



SHOREWOOD LIBRARY BOARD OF TRUSTEES
February 14, 2018 Meeting Minutes DRAFT

Trustees Present: Alex Handelsman, Alex Dimitroff, Leslie Cooley, Megan O'Brien, Maggie Marks, Elvira Craig de Silva Excused: Bryan Davis

Others Present: Village Finance Manager Mark Emanuelson, Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:15 p.m. the meeting of the Shorewood Library Board of trustees was called to order by Board President Handelsman. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

Consent Agenda:

Ms. Cooley motioned approval of the entire consent agenda, all voted in favor; approved.

Items not on the agenda:

- From Ms. Vieyra: Shorewood Library has been nominated for Best Library in Milwaukee Lifestyle magazine. Voting is through March 16.
- Maggie Marks will be stepping down from the Library Board in May 2018.

Informational: 2017 Financial Report

Village Finance Director Mark Emanuelson was on hand to answer any questions about the 2017 4th Quarter Financial Report or the health of the Library's budget.

Director Collins noted that materials appear overspent but are actually offset by General and Friends donations. Friend's donations are programmed in when planning the budget based on past years and predictions; general donations are unknown and not pre-budgeted.

Answering a question from Mr. Handelsman about a healthy fund balance amount, Mr. Emanuelson stated that \$10 thousand is a comfortable level. He stressed the importance of anticipating Equipment and Furniture expenditures and building them into the budget as Director Collins has been doing. The Fund Balance can then be held as unrestricted funds available for uncontrollable situations or unanticipated needs.

Action: Internet and Computer Use Policy

Two policies are now combined. Some procedural items were removed. Director Collins sought legal opinion from the Village attorney. He confirmed that the policy does not violate any first amendment rights regarding privacy of wireless use with an individual's personal device. Some policy language was added at the advice of the attorney. The State (DPI) guidelines were also referenced for examples of the guidelines of other libraries.

The trustees discussed language referring to the ‘Shorewood Public Library Board of Trustees’, whereas other areas refer to the ‘Shorewood Public Library’. Members present agreed that ‘Shorewood Public Library’ sufficiently represents all Board members and staff. For the sake of consistency, the references to SPL Board of Trustees will be changed to Shorewood Public Library.

Action: Ms. Marks put forward a motion to approve the Internet and Computer Use Policy with the language amended as noted above. All voted in favor – Motion passed.

Action: Approve Annual Report

State statutes require that library and system boards file their annual report within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located [Wis. Stat. s. 43.58(6)(a)]. Director Collins noted that all state libraries data is available from DPI in August or September.

The final page of the annual report addresses whether the library system, in our case MCFLS provided effective leadership and adequately met the needs of the library during the course of the year. Director Collins recommends that the Board answers in the affirmative.

Action: Ms. Marks put forward a motion to answer “yes”; that MCFLS has provided effective leadership and has met the needs of Shorewood Public Library in 2017. All voted in favor – Motion passed.

Action: Senior Clerk job description

Ms. Collins and Ms. Vieyra found a discrepancy between a change in job title and an increase in responsibilities of one of the clerks. They reviewed the job duties and will later review whether the pay level should be increased based on those additional duties.

It was determined that the 40 hour a week (full time) clerk should have a job description that reflects the leadership role, and the additional tasks of scheduling and training. The job description includes a two- year library experience requirement. At the advice of Ms. Cooley, the language will read ‘a minimum of two years library experience’.

Director Collins is asking the Board to approve this new Senior Clerk Job Description now. The pay rate for that position will be examined at a later date. Questions arose about the whether it was required to post the position. Ms. Collins will ask this of the Village assistant director.

Action: Ms. Cooley motioned approval of the Senior Clerk job description with changes as mentioned above. All voted in favor – Motion passed.

Informational: Friends of the Library Liaison report

Ms. Dimitroff reported that at their January 17 meeting, the Friends:

- Matched the \$1000 approved by the Library Board to fund Director Collins’ trip to the Public Library Association Conference.
- Approved \$2000 funding for the Lucky Day Collection

- Heard the status of the Shorewood Reads program which has started this month.

Informational: Personnel committee report

As reported by Ms. Marks; the Personnel Committee:

- Discussed the Senior Clerk job description
- Talked about the possible exit of one Librarian and if so, possible changes in hours or positions when considering new hires
- Discussed raises and the possibility of an incentivized raise system rather than the merit system used now
- Mentioned the work culture survey that Superintendent Davis has noted as important in assessing the level of work satisfaction

Informational: Strategic planning report

As reported by Ms. Cooley; the Strategic Planning Committee:

- Had their first meeting with the consultants from WILs (Wisconsin Library Services) on February 5th
- Conducted a survey of the Strategic Planning Panel
- Created a community survey
- Organized 3 community conversations to take place on March 12 and March 20
- Reviewed the next steps in the process: the data gathered from the survey and conversations will be compiled by the consultants. There will be several meetings of the panel to discuss and analyze the data. Then a formal plan will be constructed.
- The committee hopes to have the plan ready for Board approval by July 2018 with a goal to implement it starting in August. This tight time frame is intentional so that a plan is in place in time for 2019 budget drafting.

Director Collins noted that the Board will be asked to share the link to the surveys. Staff will also create a small card to promote the survey. These will be placed at various village departments.

Ms. Cooley stated that the committee decided to hire the WILs consultants over others because they have PLSR knowledge and extensive experience in planning and consulting.

Informational: 2018 equipment and furniture chart

Ms. Collins stated that the CD drawers have been purchased and are on their way. Planning is underway for a new Point of Service system for taking payments at the front desk. Some of the other furniture expenditures will be completed soon and some are delayed until June.

Informational: Village communications plan policy

This is a policy drafted by the Village which will also be adopted by the Library with Library-specific adaptations where necessary. Director Collins stated that this policy will ultimately be a large, detailed document. It will establish protocol for inter-department communication. This is an initiative of the new Village Manager and the Assistant Village manager. Ms. Collins and Ms.

Vieyra will keep aware of any items incongruent with Library policies. The full document should be coming to the Board in June or July.

Informational: PLSR Update

The trustees were given a calendar and timeline of PLSR project progress.

Informational: Midyear staff evaluations

Director Collins reported that after this second round of midyear evaluations; she is taking in all feedback about the practice. Some changes were made from the first time the evaluations were given. The personnel committee is also discussing the process.

Informational: Director Evaluation

Ms. Marks motioned that the Board adjourn into closed session under the provisions of sec. 19.85(1)(c), Stats. Unanimous vote to move into closed session. Entered closed session at 6:25 p.m.

The Board discussed the annual review of the library director.

Megan O'Brien moved that we reconvene into open session under the provisions of section 19.85(2) Unanimous vote to reconvene into open session.

The Board rose from closed session at 7:04 p.m.

Adjournment

Ms. Dimitroff motioned to adjourn the meeting at 7:05 p.m. All approved.