



SHOREWOOD LIBRARY BOARD OF TRUSTEES
April 12, 2017 Approved Minutes

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

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

Call to order: at 5:16 p.m. 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: Mr. Handelsman motioned approval of the entire consent agenda, all voted in favor; approved. Director Collins noted the 22% reduction in the anticipated reciprocal borrowing payment for 2018 as mentioned in her Director’s report. She also drew attention to the “Summer of Hoopla”.

[Introduction of Jeannè Sacken, President of the Friends of the Shorewood Public Library](#)

Ms. Sacken listed the Board of Directors by name and explained each of their roles and contributions.

She then noted some of the Friends’ initiatives:

- Memorials and Special Tributes – this program will allow a person to donate to the library collection and have the donation acknowledged with a bookplate in a newly purchased book. The bookplate will state the name(s) of the honoree or the person(s) being remembered. Patrons will be able to initiate this process through an online form and the payment will be divided – 80% to the library for book purchases and 20% back to the Friends.
- *Shorewood Reads* is in the planning phase for a 2018 community program that will again involve the Friends, Library staff, and Shorewood High School.
- “SHED” talks are Shorewood’s version of the popular TED talks. Potential speakers are already lined up for this fall.

Ms. Sacken pointed out that the FOSL currently provide about 50% of the funding for library programs. They fund the ‘lucky day’ collection and three legacy collections: world languages, popular television DVDs, and travel books. She stated that the Friends board wants to know what Library Staff and Board consider their core programs. If those core programs depend on funding from the Friends, they are concerned that a decline in donations received by the Friends would put those programs in jeopardy. Ms. Maris suggested that the Friends meet with library staff to come up with a strategic plan which would include identifying priorities and organizing funding.

Library Director Performance Evaluation

CLOSED SESSION: At 5:50 pm. Maggie Marks moved and Megan O'Brien seconded that the Board move into closed session under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of the Library Director. The Board members agreed unanimously, through a person by person vote. The Library Board reserves the right to reconvene into open session under the provisions of section 19.85(2) Stats.

At 6:30 pm Mr. Handelsman moved and Mr. Davis seconded that the Board move out of closed session, approved by a unanimous vote. Board members commented that Rachel has been doing a great job overall. They told Rachel that she and the Board Personnel Committee will meet to review a summary of staff and Board comments about her performance at a meeting to happen before the end of April.

Record retention schedule

At the last meeting Director Collins presented DPI's full record retention schedule and the Trustees asked that she determine which of the listed records are retained by the library. Ms. Collins met with representatives from the Village and from MCFLS and broke down the list; identifying which items are retained by which entity. She presented this customized list for approval.

Ms. Collins noted that the DPI may be reviewing their current schedule so changes may come in the near future.

Ms. O'Brien suggested confirming that the retention time periods of the Village and MCFLS match the DPI guidelines. Ms. Gurney recommended keeping donor files forever.

So that more information can be gathered to confirm retention periods, this item will be tabled until the May 2017 meeting

Open records requests

In an effort to review the chapters of the Trustee Essential Handbook provided by the DPI, Director Collins will occasionally include a chapter in the agenda packet. This chapter suggests designating a public records custodian to address open records requests. Due to the lack of requests hence far, the Library Board agreed to use the suggested default custodians: the Library Board President and the Library Director. Ms. Collins noted that the Board approved a policy addressing the confidentiality of patron records and that she has yet to complete a procedure for staff to implement the policy.

Facilities Committee report

Ms. Gurney reported that both the Village and Library Facility committees have met since the last Board meeting and use of space will be one of the Village's initiatives for 2018. Ms. Gurney is confident that Village representatives understand the Library's interest in space allocation.

She conveyed the Library's desire to reconfigure some areas to increase collaborative space for patrons, which was mentioned in the community survey as well. She emphasized that the library needs to be seen as a Village entity when it comes to facilities issues and building maintenance. The Director of DPW is drafting a comprehensive maintenance schedule for all Village buildings.

Friends of the Shorewood Library Liaison report

Ms. Dimitroff noted that the 'Goodnight Moon' diorama was successfully sold and removed. The buyer is a collector of life-sized dioramas. At the last meeting the Friends approved funding for summer reading programs.

Nominating Committee report

Mr. Handelsman encouraged the trustees to nominate individuals for President and Secretary of the Board.

Mango Languages

Director Collins will occasionally highlight a product or feature available from Shorewood Public Library. Shorewood pays a segment of the cost to offer Mango Languages to patrons. Over the last 6 months, Shorewood residents have used the app for over 500 sessions at approximately 17 minutes a session and that number keeps trending up.

Adjournment:

Ms. Gurney motioned to adjourn the meeting at 7:07 p.m. All approved.