



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES  
Meeting Minutes  
March 13, 2024

**Present:** Trustee Espera, Trustee Smucker, Trustee Alden, Trustee Linnane, and Superintendent Burgos (via phone), Interim Library Director Hayley Johnson, Library Office Manager and Confidential Secretary Angela Andre, Mary Armstrong

**Excused:** Trustee Couto, Trustee Warren

1. **Call to Order**

President Smucker called the meeting to order at 5:15 p.m.

2. **Public Comment**

No public comment

3. **Statement of Public Notice**

Ms. Andre stated that the meeting was properly noticed and posted according to law

4. **Consent Agenda:** Agenda, Minutes from February 14, 2024; accounts payable reports  
Trustee Linnane moved to approve the consent agenda. Trustee Espera seconded and motion carried by a vote of 6-0.

5. **Informational: Interim Director Report**

Staff Updates:

- o One clerk was hired in a 10-hour per week position and interviews are being conducted for an additional 10-hour per week clerk
- o One shelver was hired for 10-hours per week
- o The two new librarians continue to train and are doing well in their roles
- o The Library Associate position has been advertised, and we are accepting applications through Wednesday, March 20th. We currently have 11 applicants.
- o Librarians have been or are being trained on copy cataloging to make sure we get our new items on the shelves in a timely manner.

Shorewood Today has reported on our fine forgiveness initiative.

Upcoming Program Partnerships:

PROGRAM	PARTNER(S)	DATE
ENVIRONMENTAL FILM FESTIVAL	VILLAGE OF SHOREWOOD CONSERVATION COMMITTEE	FRI FEBRUARY 9
		FRI MARCH 22
		FRI APRIL 5
ALL DISTRICT ART SHOW	SHOREWOOD SCHOOL DISTRICT	THURS APRIL 18 6:00 PM

Friends of the Shorewood Public Library Update:

At the Wednesday, February 21<sup>st</sup>, 2024 Friends of the Shorewood Public Library meeting, the Friends voted to provide welcome bags to all new library team members now and moving forward. The bags include a welcome letter, a pair of gloves, a copy of the latest issue of *Shorewood Today*, some snacks, and a gift card to City Market.

6. **Action: Pendant Light Fixture LED Upgrade funding source**

Work on the 15 pendant light fixtures upgrade was completed on Monday, March 11th. After receiving quotes, Department of Public Works (DPW) staff recommended working with Current Electric on this project. Current Electric staff started in the morning before the library opened, and worked throughout the day; blocking off work areas as they move throughout the library.

A BIG thank you to the DPW team – Eric Anderson, Eric Butler, and Dan Heyen – for making this happen.

Trustee Smucker noted that the source of the funding was left open, so the Board must decide which source from which to draw the \$3,990.00.

MOTION: Trustee Espera motioned to use the unrestricted library fund balance to pay \$3,990.00 for the 15 pendant light fixture upgrades. Trustee Linnane seconded. Motion passed by a vote of 6 -0.

7. **Informational: Director of Library Services Ad Hoc Committee Update**

Trustee Linnane reported on the progress of the hiring timeline. Review of the application materials is complete and interviews begin tomorrow. There a total of four applicants. A report will be created for the Board which will include the rankings, how they came to those rankings, community input, and the committee's recommendations. The next step will be to contact references.

8. **Informational: Personnel Committee Update**

Trustee Espera reported that there may be a restructuring of the clerk hours. The committee will discuss this further with the Interim Director.

9. **Discussion and potential action: online streaming board meetings**

Item tabled until the April 2024 meeting.

10. **Informational: Village Annual Report**

All Village of Shorewood departments and citizen committees complete an annual report highlighting accomplishments from the last year and proposing initiatives for the upcoming year. The primary audience for the report is the Village of Shorewood Board of Trustees and residents.

Interim Director Johnson shared the report with the trustees. It included staff development, programs, staffing updates, statistics, and future initiatives. (e.g. Aspen logic changes effecting website, collaborations cataloging, and expansion of attraction passes, website redesign.)

Per Village Manager, Rebecca Ewald, the library board does not need to complete a

committee annual report form separately from the library annual report. The library board is a governing board with allocated resources including staff and funds enabling the committee to engage in ways other citizen committees do not.

11. **Items for future consideration** - None stated.
12. **Informational: Trustee Essentials Handbook** *CH 3: Organizing the Board for Effective action*
13. **Adjournment**  
Trustee Linnane moved to adjourn the meeting at 5:55 PM; seconded by Trustee Espera.  
All approved after a vote of 6-0.

Submitted by Library Office Manager/ Confidential Secretary Angela Andre on the 5<sup>th</sup>  
day of April, 2024