



SHOREWOOD LIBRARY BOARD OF TRUSTEES
June 9, 2021 Approved Minutes

Trustees Present: Elvira Craig de Silva, Leslie Cooley, Alex Handelsman, Alex Dimitroff, Donna Whittle, Bryan Davis

All participants attended remotely.

Excused: Jon Smucker

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

1. Call to order: at 5:18 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; motion carried.

5. No items pulled from the consent agenda

6. Additional items not on the agenda

Director Collins reported that there will be AV upgrades made to the Village Center. Two vendors have responded to the RFP with proposals and the quote (which is significantly higher than originally projected) will go to the Village Board's next meeting. Stimulus money is available for the Library's portion of this project and it will be partially paid for with the Lange Bequest fund.

7. Virtual Engagement Librarian Introduction: Lizzie Hjelle

8. Action: Election of Officers

Per Wisconsin State Statute 43.54 and as stated in the Library Board of Trustee Bylaws, Article III, the officers of President and Secretary shall be elected from among the appointed trustees at the Annual Board meeting, which occurs each June

The nominating committee presented two nominees: Alex Handelsman for President and Donna Whittle for Secretary. Director Collins recommends adopting these nominations.

MOTION: Trustee Cooley moved to accept the slate of officers as presented by the Nominating Committee for the next year. Motion seconded by Trustee Dimitroff and passed unanimously after a vote.

9. Action: Approve Friends cash handling agreement

Prompted by Village-wide cash handling audit recommendations, the Library is eliminating the Friends cash box used to make change for the book sale. Instead, clerks will ring up the sales in the register using designated buttons. Monthly reports will be generated and the Library will reimburse the Friends the amount of their sales.

This agreement was presented to the Friends of the Library trustees at their meeting on April 21 and an amended agreement was adopted at their May 19, 2021 meeting. Library and Village staff support the agreement and the operational changes that would ensue.

MOTION: Trustee Handelsman motioned that the Library Board engage in a formal agreement regarding the handling of Friends of the Shorewood Public Library cash by the Library staff resulting in increased efficiencies and conforming to best practice. Seconded by Trustee Whittle and carried unanimously.

10. Action: Reschedule July meeting

Our next scheduled Library Board meeting is Wednesday, July 14 at 5:15pm. Due to staff vacations, the 2022 budget planning process and the August meeting recess, Director Collins suggests rescheduling the meeting to Wednesday, July 28 at 5:15pm.

MOTION: Trustee Whittle motioned to reschedule the Wednesday, July 14, 2021 Library Board meeting to Wednesday, July 28, 2021 starting at 5:15pm. Motion seconded by Trustee Cooley and approved unanimously after a vote.

11. Informational: Resuming in-person meetings

The Village Board is in discussions regarding when to go back to in-person meetings. July meetings will be held virtually and September meetings will be held in-person or in a hybrid format.

12. Informational: COVID services update

The latest update to the Village COVID-19 policy document presented dramatic changes including the end of the mask mandate.

Director Collins reported an increase in young people in the library.

Action: COVID Policy update

Director Collins is proposing the following modifications to the Library's COVID policy:

- unvaccinated people, including all youth ages 2-12, will be required to cover their nose and mouth with a cloth covering or mask in the library
- Vaccinated individuals, including employees, may choose to voluntarily wear a face mask as they see fit.

Other guidelines including distancing will remain in place. The children's area will likely be mask-heavy. Trustee Whittle noted that levels of positive COVID cases are low in the community but the policy will have to be revisited if abuse or problems are observed.

MOTION: Trustee Handelsman motioned to approve the revised Library COVID-19 policy including requiring face-coverings for unvaccinated people in the library. Motion seconded by Trustee Whittle and approved unanimously after a vote.

13. Informational: Library face-covering requirement

Director Collins sought advice on language to communicate the updated Library policy on face coverings.

14. Informational: Renovation implementation committee report

Trustee Cooley reported that at their last meeting the committee looked at the draft of the implementation time table (what needs to be done and when). Most of the time was spent discussing different construction model options and library service scenarios. Staff will bring information back to the group to help the committee decide on a proposal to bring to the board.

Director Collins stated that essential Library services need to be identified and will help guide service-model / construction decisions.

15. Informational: Friends of the Shorewood Library Liaison report

Trustee Dimitroff reported that:

- Jeanne Sacken announced that she will reluctantly step down as President of the Friends board.
- The Friends voted on and passed a Memorial Gift Procedure. A donor will be able to choose specific book, making the gift more personal.
- Approved the Cash Handling Agreement proposed by the Library

16. Informational: Planning committee report

Trustee Cooley reported that at their last meeting the committee:

- Looked at staff and trustee 2022 budget ideas
- Reviewed Director Collins' initial 2022 budget ideas and noted how both addressed the strategic plan objectives Director Collins will gather more information and cost estimates for the suggested initiatives.
- Reviewed the Director's strategic plan tracking document. 2022 is starting to be filling in as budget proposals are made.
- Looked at the spreadsheet developed by the Director that illustrates the amount of grant money GMF estimated we would receive early in the year (the number used for

planning ideas and the budget process) vs. the actual amount received. The actual spendable amount for this year was found to be fairly accurate to the estimate. This comparison will continue to be tracked going forward.

17. Informational: 2022 Staff and Trustee budget ideas

Suggestions for the 2022 budget year were presented to the trustees. Director Collins has already been able to address some of them right away and some others will be included in the renovation plan. Other ideas will be incorporated into planning and pre-budget documents.

18. Informational: Enhanced operations expenditures

This is a quarterly check of projects using the enhanced operations budget. Some are in progress, some are finished. The next focus will be on furniture and equipment replacement.

Adjournment: Trustee Whittle motioned to adjourn the meeting and this was seconded by Trustee Cooley. The motion passed and the meeting closed at 6:09 pm.