



Shorewood Library Board of Trustees
January 13, 2016 – Approved Minutes

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

Others Present: Joan Spector, Friends of the Shorewood Library representative, Emily Passey, Acting Library Director; Angela Andre, Administrative Assistant

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 all elements presented as the consent agenda. Motion seconded by Mr. Davis and approved unanimously.

Closed Session: Discussion of Candidates for Library Director Position

Motion to move into closed session under the provisions of Wisconsin State Statute Section 19.85(1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session more specifically consideration of changes to employee manual.

Mr. Linnane motioned, seconded by Mr. Davis, all approved after roll call.

ACTION: Interview feedback was shared. After their discussion, Ms. Dimitroff motioned that offer of employment be made to one of the candidates. Motion seconded by Ms. Gurney and passed unanimously after a vote.

(Mr. Davis left the meeting at 5:48 p.m.)

Open Session: At 6:20 p.m. Mr. Handelsman motioned that the trustees to reconvene into open session under the provisions of section 19.85(2) Stats. Seconded by Mr. Linnane.

Friends of the Shorewood Library Report

Ms. Passey reported:

- The Friends held their annual meeting last month where they elected officials.
- Jeannè Sacken was named 2015 Friend of the Year

Consideration of revocation of library privileges for patron M. Beyer

The trustees received staff feedback on various incidents involving Mr. Beyer since December 19, 2015. Ms. Passey stated that Mr. Beyer has not been seen in the library since last week. Ms. Price from the Shorewood Senior Resource Center also knows of Mr. Beyer and has seen him downstairs in the Village Center several times. She and Librarian Piehler, spoke to Mr. Beyer about his recent behavior and tried to discuss his circumstances.

Ms. Passey noted that staff feel compassion for Mr. Beyer in light of some of the difficulties they know he faces.

Mr. Linnane thinks that, in consideration of everyone who uses library space, the Board should act to ban Mr. Beyer. Given that the problem behavior arose almost immediately after his first three-month ban ended, Mr. Handelsman is in favor of a one-year ban. He motioned that Mr. Beyer be banned from the library for a period of one year. Mr. Linnane seconded.

Ms. Gurney would like the ban to include an option for appeal in the event that Mr. Beyer petitions the Board.

Ms. Maris stated that the Library Director should, at their own discretion, have the authority to ban a patron without board action. Mr. Handelsman noted that the policy would have to be formally changed to include that directive.

All voted in favor of a one-year ban of Mr. M. Beyer to begin from this date. Assistant Director Passey will draft the letter to inform Mr. Beyer. She will note that he has the option of appealing the Board's decision by appearing before the trustees within a six month time period.

2015 Budget Update:

Assistant Director Passey talked through some of the final numbers of the year.

- Revenue closed above the estimate because of a large memorial donation (Onufrock: \$27 thousand) as well as \$8 thousand worth of other smaller donations over the year. The Friends also gave more this year than was originally budgeted.
- Library fines were around \$3 thousand below predictions presumably because of Fine Forgiveness Week
- Salary and Wages came in under budget – this figure is typically under since the Village's estimates are based on the library being staffed at capacity. Ms. Passey noted that per an agreement approved by the Library Board, any surplus in the Salary and Wages line goes back to the Village.
- Health Insurance: the increase of this expense is offset by social security and other items coming in under budget
- Other intergovernmental Payments: The amount for services provided by MCFLS (Milwaukee County Federated Library System) increased because of our need for additional tech services.

- Adult Material –over budget but some of the expenses included in this line are accounted for by donation purchases. Ms. Passey also explained that purchasing distribution was changed halfway through 2015 and some spending went on without full awareness of budget. She noted that 2016 will be an opportunity to have a fresh start with these practices and is she working to create more awareness amongst those staff assigned to make purchases.

Mr. Linnane asked about the 2015 furniture purchases (capital expenditures) and Ms. Passey explained that \$17 thousand was spent for CD drawers, wireless upgrades, new adult PCs, and two iPads.

Village Human Resources Manual update discussion

The Village is currently working on revisions for the HR manual. It will require approval from the Village Board. The Library falls under the Village HR guidelines except where the Library Board has chosen to create Library-specific policy. The Library Board reserves the right to either go along with or alter the Village policy as it applies to Library employees.

Previous practice has been to edit the Village's HR Manual so that the document is formatted separately for the library. Ms. Passey stated that amendments for the Department of Public Works (DPW) and the Police are a part of the HR manual received by all Village employees and she would like the library's amendments to be handled the same way.

As to the updates from the Village, nothing in the language will change the library board's power to determine the specifics for the Library. However, Ms. Passey thinks the Library should maintain and update our own position descriptions which would require a change to the current language in the manual.

Ms. Passey also recommends that Library specific policy allow for new hires to accrue and use vacation time during their first year of employment at the discretion of the Library Director.

After the HR Manual is approved by the Village, the Library Board will review it for approval and/or alterations that will apply to library staff.

Community Safety Liaison Position

Ms. Passey presented a draft job description for an after-school safety monitor, as has been discussed several times by the board during the past two years. There is currently an opportunity within the Village for this to position to become a temporary light-duty assignment. The position could be filled immediately on a trial basis. This person would be paid by the Village and the trial period could last up to three months. Ms. Passey stated that the role would be similar to that of the police liaison to the schools in that the person would work to build relationships with the kids. Ms. Passey feels that even if the particular individual is found to be the wrong fit, at least this trial could build the framework for establishing the position. Ms. Gurney and others saw no down side to this experiment. The position would likely start immediately if approved.

Mr. Linnane motioned that Acting Director Passey be given authorization to organize the position. Motion seconded by Ms. Dimitroff and all voted in favor. Passed.

Other items

Ms. Maris thanked Ms. Passey and all the members of the Personnel Committee for all of their efforts.

Other items for future consideration

1. Village Center Meeting Rooms
2. Sale of Art Work
3. Annual Report (or draft)
4. Auermilller Fund 2016 spending priorities

At 7:09 p.m. the motion to adjourn was made by Mr. Linnane and seconded by Ms. Dimitroff.
All approved.

Recorded by Angela Andre; submitted by Emily Passey.