



SHOREWOOD LIBRARY BOARD OF TRUSTEES
October 12, 2016 Approved Minutes

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

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.

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

- Sanitizing of public computers – Director Collins recently spoke to the contracted cleaners about adding this task to their daily duties. She is bringing this to the Board because the cleaning service requires a disclaimer releasing them from responsibility for damage of the equipment being cleaned. **Action:** Ms. Marks motioned that the Board approve allowing the cleaners to sign a disclaimer and begin cleaning the public computer mice and keyboards. Motion seconded by Mr. Davis and approved unanimously after a vote.

2016 Capital Purchase Update

With the help of Susie Fondrie, Director Collins chose the new items that will replace some of the library's worn out furniture. She brought images of the pieces as well as fabric samples. The 50% down payment for the items which will formalize the order will be sent as soon as the Village releases the check.

For the adult area Director Collins ordered 16 lounge chairs, two with attached swivel table, all with 100% fade resistant fabric and a blonde wood. There are also seven new occasional tables and a coffee table and, for the children's area, new loveseats.

Ms. Collins answered an inquiry about the disposal of the old furniture – she is discussing this with DPW and exploring various donation options.

It takes 6-8 weeks from when the vendors receive the deposits so Ms. Collins hopes the furniture will arrive before Christmas.

Director evaluation tools and procedure

Ms. Marks and Ms. Dimitroff met informally with Director Collins to discuss her self-evaluation and to help them finalize the self-assessment form.

Three evaluation documents were presented to the board for approval: self, staff, and board evaluations. Ms. Dimitroff also distributed a first draft of the evaluation procedure and asked for feedback from the trustees. The Board agreed on some changes and additions:

- An informal six month check-in with the Director should be included in the procedure. The evaluator will determine the format of this step.
- The procedure should instruct that the Personnel committee will gather the results of the staff evaluations, summarize them into an established template, and then present the results to the Board in this format.
- The Board's evaluation will consider the results of the self and staff evaluations. The final evaluation document is shown to the Director and put in her file.
- Ms. Collins added that it should be noted in the procedure that staff reviews shall be unseen by the Director so that confidentiality is secured.

Mr. Davis emphasized the importance of the consistency from year to year of the formal evaluation template so that the Director has full knowledge of measures and expectations.

Ms. Passey asked for changes to the staff evaluation document to clarify that the review is not of the employee's direct supervisor which in some cases is not the Director. She said this has been a complication of past evaluation forms.

President Maris instructed the trustees to send any further input via email to the Personnel committee so that they can present the final documents for approval at the November Board meeting.

Facilities Committee report

Ms. Dimitroff reported that 227 people responded to the facilities survey and the majority of responses were positive. There was a lot of feedback in the comment sections and staff will be addressing the issues that were mentioned.

The next step in the facilities planning process is creation of a Capital expenditure plan. Then the committee will draft a calendar/checklist to prioritize upgrades, checks, maintenance, repairs, etc. The process is complicated by the job of distinguishing which Village department is responsible for each facility issue.

Ms. Collins told the trustees she would be happy to share all of the results of the survey if they're interested. After reviewing the results, the Director identified immediate solutions to some concerns:

- There were several comments about the poor state of the restrooms on weekends. Ms. Collins is addressing this by tweaking the opening procedure on weekends to include checking the restrooms, stocking supplies, and perhaps expanding the contract with our cleaners to include weekend work.
- There were at least 18 negative comments involving patron experience in after school hours. Library staff has been giving a lot of focus to the after-school environment with

the promotion of the code of conduct, extra staff presence, more after school programs (like art cart and Lego club), and a commitment to conveying a consistent message to the kids and their parents.

Friends of the Library liaison report

Ms. Gurney reported that at their last meeting the Friends:

- Agreed to put aside the idea of a Pedal library for the time being based on Director Collins recommendation.
- Received a report on the collection enhancement made possible by their \$5000 gift. The money is being used to augment the library's collection of foreign language books (Spanish, Italian, Russian, and Chinese – Ms. Gurney mentioned they are all checked out already), also DVDs of popular TV series, and travel books which quickly go out of date and need to be replaced.
- Voted to spend \$750 for what has become an annual Shakespeare program on the library lawn (to be scheduled in June 2017).
- Voted to spend \$250 to fund an author visit on the subject of Midwestern language and dialects.
- Expressed interest in acquiring Friends t-shirts that could be worn at various events

Report from Library Budget Hearing

Director Collins presented the 2017 proposed library budget to the Village Board on October 10 with support from Mr. Handelsman, Ms. Dimitroff, Ms. Gurney, and President Maris. President Maris' presentation focused on the Library as the heart of the Village and highlighted the returns on taxpayer investment. Trustee Gurney spoke and shared stories; all seemed well received by the Village Board. Budget impacts were addressed. Ms. Collins thought having the trustees there showed a strong presence and emphasized the impact of the library beyond numbers. She mentioned the benefit of being paired alongside the Senior Resource Center because of their many shared resources and programs.

Director Collins took note of some things she would do differently for next year. She thought that some of the measures and indicators don't truly show the impact of the library's services, so next time she would like to include more outcomes vs. outputs. Her presentation briefly touched on changes that will be coming in the next few years: the system redesign (PLSR – Public Library System Redesign) and increased digital presence.

Ms. Maris commended Ms. Collins on her exemplary work, particularly as this was her first library budget.

Policy Review: Posting and distribution of non-library materials policy

This policy was last approved ten years ago. Director Collins has compared it to that of other libraries and deemed it still sound. She therefore did not recommend consulting our Village attorney. She mentioned that the policy is helpful and has been referred to many times since she started work here. Mr. Handelsman asked that future revisions show the suggested changes, as well as the previous policy language.

Action Ms. Gurney motioned approval of the Posting and distribution of non-library materials policy. Seconded by Ms. Dimitroff; voted all in favor - passed.

Pedal library status

Director Collins recommends not pursuing a bicycle library at this time citing the significant financial investment and time and energy required for fund raising and developing a procedure. Her immediate focus is on creating a Capital Expense plan and Facilities Plan for the Library in 2017 which does not allow time for successful launch of a Pedal Library project. The proposal will be reconsidered when timing and energy allows. Mr. Handelsman noted that this kind of decision- to postpone a project because it is not the right time - shows good leadership.

Voter registration at the library

In an effort to provide greater access outside of Village Hall business hours; Library staff has been trained to register new Shorewood voters. Several residents have taken advantage of this service.

Bootcamp highlights

Director Collins attended a boot camp for new Library Directors paid for by an LSTA grant. There were a total of 54 directors in attendance and Ms. Collins found it a great opportunity for networking and gained extensive knowledge of State Statue Chapter 43, as well as information about Roberts Rules and open meeting practices.

She came to the program with two questions both of which were answered:

- Why does the library have a separate governing board? - When government municipalities were established (1800's), libraries were membership and fee driven. Separate governance seemed the only way to guarantee free and consistent access.
- Her other question was whether or not it is legal for the Village to retract money that has been allocated to the library budget. This question arose from an agreement made several years ago (2012) between the Village of Shorewood and the Shorewood Library stating that any surplus monies from staff expenses (salaries, wages, benefits, etc...) would be turned over to the Village as a gesture of good will. The agreement's intention was to prevent the library from building up a significant fund balance and still asking the Village for financial support. Director Collins found that this agreement is not a violation of law and goes a long way to promote a fair and supportive relationship with the Village of Shorewood.

RIPL highlights

Assistant Director Passey received a scholarship to attend a Research Institute for Public Libraries Conference from Sept 30 to Oct 3. Ms. Passey reported that she participated in intense workshops where participants were grouped by library size, job title, and regions. Her take away was mostly about communication. She focused on:

- Making use of data though communication, sharing it with staff and the board, and building understanding.
- Moving to evidence based decisions and using it as a model for staff
- Ideas about the strategic planning process, surveying, and defining community beyond the borders of the Village.

Participants were required to bring an evaluation project to the conference and Ms. Passey chose to evaluate the collection budget. Currently, Shorewood breaks purchasing down by type of item but she has never looked at the collection as a whole. The goal is to make the budget match the value of the collection.

Ms. Gurney asked if the experience led to any ideas about expressing the impact of libraries beyond the numbers. Ms. Passey replied that data showing how people are impacted by our services is harder to get and although she acknowledges the importance of pushing towards that model, she emphasized the value of how we use numbers as well. She and Director Collins noted that there are some national tools in place to get outcome data such as Project Outcome (free) and Impact Survey (\$1000/yr) that they are exploring.

Library Board Orientation folders

These were distributed to Ms. Marks, Ms. Dimitroff, and Mr. Handelsman and one will be created for Superintendent Davis. Director Collins indicated that she will be adding information on State Statute 43 to all of the Board orientation binders.

Closed Session

At 6:30 pm, the Board voted to move into closed session pursuant to sec. 19.85(1)(c) for the purpose of discussing the director's compensation. Moved by Jean G. and seconded by Alex. D. All Board members attending agreed by individual voice vote.

Action

At 6:50 pm, the Board voted unanimously to return to open session, moved by Alex D., seconded by Maggie M. Then this motion was proposed by Alex H., seconded by Bryan D: "That the Board approve a 1.5% cost of living increase for the library director – consistent with Village practice and budgeting – to become effective January 1, 2017."

Passed unanimously.

Action Items for Future Discussion

- Approval of Director Evaluation Documents
- Finalizing Director Evaluation Procedure

Adjournment:

President Mariann Maris adjourned the Board meeting at 6:55 pm.