



SHOREWOOD LIBRARY BOARD OF TRUSTEES
May 12, 2021 Approved Minutes

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

All participants attended remotely.

Excused: Bryan Davis

Others Present: Assistant Director Emily Vieyra, Administrative Assistant Angela Andre

All participants attended remotely.

1. Call to order: at 5:14 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. Additional items not on the agenda

Director Collins announced that the Virtual Engagement Librarian position has been filled and Elizabeth Hjelle will be starting on the first of June.

7. Action: Library COVID-19 policy

This update was prompted by the anticipated expiration of the Village's mask mandate on May 17. Director Collins is asking for approval of the latest edits to the Library's COVID-19 policy.

Trustee Whittle commented that she thinks it's appropriate to extend the mask mandate inside the Library where lengthy stays are common.

MOTION: Trustee Whittle moved to approve the revised Library COVID-19 policy including requiring face-coverings in the library through September 8, 2021. Motion seconded by Trustee Smucker and carried after a vote.

8. Informational: COVID-19 service update

In a memo to the Board, Director Collins stated that DPI has issued an addendum to the [WI Public Libraries Reopening Guide](#) reinforcing that local municipalities and library boards can operate as they see fit and did indicate that surface transmission of COVID-19 is very low, and libraries should consider this in their decision making.

To that end, staff has decided to eliminate the at-risk hours, eliminate quarantine of returned materials, only sanitize surfaces once a day (via our contracted cleaning company), offer additional single, upholstered chairs in the library. Additionally, study rooms have been opened for single person use.

9. Action: Picnic tables

Director Collins is requesting purchase of three picnic table kits and lumber to be assembled, painted, and placed on the Murray Avenue lawn by DPW staff.

She stated her belief that having these picnic tables supports the library's strategic goals including fostering community connections and providing welcoming and accessible space. In addition, the Library Board Directed Reserve fund's aim to improve patron experience and the focus on one-time expenses is a match for this project.

MOTION: Trustee Handelsman motioned to authorize a deduction of \$1,139 from the Library Board Directed Reserve fund for the purchase of three picnic tables for the Murray Ave lawn. Motion seconded by Trustee Cooley and passed unanimously after a vote.

10. Action: Frenzel gift

The newest Friends of the Library trustee, Heidi Frenzel has offered an unrestricted donation of a magnifier with 24" monitor to the library for use by the public. She had purchased the magnifier from Vision-Forward Milwaukee to help her father, who passed away in April of this year, read newspapers.

MOTION: Trustee Cooley motioned to accept the desktop electronic video magnifier from the Frenzel family. Motion seconded by Trustee Whittle and approved unanimously after a vote.

11. Informational: Friends of the Library liaison report

Trustee Dimitroff the Friends Board had a long discussion about the \$2 coupon offered to members to address issues related to collecting and processing the discount. This discussion was prompted by the changes that will come with the new cash handling agreement.

12. Informational: Handling of Friends cash agreement

As Director Collins explains in a memo, library staff accepts money on behalf of the Friends during all open hours to facilitate the sale of materials from the Friends sale shelves in the entrance area of the library. Staff uses a cash box reserved specifically for the Friend's money to make change for these purchases. Following a January 2020 Village-wide cash handling audit, the Finance Department recommended elimination of the Friends cash box.

The new agreement for the handling of the Friends cash outlines that the sales for the Friends will be processed through the cash register. This will be best practice per the audit. Additionally it will be more convenient, efficient, and yield fewer errors.

13. Informational: Annual meeting

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 will present a slate of officers next month at the annual meeting and additional nominations may be made from the floor at that time.

14. Informational: First quarter financial report

Some of the items Director Collins highlighted:

- Fines and Printing amounts are down in revenue due to the reduction of foot traffic in the library
- Invoices paid in full early in the year make some of the YTD totals seem high
- The Fund Balance amount includes restricted gifts from Virginia Palmer (held for renovation), some Onufrock, and mostly Lange Grant carryover from 2020 projects not yet expended.

15. Informational: GMF fund statement documentation

The trustees reviewed the information added to clarify the statements and suggested some small changes.

16. Informational: Planning committee report

Trustee Cooley reported that at their last meeting the committee:

- Discussed the Grant Report which is required after completion of a grant-funded project. They talked about adding an explanation element.
- Reviewed the projected numbers from GMF to kick off budget planning.
- Considered the Lange Bequest procedure for staff
- Added a status update on Equity Commitment indicators on the Board calendar

17. Informational: Renovation implementation committee report

Trustee Smucker presented and summarized the two paths for construction contracting that were considered by the committee. Because option one would take a significant toll on the Library and its resources, the favored option is number two, which involves hiring a construction management firm to coordinate the process.

18. Informational: Personnel committee report

Trustee Craig de Silva reported that the committee:

- Received an update on the hiring of the Virtual Engagement Librarian. Director Collins highlighted the large pool of applicants, a result of posting in many more places than in

the past and the positive impact of asking the reference team to participate in reviewing applications, creating and editing interview questions and sitting in on interviews.

- Was informed that the Assistant Director accepted two Library Clerk resignations in April. This was an opportunity for Rachel and Emily to consider if operational needs, long term goals, patron expectations, staff needs and greater efficiencies needed to or could be addressed. Emily focused on the number of circulation desk shifts to calculate customer service needs and created a variety staffing scenarios with financial impacts.
- The Personnel Committee supports moving forward with posting two 10-hour/week or .25FTE positions in place of the 20-hour/week or .5FTE position; and posting one 17-hour/week or .43FTE position in place of the one 15-hour/week or .38FTE position.
- ❖ This clerk staffing option will cost \$2,776 more per year and has many advantages including:
 - Giving longtime clerks more hours helping with retention and honoring their experience
 - Allowing for greater customer service coverage, adding two desk shifts per week, nearing the optimal number of weekly desk shifts
 - Adding a seventh part-time clerk, which allows for more flexibility in scheduling, particularly covering vacations and sick calls

19. Informational: Meeting room policy

This discussion was prompted by a request by the Shorewood Women's Club to reserve a Village Center meeting room for May 2022 for their annual Wearable Art Show. Director Collins is asking the Trustees for guidance on this decision.

Adjournment: Trustee Cooley motioned to adjourn the meeting and this was seconded by Trustee Handelsman to adjourn. The motion passed and the meeting closed at 7:07 pm.