



SHOREWOOD LIBRARY BOARD OF TRUSTEES
October 14, 2020 Approved Minutes

Trustees Present: Jon Smucker, Donna Whittle, Alex Handelsman, Alex Dimitroff, and Leslie Cooley **All participants attended remotely.**

Excused: Bryan Davis, Elvira Craig de Silva

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

Call to order: at 5:22 the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

No Citizens to be heard on items not on the agenda

Consent Agenda: Trustee Handelsman motioned, and Trustee Dimitroff seconded for approval of the entire consent agenda. Consent agenda approved.

Additional Topics not on the agenda

- 2021 Budget:
Department heads were asked to look at their training and conference budget line and to reduce their request for 2021. The library reduced the line by \$1000.

Action: Closure due to HVAC repair

Closure of the entire Village Center building is necessary for health and safety (on the advice of the North Shore Health Department) while the HVAC system is repaired.

Library staff will implement the Library Closure procedure to notify the public well in advance about the one-day closure on Monday, November 9, 2020. As this is a planned closure, library staff will be given options for scheduling their week so as not to alter their regular weekly hours.

ACTION: Trustee Smucker motioned to close the Shorewood Public Library on Monday, November 9, 2020 due to repair work necessary on the heating and cooling system requiring all ventilation and air circulation to be turned off, creating an unsafe indoor environment for members of the public and staff. Motion seconded by Trustee Dimitroff.

Action: COVID-19 Library Services Strategy Policy

Director Collins shared the Library's draft policy for library services should the coronavirus pandemic limit the staff or services the library may provide. The document would be used as a decision-making tool to help navigate changing pandemic alert levels.

The policy defines minimum staffing levels, reduced service models, and a model for reduced hours, service, and staff scenario. There is also an outline of what would happen if the library had to go back to curbside only service or if the library had to close all together.

The trustees suggested some changes to draft that would clarify the decision-making power of staff versus what would have to be approved by the board.

Director Collins noted that she would be meeting with Village administration to discuss employee compensation scenarios and to further flesh out the policy.

ACTION: Tabled until the November meeting

Informational: Personnel committee report

At the last meeting of the Personnel committee, the group discussed the Librarian vacancy and action steps for the hiring process. It has been determined the job title will be *Virtual Engagement Librarian*. The job would entail all the usual duties of a librarian plus leadership for social media, virtual programming and digital collection management.

The position will be posted after the tax levy/budget approval which is expected on November 16th. The goal is to fill the position before the end of the year. Director Collins noted that they would also like to have the Library's Equity Statement approved and online before the job is posted.

Informational: Equity statement

As the Library Director's memo outlines, staff and the Personnel committee have been collaborating to draft an Equity, Diversity, and Inclusion commitment statement. Feedback from the last review has been incorporated.

Informational: Planning committee report

Trustee Cooley reported that at their last meeting the committee:

- Considered Village budget scenarios and potential impacts to the library
- Adjusted the annual strategic plan calendar
- Addressed the need for additional request to the Greater Milwaukee Foundation
- Considered the amended request for additional funds from the Board Directed Reserve for the renovation master plan

The Library is required to submit a report to GMF sixty days after completed projects. One project was under budget and the excess money is addressed in the Unused Funds policy.

Action: Amended GMF Request

Additional funds are being requested to execute the renovation master plan.

ACTION: Trustee Cooley motioned for approval of the amended request of \$29,500 to GMF from the Board Directed Reserve Fund. Seconded by Trustee Whittle and passed after a vote.

Informational: 2021 Budget process

Board President Handelsman and Director Collins participated in presenting the proposed budget to the Village Budget Committee. Trustee Handelsman mentioned that Director Collins did a great job answering the committee's questions, many of which were about the renovation process.

The public hearing for budget approval is on November 16.

Informational: Renovation master plan

Trustee Dimitroff reported that the committee working with the consultants met twice to set goals and define outcomes for the renovation plan. Some of the desired design outcomes are:

- Comfort and flexibility
- Support a variety of uses
- Staff and patron flow and wayfinding
- Destination uses unique to Shorewood
- Consideration of global climate change

The design theme will be focused on responding to community needs and improving flow in the building

The building has been assessed to be great condition however the roof, alarm system, and emergency generator will need to be addressed.

In terms of sustainability, the committee requested enhanced bike racks, an energy audit, use of recycled materials, and respite areas. Signage was also discussed.

Five initial design plans were presented to the committee. The positive reactions of the core planning group will be incorporated into the next plan.

Informational: COVID-19 service updates

In line with her commitment to share updates with the Board, Director Collins presented a memo outlining library services, safety protocols, and plans for the upcoming season. She continues to consult with the North Shore Health Department and monitor the Milwaukee County dashboard key indicators on a weekly basis to stay apprised of the local COVID-19 situation.

Informational: Friends of the Shorewood Library liaison report

Trustee Dimitroff reported that the Friends have received a \$10,000 donation in memory of Sonja Evanovich. The Friends Board is brainstorming ideas for how to use the gift.

Jane Jansen, who passed away last December; took care of the Friends book sale shelves alongside her daughters. Money donated to the library in her name will be used to add books to the library's collection that are about social justice for all ages.

In recognition of National Friends of Libraries Week, the Library Board trustees have contributed, and Alex Dimitroff has arranged to have the Friends of the Shorewood Library honored on air on WUWM.

[Informational: DPI 2021-23 budget request – system aid](#)

DPI will be asking for significant increases in the next couple of years for the money that comes to the library system and is then distributed to member libraries through reciprocal borrowing and shared services. This request will be added to the state budget request. The increase would greatly benefit member Libraries. Trustee Cooley suggested the trustees write letters to advocate for the increases.

[Adjournment:](#) Trustee Handelsman motioned; Trustee Cooley seconded to adjourn the meeting at 6:44 p.m. All voted in favor.