



SHOREWOOD LIBRARY BOARD OF TRUSTEES
February 8, 2023 Approved Minutes

Trustees Present: Donna Whittle, Alex Dimitroff, Ling Meng, and Leslie Cooley

Attending virtually via Zoom: Jon Smucker and Elvira Craig de Silva,

Not Present: Interim Superintendent JoAnn Sternke

Others Present: Library Director Jen Gerber, Assistant Director Emily Vieyra

1. **Call to order:** at 5:15 pm, the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Whittle.

2. **Statement of Public Notice:** Director Gerber confirmed that the meeting had been posted and noticed according to law.

3. **No Citizens to be heard on items not on the agenda**

4. **Consent Agenda:**

Trustee Cooley commented that she appreciates the Director's report being outside of the consent agenda

After a question from Trustee Cooley regarding Kanopy checkouts trending slightly lower when compared to the same time last year, Assistant Director Vieyra noted that all circulation trends a little lower in December of each year and stated that in her experience, all new services are slow in gaining popularity.

MOTION: Trustee Cooley motioned for approval of the entire consent agenda. Trustee Meng seconded. All voted to approve the consent agenda; motion carried.

5. **No items pulled from the consent agenda**

6. **Additional topics not on the agenda**

Director Gerber indicated that she was waiting for the Q4 report which she received today. This will be put on the Finance Committee agenda for review and brought back to the full Board next month.

7. Informational: Library Director's Report

Trustee Cooley asked about the Collection development meeting. Was there any consideration of reciprocal borrowing which is a revenue resource for us? Director Gerber said this was not addressed at this first of what will be quarterly meetings.

The Director noted Shorewood Library's position as a net lender, meaning that staff is successfully purchasing items that our communities are most interested in.

Trustee Meng asked how staff determines what the community wants – surveys or statistics. Director Gerber answered that staff hasn't done a survey for collection development in her time here, although they are always open to input on purchasing suggestions. Currently, staff uses statistics to determine what collection areas are highest circulating, which need additional dollars, and what items may be more expensive in one area or genre. Weeding done regularly with a professional eye.

Trustee Meng wondered if is storage adequate for Shorewood's collection. Jen indicated that future collection space will be considered in the renovation plan, but at the moment, we do have adequate space in most areas of the collection due to continuous weeding. She added that the funding provided by the Lange and Onufrock grants have enabled a huge influx of books which requires a lot of weeding of older or non-circulating items

Trustee Meng asked if compressed bookshelves were being considered to allow more space. Jen stated that at this point we want everything to be browsable.

Trustee Whittle noted her distress regarding the proposed Wisconsin State Legislature: 2023 Senate Bill 10 as reported on in the Director's report. Director Gerber noted that the bill has been introduced but not been passed by the State Senate and State Assembly and she is hopeful because the Governor does have final veto power

8. Action: Authorization to Approve DPI Annual Report (2022)

Director Gerber stated that the report must be signed and submitted by March first. Currently MCFLS is still populating that report with as much statistical data as possible, so it is not yet ready. Jen is very familiar with this report and the process and it will be submitted on time. Past practice has been to move to allow the report to be signed and submitted.

MOTION: Trustee Dimitroff motioned to authorize the Library Board President or her designee to sign and approve the 2022 Shorewood Public Library annual report as provided by the Library Director before March 1, 2023. Seconded by Trustee Smucker. After a vote, the motion carried.

9. Action: Library System Effectiveness Statement (2022)

The annual report includes check boxes and a space for comments to state whether or not the Trustees think that MCFLS was effective this year. Director Gerber recommends checking the box and sees no reason to indicate that they were not effective.

MOTION: Trustee Cooley motioned that the Milwaukee County Federated Library System provided effective leadership and met the needs of the Shorewood Public Library in 2022. Trustee Meng seconded and the motion carried after a vote.

10. Informational: Smart Lockers and Self-Checks

Smart Lockers:

Assistant Director Vieyra reported that the library went live with a unit of 17 smart lockers for patron use on November first. In the three months since, 62 total unique patrons used the lockers and a total of 512 items were picked up. Usage increased significantly in January and Emily expects use to trend upwards in the next few months and eventually level out.

Emily stated that process has been fairly seamless and staff has been able to share experiences, information, and documents with Franklin Library, WFB Lib and MPL (East Branch) as they roll out their own units.

The Board would like to a quarterly reporting of locker usage numbers.

Trustee Cooley asked if staff has to go outside to fill the lockers and Emily stated that they do. Staff has an umbrella for rainy days and there is a shield covering the user screen to protect it from the elements

New Self-Check Units:

Trustee Vieyra also reported that the new self-check units were installed in January. Installation went smoothly but there have there have been a few hiccups regarding their use. The machines are not able to decode a few of the RFID tags which were set up for the previous vendor's software. In those cases, the items are pulled aside and retagged.

The trustees discussed how to share information with patrons to help them adapt the new system and some of its hiccups. Staff is very attentive to patrons to help guide them through the process and troubleshoot with them. Trustee Meng suggested placement of instructional signage at the new self-checks and the trustees agreed that could be helpful.

11. Informational: Finance Committee Report

Nothing to report at this time.

11. Informational: Personnel Committee Report

Trustee Dimitroff reported that the committee:

- met and reviewed the roadmap that Jen and Emily have been working on.
- They reviewed the Job Description for the Social Media Librarian and the committee supports the changes. The also reviewed another job description that will be brought to the board next month.
- The informal six-month staff questionnaire / review of the Director is moving forward and will be distributed to staff next week. Traditionally, the responses are compiled into

a summary report and presented to the Director by the Personnel Committee. The full Board will then meet in closed session to review and discuss the results. Jen would also like to be part of that discussion at some point. She stated that hearing the feedback first hand and as detailed as possible would be very helpful to her in learning what she is doing well and what she needs to work on. There was some discussion amongst the group as to whether Jen would see all of the responses but it was agreed that the feedback would, in order to remain anonymous, be seen directly only by the Personnel committee who will then compile them for reporting to the Board and the Director.

Trustee Cooley asked what changes were made to the Social Media Librarian job description. Jen met with Lizzie several times to discuss her job description. The reason for revision was that her job description was created more recently and there were some duties assigned to other librarians that fall under her purview. Previously, the job description focused on management of the library's social media platforms. The updated version makes this librarian in charge of the library's web page (including website redesign which has been budgeted for 2023). Webmaster duties had previously been handled by the Assistant Director with the goal of eventually transferring that responsibility to the Social Media Librarian.

Each librarian and the Administrative Assistant have the ability to add their own creative content to the website and will still have that option going forward. The difference is that the social media librarian will be identified as the point person for all website concerns. The Social Media librarian will also be responsible for creating a style guide for the library.

Trustee Whittle asked when staff expects to send out an RFP for website redesign. Jen responded that the RFP would be presented to the Board before it goes out. Lizzie is currently working on creating the style guide and is researching the websites of other libraries in preparation for creation of an RFP.

13. Informational: Nominating Committee Report

Director Gerber reported that two individuals have applied to become a trustee but one has recently dropped out due to health issues.

Trustee Smucker suggested that previous applicants can be contacted and asked that staff put out an appeal for more applicants through library social media. Director Gerber states that this will be added to the library newsletter.

14. Informational: Bylaws Special Committee Report

This committee consists of Director Gerber and Trustees Cooley and Smucker. The first meeting will be on February 22. Jen plans to share some very basic revisions to the current bylaws at that time. Trustee Cooley asked for any further input from the trustees regarding updating the bylaws.

15. Informational: Friends of the Library Liaison Report

Trustee Dimitroff reported that the Friends held their annual meeting on January 18. They are financially in good shape and have a cash reserve for grants to the library. They elected a new board. Used books sales have been very successful onsite as well as on eBay. They asked for donations of packing material that would fit one book as they use these for eBay sales.

The Friends have 156 members, 26 of which are new. There is a core of volunteers who do shelf reading. About 37 of them are active volunteers. The Friends raised about \$600 in the collaboration with Boswell over the holidays. Director Gerber will be meeting with the Friends President to propose some one-time programs that the Friends could fund for the library.

16. Informational: DPI Trustee Essentials: *TE 08: Developing the Library Budget*

17. Items for Future Consideration

a. Enhanced Fund Year End Report (2022)

The is complete and Jen will make sure that is available to the trustees.

b. Permanent Endowment Report Form (2023)

This will be brought to the budget committee and the full board as an action item.

c. Village of Shorewood Annual Report (2022)

The Director was recently informed that this is on hold and is not a priority for the Village right now.

d. Art Committee

Jen is meeting with Hayley and Susan to finalize the art inventory. She will then meet with Hayley to draft a policy. She will present both of these items to the Art committee and as an informational item to the Board.

18. Communications

Nothing to report.

19. Other Matters

- Jen and Emily were present for the presentation of the Village EDI report results. These results will eventually be shared with the Library Board.

- Jen asked for guidance on which account to use to pay a legal fee bill that was received by the Library for a meeting between the Board President and the attorney for the Village. This bill will be paid from the Professional Fees account 200-5110-52100.

20. Adjournment

MOTION: Trustee Cooley motioned to adjourn at 7:00 pm. It was seconded by Trustee Dimitroff and motion passed after a vote.

