



SHOREWOOD LIBRARY BOARD OF TRUSTEES
October 12, 2021 Approved Minutes

Trustees Present: Alex Handelsman, Alex Dimitroff, Donna Whittle, Jon Smucker, Interim Shorewood School District Superintendent JoAnn Sternke **All participants attended remotely.**

Excused: Leslie Cooley, Elvira Craig de Silva

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

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 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 Handelsman seconded.

All voted to approve the consent agenda; motion carried.

5. No items pulled from the consent agenda

6. Additional items not on the agenda

Director Collins reported that she is about three weeks behind on the renovation plan schedule.

7. Action: Adverse weather and emergency closing policy

The policy language was revised to specify “up to three calendar days” per calendar year. Four hours or more of closing time qualifies as a day.

MOTION: Trustee Whittle motioned to approve the Adverse Weather and Emergency Closing Policy which states that scheduled library staff will be compensated at straight time when the library is closed to the public and staff for more than four hours in a calendar day due to adverse weather or emergency up to three calendar days in a calendar year. Trustee Handelsman seconded and motion passed after a vote.

8. Action: Room and Space Reservations

Director Collins investigated Local Hop's terms of agreement to ensure the privacy of users. She discovered that the parent company of Local Hop does government work. She spoke to staff from a library in Michigan who has been using the Local Hop software for their room reservations. They mentioned examples of the company's responsiveness and willingness to make changes to the software.

The quote from Local Hop is \$1,152 per year and the initial invoice includes \$630 for implementation support and staff training. The Village would pay half the annual subscription cost or \$576 and the Library would pay the remainder of the invoice, \$1,206. Director Collins recommends that the library pay for this unbudgeted expenditure with some of the United Way grant (\$3,500) received in March 2021 for meeting room enhancements (enhanced budget line 200-5123-54120.)

The system will allow the Village and Library to designate some rooms as non-public spaces; reservable and usable only by staff.

MOTION: Trustee Dimitroff motioned to support the library staff recommendation to transition to a new meeting room reservation software, and the library portion will be initially funded by United Way grant monies and in future years, supported by the Lange Bequest Permanent Endowment. Seconded by Trustee Smucker and passed unanimously after a vote.

9. Informational: Personnel committee report

The personnel committee met twice since the last Board meeting. Members discussed the Senior Clerk position vacancy. The Library Director and Assistant Director shared what their ideal composition of circulation staff would look like. The group also discussed the concerns from staff about the result of the Village-assisted salary study.

10. Action: Senior Library Clerk job title

Director Collins provided some history of the Senior Library Clerk position and the many considerations the Personnel Committee and library administration discussed over the last weeks. After significant dialogue, they recommend eliminating the Senior Library Clerk job title, job description and pay range.

Director Collins noted that although there are some savings associated with these changes, the decision was not financially guided. The decision was based on achieving optimal staffing levels. Assistant Director Vieyra noted that this composition of staff will allow for room to grow if that is needed in the future. Staffing levels could be manipulated without a huge budgetary impact.

MOTION: Trustee Smucker motioned to declare the Senior Library Clerk job title, job description and pay range obsolete; I further move to support transition of the fulltime circulation position to two positions; a 32 hour per week (.8FTE) Library Clerk and a 10 hour per week (.25FTE) Library Clerk. Trustee Dimitroff seconded and motion passed after a vote.

11. Informational: Library salary study

Director Collins reported that the Village conducted comprehensive salary studies for most departments this summer which resulted in some significant restructuring and raises for select village staff. The Library asked if the Village Manager's office could conduct a salary study for the library as well, which they did.

After reviewing the results of the study, Library staff had significant feedback and concerns regarding the findings as well as how the data was compiled and presented. They were disheartened that that below average pay ranges are considered to be competitive according to the Village's report. Director Collins stated that this document is not a decision making tool at this time.

The trustees discussed the study results and considered the input given by staff. Rachel recommended that the topic be taken to the budget committee to take a closer look. At present she is not recommending any changes that would impact the 2022 budget.

12. Library COVID-19 Policy

The community is still registering high transmission rates, therefore the July 28, 2021 policy updates still stand.

13. Informational: Quarterly subscription e-resource report

JobNow and HelpNow were promoted via Facebook and Instagram in both July and August. Both Mango and Transparent Languages were promoted on Facebook and Instagram in August, and Transparent Languages was promoted on both platforms in September.

Staff is hopeful that the recent hire for MCFLS's new marketing position will help work to boost awareness of these services.

14. Informational: Friends of the Library liaison report

Trustee Dimitroff reported that at their last meeting:

- Director Collins presented the renovation plan. The Friends had questions about the renovation's impact on their book sale and their alcove space.
- Librarian Hayley Johnson reported on the popularity of the circulating hot spots which were purchased and gifted by the Friends.
- The Friend's Free Little Library was spruced up by a generous volunteer
- They discussed the newly drafted Adopt-a-Shelf job description
- The book selection for Shorewood Reads 2022 will be announced at the annual Holiday Book Talk event which is presented by Daniel Goldin of Boswell Book Company. The Book Talk is on Saturday, December 4th and will once again take place via Zoom.
- October is Friends of the Library Month in Shorewood and "I heart Shorewood Library" signs are up in neighborhood yards.
- Appreciation gifts from the Library Board have been sent out to the Friends

15. Informational: Renovation implementation committee report

Trustee Smucker reported that the renovation plan was presented to the Village Board by Director Collins and he and Trustee Whittle attended. The Village Trustees asked some questions and expressed overall support and understanding. They moved to support the renovation. It was also determined that the Village will pay for the expense of repairing the alcoves in the library that have had issues with leaks.

16. Informational: Budget committee report

Trustee Whittle reported that the budget committee met on September 15 to help prepare Rachel for the Village budget and renovation presentations. The committee provided feedback and problem solved answers.

The Village Trustees had few questions at the presentation and the budget was very well received. Ms. Whittle noted how impressed she was with how polished and prepared Director Collins was on the day.

17. Informational: August 2021 MCFLS network outage report

MCFLS provided a report explaining the outage affecting Member Libraries from August 14th - 17th, 2021. According to the report, "The root cause of the outage was determined to be the LAN port on the AT&T managed Juniper device located at the MCFLS headquarters that went down early Saturday morning, August 14th. The outage was precipitated by a Border Gateway Protocol (BGP) event on the AT&T network at about the same time. BGP sessions enable routing information to be passed between autonomous networks. BGP sessions were reported as down on the Badgernet Milwaukee Core device managed by AT&T."

MCFLS concluded the report with suggested areas for process improvement.

18. Informational: MCFLS marketing services

MCFLS has provided a list of what services member libraries can expect with the addition of a system Chief Information Officer including marketing tool kits, reporting on campaigns and other publicity efforts, and design services.

19. Items for future consideration

- Revocation of Library Privileges Policy and Procedure review
 - Review element concerning contacting the police

Adjournment: Trustee Smucker motioned to adjourn the meeting and this was seconded by Trustee Handelsman. The motion passed and the meeting closed at 6:52 pm.