Assistant Director Passey gathered data to *“determine how Shorewood residents would be affected by the use of a collection agency, particularly how many of the patrons owing enough to be sought by the collection agency are children and how many items in question are children’s items.”* The results showed that at the time of data gathering, only .8% of Shorewood library card holders with active cards have fines \$25.00 or more owed directly to Shorewood Library. One third of those cards are youth cards.

This information along with the cost of contracting with the collection agency led Director Collins to recommend that Shorewood Library not pursue use of a collection agency.

**Action** Gurney motioned, Handelsman seconded that Shorewood Library should not pursue use of a collection agency such as UMS to recover overdue material at this time.

### **Personnel Committee Report – Maggie Marks**

Ms. Marks and Ms. Dimitroff have been developing an evaluation form and process for the Director. To start the review process, they will first meet informally with Ms. Collins to discuss accomplishments and goals. Next will be a formal evaluation as well as self-evaluation using a new tool. There would then be a Board evaluation and staff evaluations of the Director.

Ms. Marks mentioned the possibility of a mid-year informal evaluation as well. Ms. Dimitroff would like to establish a formal set of procedures for the evaluation process and timeline that future Board members could use.

### **Light duty at the library**

Village employees may on occasion need to be assigned light duties in a department outside of their own. Director Collins developed a list of light duty jobs that could be done within the library should the need arise. She noted that an assignment at the library would require pre-evaluation to ensure a good fit. The Board would also be consulted if there is a real possibility of a placement in the library.

The list includes brief job descriptions, skill sets, and physical requirements.

### **Library Board orientation binder**

Director Collins worked with the administrative assistant to develop a batch of materials and a list of discussion topics to assist newly appointed trustees.

### **Other items**

Staff has created bookmark type handouts to convey the code of conduct expectations to children and teens in the library. Each were drafted with those specific demographic groups in mind. They will be distributed to parents so that they are also aware of the behavior that is expected in the library. Distribution is starting with Atwater Elementary school.

**Adjournment:** Handelsman motioned for adjournment; seconded by Marks. Meeting adjourned at 6:36 PM. Recorded by Administrative Assistant Angela Andre; Reviewed and Submitted by Director Rachel Collins.