



Shorewood Library Board of Trustees
February 10, 2016 – Approved Minutes

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

Others Present: Emily Passey, Acting Library Director; Angela Andre, Administrative Assistant; Rachel Collins, newly appointed Library Director; Maureen Burke, citizen to be heard on agenda item

Call to order at 5:03 pm the meeting of the Shorewood Library Board of trustees was called to order by Board President Maris.

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

Consent Agenda: Mr. Linnane motioned for approval of the entire consent agenda; seconded by Mr. Handelsman. Approved.

(President Maris requested that item 8 be moved to the top of the agenda):

Donated materials policy: Discussion of patron challenge

As Ms. Passey explained in the accompanying memo: in early January Ms. Burke contacted the Library regarding a book she wished to purchase and donate to the Library. Three librarians reviewed the item per the Library's Gift and Donation policy, and found that it did not meet the Materials Selection policy. Ms. Burke was informed of the decision and the reasoning behind it, and was given copies of the related policies.

Ms. Burke is present at today's meeting to challenge the decision of library staff and make a request to the Library Board that the book be added to Shorewood's collection. She shared information about her late mother and explained the significance of the book she wished to donate in her mother's memory. She expressed that she did not understand why the book was deemed unsuitable for the library's collection. After searching for the title on her own, she found that five other libraries within MCFLS own the book.

Ms. Passey conceded that other libraries do own the book but stated that they have had very low circulation from 2009 to 2015. According to that trend, if the book were to be added to Shorewood's collection it would likely be weeded out within just a couple of years.

Both Mr. Linnane and Mr. Handelsman agreed that the Donations Policy seems reasonable. Mr. Handelsman suggested that acceptance of every item could imply that the library is charged with holding those items indefinitely.

When Ms. Burke asked how often requests are received to add books to the collection as memorials, Ms. Passey answered that memorials are presented several times a year but most often in the form of monetary gifts or bequests. In those cases it is usually not a specific item that is gifted but rather a directive is given along with the funds to purchase specific types of materials with the donated money. The items get bookplates identifying them as memorial gifts.

Ms. Maris stated that, although she understands the sentiment behind Ms. Burke's request, other options may better serve the memory of her mother. Ms. Maris suggested approaching the Shorewood Historical Society.

Ms. Dimitroff disagreed with the decision to deny the request and thinks the item should be added in a gesture of good will. Mr. Linnane noted that although he thinks the Donation Policy is sound, he is not opposed to making exceptions if those exceptions are in line with the goals and values of the Library. However, he also wondered, based on the low demand statistics, how suitable a memorial it would actually be. Ms. Marks shared that concern.

Mr. Linnane motioned that the Board uphold the staff decision about the item in question and not make an exception in this case. The motion was seconded by Mr. Handelsman. After a vote of 4-1 the motion passed.

Friends of the Shorewood Library Report

Ms. Passey reported on the Friend's recent news:

1. At their January meeting the Friends Board discussed the challenge of the item donation described above.
2. They approved funding up to \$2,500 to support a library staff person's attendance at the PLA national conference.
3. They drafted a challenge to the Library Board of Trustees to match the contribution with \$2500 drawn from the cash reserve so that two staff members can attend the PLA conference.
4. They recapped their 2015 budget. This was their first year working with a budget and Ms. Passey reports that they are doing very well with it.
5. There was a large boost of donations and membership renewals at the end of 2015
6. They are planning activities for National Library Week (April 11- 15, 2016).
7. One of the programs already scheduled is a one-woman Jane Austen performance which the Friends are sponsoring.
8. Ms. Maris noted that the Metro Market in Shorewood which opens next week will be making a donation to the Friends.

Consideration of Friend's Challenge for Staff PLA Attendance

The Friends of the Shorewood Library are gifting \$2,500 for a Shorewood Library staff member to attend the Public Library Association's bi-annual National Conference in Denver for five days. They put forth a challenge to the Library Board that a matching contribution be made from the Library's cash reserve. In the form of a memo, Ms. Jean Gurney introduced the motion to approve the funding. Ms. Passey mentioned that the amount will likely be absorbed into the operating budget for 2016. **Ms. Marks motioned for approval of the \$2500 funding for an additional staff member to attend the conference; seconded by Mr. Linnane and passed unanimously after a vote.**

Capital Funding Request: setting up a self-check station in adult area

Ms. Passey presented a request to use \$800 from the Fund Balance to set up of an additional self-check machine by upgrading its software. The machine was purchased several years ago and is currently placed in the Adult Materials area of the library. If upgraded and usable it would likely remain there as an alternative area to check out items. Ms. Passey outlined the request in a memo.

Ms. Passey added that she has not consulted with staff about the placement yet. She wanted to know if funding would be approved first.

The trustees discussed the proposal briefly but asked that more data be collected and staff consulted before they make a decision. The item will be brought back to the board in March or April.

Facilities Planning Discussion

Mr. Linnane, chair of the Facilities Planning Committee, asked for input to help determine the scope and directive of the committee. He distributed an outline of which areas of the building might be covered, who may be consulted, and who else from the Village may be involved.

There was some discussion about the boundaries of the library and the importance of considering areas where facilities issues may overlap departments. Ms. Passey expressed her concerns about defining scope when determining payment distribution. She suggested they consider an additional committee made up of representatives from multiple departments.

Mr. Linnane stressed that he wanted to be sure to consider the shared space and expectations of all occupants of the building before forming the facilities plan. The committee will aim to meet before the next board meeting and Mr. Linnane will report back to the Library Board.

Auermilller Fund Proposals

In a memo, Ms. Passey outlined staff proposals for use of \$12, 400 worth of Auermilller Grant money in 2016. This would spend down approximately half of the remaining gift money. Below is an outline of the proposal:

Topic/Area	Project Plan	Amount Proposed
Health (600s)	Add books with newest research and information. Replacement or reinvigoration of existing collection.	\$1500
Business (600s)	Add resources on resumes, job searching, and business management that are more relevant to today's economy. Replacement or reinvigoration of existing collection.	\$1500
Economics, Law, Real estate, investing and more (300s)	Replace older books (esp. pre-recession) on all topics with books that match today's economy, technology, and more. Begun in 2015 but needs to be done more seriously. Replacement or reinvigoration of existing collection.	\$1000
Indie & new adult fiction	Purchase books from independent publishers, and books in "new adult" genre. 2015 Auermilller project. Additional collection.	\$2400
Art	Update art special collection with books in good condition, with relevant artists and information on art collections. Replacement or reinvigoration of existing collection.	\$3000
Parenting resources	Create a collection in the youth section on parenting and child development. Additional collection.	\$1000
Non-fiction series	Replace existing non-fiction series for youth with updated series, esp. on science topics. Replacement or reinvigoration of existing collection.	\$2000

Ms. Marks motioned for approval of the proposed spending, seconded by Mr. Handelsman and approved unanimously after a vote.

(Mr. Linnane left the meeting at 6:00PM.)

Library's role in lean organization transformation in Village

This item is tabled until the March meeting due to time restrictions.

Wisconsin Public Library Annual Report

Each year the library must submit various statistics to the state. Many of those numbers are collected and reported on by MCFLS, others we track ourselves. Many of these are presented to this Board monthly on the activity report.

Ms. Passey gave an overview of some 2015 statistics:

- Shorewood acquired 8000 items for the collection.
- Programming increased substantially with the addition of adult programming.
- Circulation and other areas trended down for Shorewood but Ms. Passey noted the system wide downward trend.
- Shorewood showed an increase in registered library users.
- The total number of library visits is an estimate since the library did not have a working people counter for several months. Ms. Passey used statistics from previous years and months to estimate.
- Revenues and Expenditures were also reported. For the state, we are asked to break down expenditures into categories of print, electronic, audio visual, and other.

Once the state has collected data from all libraries, a comparison report is made available by August.

Besides being a state requirement and a gathering of statistics, Mr. Handelsman asked if there was another purpose for the Annual Report submission. Ms. Passey suggested that the state might use the report to measure the health of Wisconsin's library system and that it may be helpful in addressing legislative concerns. She also mentioned that the resulting report compiled by the state is a useful tool in illustrating our value in the community and gives lets us compare ourselves to other libraries within MCFLS and in the state.

Ms. Dimitroff motioned approval of the Library's 2015 State Annual Report, seconded by Ms. Marks and approved unanimously after a vote. The trustees also noted that they agree that MCFLS had met their needs in 2015. The document was then signed by President Maris and will be submitted to MCFLS, and then the state.

Additional topics not on the agenda:

Human resources manual: In January the Board heard some staff suggested changes to the manual and considered the option of having one HR manual that would cover all Village employees rather than a separate document with library-specific language.

Ms. Passey brings this to the Board's attention again because she has come to realize that this may be a larger discussion than she first thought. She wants to examine the reasons that a decision was made to have a separate document.

Ms. Maris noted that the separation may emphasize the importance of the library as an entity unto itself in terms of governing and operations.

Adjournment: Ms. Dimitroff motioned for adjournment; seconded by Ms. Marks. Meeting adjourned at 6:20 PM. Recorded by Administrative Assistant Angela Andre; Reviewed and Submitted by Assistant Director / Acting Director Emily Passey