



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
March 10, 2021 Approved Minutes

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

All participants attended remotely.

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

5. No items pulled from the consent agenda

6. No additional items not on the agenda

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7. Informational: Planning committee report

The committee address two main issues at their last meeting. They looked at the deliverables for the Renovation Master Plan, discussed formation of an ad hoc committee on Renovation implementation, and brainstormed questions that may be asked to inform that committee.

The Lange Bequest procedure draft was reviewed. The document will serve to put all aspects of the gift into one location. The planning committee recommends that the Greater Milwaukee Foundation (GMF) quarterly and annual reports be examined by the budget committee to review investments.

8. Action: Renovation master plan

Director Collins is waiting for additional information to come in from the consultants, so she is asking to postpone this item until all the information is compiled.

**MOTION TO TABLE:** Trustee Cooley motioned and Trustee Whittle seconded that the Action item on the Renovation master plan be tabled until the April Board meeting. All approved.

### 9. Action: Renovation implementation committee

Director Collins proposed the formation of this committee after receipt of the complete renovation master plan from HGA. Many steps need to be considered to implement the plan including the project's cost, sequencing, management, and strategies for providing ongoing patron service. She proposes forming an ad-hoc committee comprised of two library board trustees, the Assistant Library Director and the Library Director to work on the implementation planning.

**MOTION:** Trustee Cooley motioned and Trustee Whittle seconded that the Library Board President appoint a Renovation implementation committee, which will serve until their final report is submitted to the full library board. All voted in favor. Motion passed.

### 10. Action: United Way gift

United Way manages the Financial Empowerment for Women fund, which supports female heads of households. One way to support this group is to ensure they are able to access the child tax credit and the child care tax credit. United Way is issuing gifts from this fund to facilities that offer free tax help to women throughout southeastern Wisconsin. There are no restrictions on the funds, nor reporting requirements.

**MOTION:** Trustee Handelsman motioned to accept an unrestricted gift of \$3,500 from United Way of Greater Milwaukee and Waukesha County. Trustee Cooley seconded and motion carried.

### 11. Action: Approval to apply for Wisconsin Humanities matching grant

Director Collins informed the Board there is \$3,500 remaining in the 2021 Lange Bequest initiative for a community-learning program focused on race and/or equity topics. She asked the Board to consider a grant project opportunity that would use these funds.

The project would be a partnership and so far representatives from Shorewood Moving Forward, the Human Relations Commission, the Senior Resource Center, the Shorewood Foundation, the Shorewood Women's and Men's Clubs, and the Shorewood Business Improvement District and all have expressed interest in possibly participating in the project, and a few have tentatively committed funds toward the project.

The Village would be willing to be the fiscal agent on the grant and the Library would likely be the programming organization. Director Collins is excited about the potential initiative and cognizant of the fact that the library cannot be the primary leader of the project.

After some discussion, the Board asked Director Collins to gather more details and bring the completed grant application back to them for consideration prior to submittal. The Board did not take any action on this agenda item.

## 12. Informational: 2020 end of year financial report

Director Collins highlighted a few areas of the report:

- Fines revenue was down 40%
- Printing revenue was down 50%
- The Village Finance Director is investigating why the price of phone service increased so drastically.
- Collection expenditures are down partly due to supply chain issues with the publishers and distribution centers. (Many items ordered in 2020 did not arrive).
- The unexpended staff related funds were transferred to the Village general fund per the library's agreement with the Village
- Two large gifts, Onufrock and Palmer, were added to the Enhanced operations budget and much of it was unspent in 2020. (The restricted portion of the fund balance is segregated from the enhanced operational budget).

## 13. Informational: Personnel committee report

The committee discussed:

- The Director's evaluation and finalized dates
- Equity commitment meetings
- Defining data indicators that will enable the library to track their progress in terms of equity, diversity, and inclusion.
- Discussed Director Collins' unwavering commitment to equity, diversity, and inclusion

## 14. Informational: 2021 Equity Commitment data indicators draft

The 2021 Data indicators document includes actionable, measurable, and achievable items. It articulates and sets goals for the Library's equity commitment.

## 15. Informational: EDI Staff meetings

In 2020, members of staff were invited to gather for informal meetings to discuss issues regarding equity, diversity, and inclusion. Guided by staff feedback, Director Collins plans to continue these meetings going forward but in a more structured format.

## 16. Informational: Nominating committee report

Trustee Craig de Silva reported that Trustee Dimitroff's term on the Library Board will ending this year as Trustee Whittle's. Donna Whittle has agreed to stay for another term but Alex Dimitroff has already served the maximum number of terms.

The committee discussed some of the qualities they would look for in a new trustee. Applications to fill vacancies forms must be submitted to the Village by April 2.

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

Trustee Dimitroff reported that long-time Membership Coordinator, Susan Lofton, will be leaving the position. This prompted a long discussion amongst the Friends Board regarding how

the position may be defined moving forward. This conversation will continue as they explore possible alternative methods of fund raising.

The candidates for a Shorewood Read's book have been whittled down to two titles.

#### 18. Informational: Bottle-filler installation update

The installation of a bottle filler in the library was one of the 2020 Lange Bequest initiatives from the Board Directed Reserve Fund. Installation has been delayed for various reasons but DPW is coordinate completion by Earth Day this April.

#### 19. Informational: 2020 DPI annual report

Director Collins shared the report with the Trustees, which was submitted on time. It illustrates the challenges posed in 2020. Different service models made it difficult to summarize metrics.

#### 20. Informational: COVID-19 services update

Director Collins met via phone with Ann Christiansen, the North Shore Health Department (NSHD) Director on February 4 and discussed no longer restricting library visits to one hour and if the NSHD had resources or suggestions for home-insecure individuals during the particularly cold days.

Some chairs were added to tables in February and the one-hour library visit restriction was eliminated. Newspaper delivery resumed and scrap paper and pencils are back at catalog computers.

The local, state and national library communities have been advocating to have library staff included in the 1b vaccination group because we are front facing municipal staff and educators.

#### MOVE INTO CLOSED SESSION

It was moved by Trustee Handelsman, and seconded by Trustee Smucker, for the Shorewood Public Library Trustees to move to closed session for consideration of personnel matters. The motion passed and the closed session was initiated at 6:32 pm on March 10, 2021.

Reviews of the Director's performance were discussed.

Trustee Cooley moved to adjourn the closed session at 7:10. The motion was seconded by Trustee Smucker and passed on a voice vote.

The trustees returned to open session at 7:11.

**Adjournment:** It was moved by Trustee Smucker and seconded by Trustee Handelsman to adjourn. The motion passed and the meeting closed at 7:12 pm.

Closed session recorded by Trustee Donna Whittle, Secretary