



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
ANNUAL MEETING  
June 8, 2022 Approved Minutes

Trustees Present: Elvira Craig de Silva, and Donna Whittle, Leslie Cooley, Jon Smucker, Ling Meng Excused: Alex Dimitroff, and Interim Superintendent JoAnn Sternke

Others Present: Library Director Rachel Collins, Assistant Director Emily Vieyra, and Administrative Assistant Angela Andre

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 Whittle.

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:

Trustee Cooley asked about payments made to program presenters, particularly those who sell books at their events. This will be a topic for future discussion with the intent to establish a policy or best practice for this issue.

There was some discussion regarding the program participation numbers, reciprocal borrowing, and the parental permission requirement when issuing library cards to children under 16.

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

5. Items pulled from the consent agenda: none

6. Additional topics not on the agenda

The Board will share thanks and appreciation for Director Collins.

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7. Informational: Welcome new trustee

The Board welcomed new trustee Ling Meng

8. Action: Election of Officers

On behalf of the Nominating committee, Trustee Smucker recommended the nomination of Donna Whittle as Board President and himself as Board Secretary.

**MOTION:** Trustee Cooley motioned to approve the election of officers as noted by the nominating committee. Seconded by Trustee Craig de Silva. All voted to approve; motion carried.

## 9. Informational: Committee assignments

### 2022-2023 LIBRARY BOARD COMMITTEE ASSIGNMENTS

\* Denotes committee Chair

#### **Personnel**

Alex Dimitroff  
Elvira Craig de Silva\*

#### **Nominating**

Ling Meng  
Jon Smucker\*

#### **Budget**

Leslie Cooley  
Donna Whittle\*  
Jon Smucker

#### **FSPL Liaison**

Alex Dimitroff

#### **Strategic & Facilities Planning**

Donna Whittle  
Leslie Cooley\*

#### **Renovation Implementation (ad-hoc)**

Jon Smucker\*  
Leslie Cooley

## 10. Action: Meeting room policy

Director Collins made changes based on conversation at the May 11, 2022 Library Board meeting and staff input from a reference staff meeting on May 9. She also made some general edits to the document to make it conform to the headings in the Study Room use policy and to better meet the needs of potential room users.

Highlights of the changes:

- Meetings no longer need to be open to the public.
- Meetings for mediation or counseling with a governmental or non-profit organization or representative are now acceptable. This change allows court-appointed mediation or visitations to take place in the meeting and conference rooms.
- The policy now notes how far in advance reservations can take place and how much notice is required to reserve a space.

Trustee Cooley suggested some minor corrections to language and inquired whether the policy explains the right of Library Administration to cancel meetings without notice to those who reserve Village meeting rooms. Director Collins noted that this happens extremely infrequently. Trustee Cooley suggested that the policy should indicate that staff will make an effort to contact the person who made the reservation in these situations. President Whittle suggested adding “efforts will be made to give advance notice”.

Trustee Cooley also suggested that language should be added to request that those reserving a room should cancel the reservation if they are unable to use the room in order to make it available to others.

Lastly, Trustee Cooley mentioned that language regarding clean-up should clarify that the room should be put back in order, cleaned, and vacated at least fifteen minutes before the end of reservation time. Additional changes:

- Add time frame: "Library staff should be notified of any emergency, accident, or unusual occurrence as soon as possible."
- Add "Dispose of trash in provided receptacle."
- Add "Signs are posted in the meeting rooms."

**MOTION TABLED:** Trustee Smucker motioned to table review and possible approval of the Meeting Room use policy until the July meeting. Seconded by Trustee Cooley. All voted to approve; motion carried.

### 11. Action: Study room policy

The Study Room use policy is a new policy that sets expectations for use of the space and will enable us to offer reservations via Local Hop, the meeting room reservation software.

Highlights of the policy:

- One study room will be able to be reserved, the other will remain a first-come, first-served study room.
- If a person doesn't arrive within 15 minutes of the start of their reservation, the room will be offered to others.

**MOTION:** Trustee Cooley motioned to approve the Study Room use policy as written. Seconded by Trustee Smucker. All voted to approve; motion carried.

### 12. Action: Onufrock Gift

In a memo to the Board, Director Collins reported that Elizabeth Onufrock once again donated \$2,850 to the library in her husband, Harry J. Onufrock's memory to support three years of access to the Value Line Investment Survey. Betty supported the last three years of Value Line, an investment resource that her husband regularly used while visiting the Shorewood Public Library

There was a brief discussion of the handling of other future gifts. Specific policies are to be determined by the Budget Committee.

**MOTION:** Trustee Smucker motioned to accept the gift of \$2,850 from Elizabeth Onufrock in her husband, Harry J Onufrock's memory to be used support the Value Line Investment Survey through July 4, 2025. Seconded by Trustee Cooley. All voted to approve; motion carried.

### 13. Action: Ad hoc Art Committee

On behalf of the Planning Committee, Trustee Cooley proposed that an ad-hoc Art Committee be appointed for the purpose of assisting staff coordinate and implement SPL art-related initiatives, including:

- Supporting the Community and Adult Services Librarian in developing a policy for local artists to exhibit art in the library and host gallery nights;
- Creating a detailed inventory of existing SPL art;
- Coordinating the incorporation of public art into the SPL renovation; and
- Coordinating collaborative efforts with the Village and community to incorporate art and enhance the space outside the Library/Village Center and in the lobby.

The committee would initially consist of two Library Trustees who will work with Library management and, with input from the community, would develop a list of proposed committee members who would be approved by the Library Board.

**MOTION:** Trustee Cooley motioned to approve Leslie Cooley and Ling Meng to serve on the ad hoc Art Committee to initially develop a list of proposed members for the Committee which will come to the Board for approval, and to begin to working the Community and Adult Services Librarian in developing a policy for local artists to exhibit art in the library. Seconded by Trustee Smucker. All voted to approve; motion carried.

### 14. Action: Library COVID-19 policy

Per the CDC COVID-19 Community Level and COVID-19 Prevention guidelines, Milwaukee County transitioned to a community level of high on May 19, 2022. As a result, face-coverings are recommended for patrons and staff versus optional.

Signage has been posted to reflect this change and Assistant Director Vieyra drafted a new document titled Library Operations Plan: COVID-19 Endemic State. The brief plan articulates the service changes the library will take when the CDC community level for Milwaukee County is rated high, medium or low with regard to face-covering and spacing at public computers.

The trustees reviewed the policy which was updated per the suggestion of Trustee Whittle to better reflect current practice.

The group also discussed plans to open the Early Learning Center. Director Collins noted that the new, custom made Babyland installation will go in this week.

**MOTION:** President Whittle motioned to approve the Library COVID-19 Policy as revised. Seconded by Trustee Craig de Silva. All voted to approve; motion carried.

## 15. Informational: Planning committee report

Trustee Cooley reported that the committee met on May 27<sup>th</sup>. The committee:

- Clarified which unused Lange Bequest funds are now being designated for renovation
- Worked on a letter to GMF outlining the plan to improve tracking of monies. Trustee Cooley noted that the library has a new GMF fund advisor whom the planning committee will meet with to familiarize him the funds, service agreements, and the committee's processes
- Looked at the staff and trustee budget suggestions for 2023
- Looked at the first draft of the 2023 Lange Bequest initiatives. Assistant Director Vieyra will further update and present to the Budget committee along with the latest version of the proposed 2023 budget.

Following the Planning budgeting calendar the proposed 2023 Lange Bequest initiatives will be presented to the full Board at the July meeting.

## 16. Informational: Trustee and Staff 2023 budget suggestions

Director Collins shared the suggestions with the Board along with her hope that this practice of will continue after her departure as Director.

## 17. Informational: Self-check and RFID project

As budgeted for from the Lange Board Directed Reserve Fund for this year, the replacement of four self-check out machines and three staff components is moving forward. Assistant Director Vieyra reported that she and Director Collins reviewed the vendor quotes that were received and have signed a quote to work with FE Technologies. The new units are expected to be installed this fall.

## 18. Informational: Enhanced operations expenditure chart

Director Collins noted that she added a new column for allocated funds.

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

Director Collins shared that at their May meeting the Friends presented her with a scrap book and individual cards. They also donated funds to for the Library purchase a book of her choosing. She chose "Let's Make Dumplings: a graphic novel cookbook" which is now in circulation and includes a bookplate in her honor.

The Friends continue to work on updating their bylaws. Rachel noted that this Board should consider updated their own Bylaws which have not been updated since the 1990s.

## 20. Informational: Smart locker update

Assistant Director Vieyra reported that the project to install Smiota smart lockers for 24/7 pickup of checked out library materials using ARPA funds is proceeding.

In mid to late June, a company will install a circuit on the front exterior of the building as well as a box with a network port in this location so the smart locker can be hardwired to the internet. This work is anticipated to cost \$3,355. \$2,400 of this part of the project will be paid for by the ARPA grant, and the remaining \$955 will be paid using unused Lange Bequest monies from the Permanent Endowment undesignated reserves. The entire cost of the smart locker unit itself (over \$12,000) will be paid using ARPA grant funds.

The library has been informed that the lockers are in production, but has not been given an updated timeline for installation. When given the opportunity to indicate a desired installation date, we chose the end of July. Assistant Director Vieyra thinks we are likely still on track for that timeframe.

## 21. Informational: MCFLS lessons learned through the pandemic

Director Collins shared a letter from MCFLS System Head Steve Heser.

## 22. Informational: July 27 Meeting date

The July meeting was moved to later in the month and Director Collins suggests that this be the usual practice for July which is better suited for the budget cycle.

## 22.5 Thanks and recognition to Director Rachel Collins

### *Closed Session*

At 6:53PM President Whittle proposed that the meeting adjourn into closed session under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees. Motioned by Trustee Cooley, seconded by Trustee Craig de Silva. All voted in favor.

*Administrative Assistant left the meeting.*

Recorded by Jon Smucker:

## 23. Leave of Absence

Assistant Director Vieyra explained the situation to the board.

*Director Collins and Assistant Director Vieyra left the meeting.*

## 24. Director Search Committee report

Qualities of candidates and committee recommendations were discussed.

At 8:47PM Trustee Cooley motioned to reconvene into open session under the provisions of section 19.85(2) Stats., and take action on item 23 and 24 above. Trustee Craig de Silva seconded. Motion passes with trustees Whittle, Cooley, Smucker, Craig de Silva, and Meng ayes. None voted con.

Open Session begins 8:47 pm:

**MOTION:** Trustee Cooley motioned to approve a leave of absence of 3 additional calendar days for a library clerk from July 29-July 31, which is a cumulative total of 33 days for his unpaid leave of absence. Trustee Smucker 2nd. Motion passes with trustees Whittle, Cooley, Smucker, Craig de Silva, and Meng ayes. None voted con.

**MOTION:** Trustee Whittle motioned to accept the recommendation by the Shorewood Library Director 2022 Ad Hoc Committee to recruit the top choice candidate for the position of SPL Director. Acceptance of the recommendation constitutes completion of the Ad Hoc Committee's purpose and the Committee is now dissolved. In accordance with the Library Board Bylaws Article III, Section 4 the Library Board President will execute this action. Trustee Cooley 2nd. Motion passes with trustees Whittle, Cooley, Smucker, Craig de Silva, and Meng ayes. None voted con.

### Item 25: Adjournment.

Trustee Craig de Silva motioned to adjourn. Trustee Cooley 2nd. Motion passes with trustees Whittle, Cooley, Smucker, Craig de Silva, and Meng ayes. None voted con. Meeting adjourns at 8:50 pm