



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
January 12, 2022 Approved Minutes

Trustees Present: Alex Handelsman, Alex Dimitroff, Leslie Cooley, Elvira Craig de Silva  
Donna Whittle, Jon Smucker, JoAnn Sternke **All participants attended remotely.**

Others Present: Library Director Rachel Collins, Assistant Director Emily Vieyra, Virtual Engagement Librarian Lizzie Hjelle, and Administrative Assistant Angela Andre **All participants attended remotely.**

1. Call to order: at 5:17 PM the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

2. Statement of Public Notice: Ms. Andre 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:

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

5. Items pulled from the consent agenda

- Director Collins asked for input on how many years of data should be reported for comparison in statistics charts. Trustee Cooley agreed with the idea of including a note explaining that one year is left out due to the pandemic. 2019 would remain as an anchor for a pre-pandemic baseline.
- Rachel noted that the Adult Winter Reading program has begun. It was not held in 2021.
- There was a question about how often we are billed for the hotspots. Director Collins explained the library contracts and pays for a year of service in advance. Those costs are all paid for by the Friends.
- There was a question about the recent emergency closing where staff was sent home. Rachel explained that in the adverse weather and emergency closing policy, a day is defined as 4 hours or more so that those hours qualified as compensated staff time.

6. Additional topics not on the agenda

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7. Possible Action: Social media policy and procedure

Librarian Lizzie Hjelle has been reviewing these documents as the Library increases engagement on social media because of her position. The updates to the policy and procedure address new situations that are surfacing because of the Library's new Instagram account and having an increased social media presence in general. Ms. Hjelle noted that she ensured that the changes

made are in line with the American Library Association's recommended best practices for Social Media. She emphasized that policies regarding social media need to be adaptive and forward thinking due to the quickly evolving technologies and platforms involved.

Ms. Hjelle recommends moving the ***Personal Social Media Guidelines for Staff and Trustees*** section of the policy into the procedure since that information is internal in nature. This allows for a more succinct policy document for the public.

Director Collins added that a case could be made that the staff guidelines be in the human resources manual. A quick check of the current HR manual found that there is no guidance for employee personal social media use. She would like to bring this to the Village. She also questioned whether the Trustee guidelines regarding social media should be included in the bylaws but Trustee Handelsman did not think the bylaws were an appropriate place.

Trustee Handelsman suggested one change involving clarifying how the "official social media channels" are identified in light of the rapid changes in platforms.

Interim Superintendent Sternke shared that the School District's social media policy is included in their HR manual. She agreed that popular platforms shift often so it would be better not to call them out specifically.

Trustee Cooley inquired as to who on the Library staff decides what "inappropriate" social media content is pulled. Ms. Hjelle noted that staff refers to the social media policy and uses the structure of the revocation of privileges policy to determine if comments should be removed and users' privileges revoked. She noted that although she is the first to examine the content, she will consult with Library Director and Assistant Library Director when situations are more complicated. The policy now includes an appeal process. The procedure includes details about which administrator may remove what comments.

Trustee Smucker asked about the revision stating that a "poster will be blocked" when their comments are removed. Ms. Hjelle ensured there is language to clarify that users will not be blocked for their first offense and she will make sure it reads that way. Incidents will follow the structure of the revoking guidelines.

Director Collins may consult with the Village attorney on the policy to ensure First Amendment protection. Trustee Handelsman agreed that there could be a legal review of the document and suggested that it may involve expending all of the 2022 Professional Services budget. Trustee Cooley inquired as to whether any other Village entities or Libraries have already had legal counsel review. Director Collins will investigate.

In answer to a question about archiving of content, Ms. Hjelle confirmed that all content is saved and able to be accessed. Director Collins noted that we do pay for a portion of this archiving service based on the number of accounts.

These documents will be revised and brought back to the trustees after more consultation with Library and Village staff as well as checking for any previous legal counsel for established policies.

## 8. Action: Onufrock gift

On December 8, Betty Onufrock hand delivered a donation of \$15,000 in her husband, Harry J Onufrock's memory to be spent on adult fiction, mysteries and historical fiction titles with the goal of purchasing 1,000 additional print books for the collection.

Betty Onufrock is a strong library supporter and avid reader. She donated \$27,000 to the library in 2015 in her husband's memory, half of which was spent on adult fiction titles and the other half on a portion of the lounge chairs in the periodicals reading room, space her husband regularly used on his frequent visits to the Shorewood Public Library. Since that initial gift, she has given an additional \$38,850 toward adult fiction books and Value Line, an investment resource her husband regularly used while at the library.

**MOTION:** Trustee Handelsman motioned to accept the gift of \$15,000 from Elizabeth Onufrock in her husband, Harry J Onufrock's memory to be used toward the purchase of adult fiction books for the Shorewood Public Library. Trustee Cooley seconded and motion passed after a vote.

## 9. Possible Action: Library COVID-19 Policy

At the July 28, 2021 meeting, the Library Board trustees agreed to review the Library COVID-19 policy on a monthly basis through the end of 2021, in order to be responsive to public health guidance from the Centers for Disease Control and Prevention (CDC) and the North Shore Health Department (NSHD.) Director Collins recommends that the library continues this practice through June 2022. No action was taken.

## 10. Informational: Personnel committee report

Trustee Craig de Silva reported that at their last meeting the committee:

- Heard Rachel's update on the hiring and onboarding process for the three new clerks.
- Discussed issues related to the salary study; particularly raising current salaries.
- Talked about recognition pay program being reexamined for more equity. Director Collins has been speaking with the Assistant Village Manager about potential changes to the program which would apply to all Village departments.

## 11. Informational: Budget committee report

Trustee Whittle reported that at their last meeting the committee:

- Discussed the implications of the proposed wage increases. They agreed that the increases were appropriate.
- Reviewed the recognition pay program and agreed that a wage increase for persons with tenure of two to three years would be worth pursuing.
- Discussed the sequence for requesting GMF funds. The bulk of the Permanent Endowment funds for 2022 will be requested at the beginning of the year and the Board Directed funds will be requested as the existing funds being held by the Village are depleted.
- Discussed how to handle some GMF funds that are currently set aside for specific items that will now be rolled into the renovation project. Director Collins will send an explanatory statement of intent to GMF to clarify this.

## 12. Action: Wage increase proposal

As noted in the previous items, two of the committees have reviewed this proposal and background for the proposal was discussed in the October board meeting. Director Collins stated that the funds are already budgeted for this purpose and this will address what was found to be below average wages for Shorewood Library employees.

**MOTION:** Trustee Craig de Silva motioned to apply a .65 cent per hour, one-time wage increase to the Library Clerk, Library Associate, Administrative Assistant, Librarian and Assistant Library Director Positions effective January 23, 2022 using wage and benefit savings realized during a staff reorganization. I further move to approve the pay ranges as presented, which will be added to the 2022 Human Resource manual. Trustee Dimitroff seconded and motion passed after a vote.

## 13. Informational: Lange expenditures chart

Yearly spending is nearly complete except for one or two invoices that are yet to be received. GMF will be informed of the items to be rolled into the renovation project.

## 14. Informational: Friends of the Library liaison report

Trustee Dimitroff reported that:

- The last meeting was the annual meeting which is primarily a review of the activities of the previous year
- McKenzie Edmonds was named as Volunteer of the Year for the ideas she has contributed regarding marketing and the work she has done to raise awareness about the Friends
- The President, Secretary, and Treasurer were all reelected for a one-year term. This will be the last term for President Jeannee Sacken.
- The volunteers who run the used book sale encouraged anyone with a little free library at home to take some of the books that they are unable to sell.
- Goals for 2022 were presented; one of which is Shorewood Reads which will begin this April. The book selection is *Coyotes of Carthage* by Steven Wright.
- One procedure change relates to the report from the treasurer. Instead of monthly reports, there will be an annual summary at the end of each year.

## 15. Informational: Renovation implementation committee report

Trustee Smucker reported that the committee is reviewing the RFP for a construction manager. He thanked Director Collins for all the work she has put into this lengthy document.

## 16. Informational: curbside pickup statistics

Assistant Director Vieyra created a report of the weekly and monthly usage of curbside service in 2021. Use varied widely but remains a service that is in high demand.

There are no plans to discontinue this service. The trustees expressed appreciation for the enthusiasm of staff to continue this practice. Ms. Vieyra confirmed that the staff is excited to offer this service to patrons indefinitely.

### 17. Informational: Quarterly database usage

Ms. Vieyra presented the report and noted the drastic changes in usage from month to month. (One contributing factor may be that there are set start times for Gale Courses.)

Director Collins noted the spike in use of online tutoring which was likely a result of communication to the School District. There will be some future additions to this documents with the acquisition of new databases in 2022.

### 18. Informational: Library legislative day

Talking points were listed on the accompanying memo. Director Collins offered to share the recent MCFLS eNewsletter that highlights the postcard writing campaign.

### 19. Items for future consideration

- Draft policy for current elected officials spending time in the library while also running for office

**Adjournment:** Trustee Dimitroff motioned to adjourn the meeting and this was seconded by Trustee Whittle. The motion passed and the meeting closed at 6:28 pm.