



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
October 18, 2022 Approved Minutes

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

Others Present: Library Director Jen Gerber, Assistant Director Emily Vieyra, and Administrative Assistant Angela Andre

1. **Call to order:** at 5:16 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:**

**MOTION:** Trustee Smucker motioned for approval of the entire consent agenda. Trustee Meng seconded. All voted to approve the consent agenda; motion carried.

5. The verbal Director's Report will be pulled from the Consent Agenda and presented at the end of the meeting.

6. **No additional topics not on the agenda**

(Items 11 and 12 will be moved to the top of the agenda.)

11. **Informational: Sierra (ILS) Update to Cloud-Host scheduled November 9, 2022**

The Director and Assistant Director explained that all MCFLS affiliated libraries will be migrating to a cloud-based storage system. The process will begin on the morning of November 9th and is estimated to take about four hours. Patrons will be notified well in advance that during that period of time, nothing involving the online catalog will be able to be accessed. Books will be able to be checked out with the help of staff via offline circulation. After the transition, there will be no impact to the public. Changes will be seen on the staff end only.

12. **Informational: Pickup Lockers**

Assistant Director Vieyra reported that the lockers have been fully installed and she's going forward with staff training. The lockers will become an option as a hold pick up location. Patrons will likely be able to begin using these in the next two weeks.

Director Gerber noted that these will make the library more accessible as patrons will be able to pick up library materials at times when the library is closed (holidays, nights, etc.).

There are 17 compartments and patrons will have 72 hours to pick up their items. Additional bays of lockers are easily installed so desired in the future.

## 7. Informational: 2023 Budget Hearing Update

Director Gerber attended the Village Budget Committee Meeting and meeting of the whole Village Board. The Village Finance Director went through line items for each department one-by-one and each department head was present in order to answer any questions from the trustees. The Village Board was pleased at the money saved after Library Board Trustee Meng found a calculation error that saved a significant amount of money. They were also happy with the Library's relatively low tax levy request and Jen is confident that the proposed 2.5% COLA increase will go through. The Village makes the final vote on the budget in late November.

## 8. Action: Acceptance of Patron Donation

A monetary donation of \$15,000 has been presented to the Shorewood Public Library by community member and library patron Betty Onufrock in memorial of her late husband, Harry J. Onufrock

It is the donor's request that the full amount be spent on printed materials to enhance the adult fiction and mystery collections with the goal of purchasing 1,000 additional print books for the Library.

**MOTION:** Trustee Dimitroff motioned to accept the monetary gift donation of \$15,000 to be spent on collection enhancement as specified by the donor. This donation will be added to the 2023 Shorewood Library Enhanced Budget Seconded by Trustee Craig de Silva. All voted to approve; motion carried.

## 9. Action: Approval of Additional Closed Holiday

Director Gerber is proposing an additional holiday closure in recognition of the Juneteenth National Holiday on June 19<sup>th</sup>. The action aligns with the Library's commitment and mission to achieve to equity, diversity, and inclusion for all patrons and staff.

The Juneteenth National Independence Day Act (signed into federal law on June 17, 2021) officially recognized Juneteenth, or June 19, as a public federal holiday which observes and commemorates the end of slavery and allows reflection on progress still to be made.

Part time staff members would not be paid on the closed holiday; however, they will be offered the opportunity to work their regular amount of hours over the course of that week.

Although no other Village departments plan to close on this holiday in 2023, Village management is open to reviewing the option in the future and are happy if the library sets that precedence.

**MOTION:** Trustee Smucker motioned that the Shorewood Library Board of Trustees recognize June 19 as a federal holiday and close the Library and grant paid time off for benefitted employees in observance and commemoration of Juneteenth National Independence Day. Seconded by Trustee Meng. All voted to approve; motion carried.

## 10. Informational: MCFLS Update

At the last meeting of the Library Directors Advisory Council, MCFLS presented their preliminary system budget. (This budget is approved by the MCFLS system Board without input from the Director's Advisory Council.) Director Gerber reported on some significant elements of the budget:

1. Two new library service positions have been added. One will be an additional part-time IT specialist. Currently there is only one full time IT specialist who has been responsible for serving all member libraries, so this added staff member is much needed. The other addition is a full-time position at the MCFLS help desk. Libraries need to call upon the help desk whenever there are problems involving the MCFLS computer system. This additional staff member will make the service accessible outside the 8:00a.m. – 5:00p.m. timespan.
2. The CountyCat Mobile update was also part of the budget presentation. A new feature of the next update will allow patrons to self-check out items directly through the app and right from the shelves, without having to use the self-check machines or go to staff. This is a huge step in accessibility and privacy. Not all libraries have decided to participate in this option, but Shorewood will be opting in.
3. MCFLS will continue to subscribe to various e-Resources: Gale Courses, Udemy, and Transparent Languages. They have eliminated BrainFuse but individual libraries may choose to continue that service out of their own budget. Shorewood staff has determined that this would be cost prohibitive. MCFLS will also begin paying for use of Gimlet, a library reference transaction tracking service, for all system libraries. Shorewood Library has been using and paying for this service for several years and will be able to eliminate this from our budget going forward. This will allow MCFLS to have all of the statistics from member libraries.
4. Library Legislative Day is February 7<sup>th</sup> and all library trustees are invited to attend and offer impact stories. MCFLS is encouraging library shareholders, including patrons, to attend and are offering a caravan to travel to Madison in 2023.
5. Hales Corners and South Milwaukee suburban libraries are facing significant budget deficits in 2023. In both libraries, staffing and services will be evaluated and reduced. Additionally, the City of Milwaukee has cut their library budget by \$1.9 million. This will result in significantly reduced hours and elimination of all programming, story times, and all events as well as four or five Milwaukee branch libraries. These will either close or have significantly reduced hours. Two of the libraries confirmed to be impacted are on the Capitol Drive bus route, so this will likely affect the use of Shorewood Library.

(Items 11 and 12 were moved to the top of the agenda.)

## 13. Informational: Q3 E-Resources Report

The major trend this quarter is an increase in use of Kanopy. As a result, we will be increasing our Kanopy budget for the month.

The trustees were asked if this information was valuable to them or if they would prefer seeing it at different intervals. Librarian Lizzie Hjelle always has this data at the ready since she tracks it every week.

Director Gerber suggested that this data could be better used to market and promote the resources to the public. The trustees agreed that Year over Year numbers are more impactful as is seeing explanation of trends.

#### 14. Informational: Budget Committee Report

President Whittle reported that the committee met with Jen on October 13th where she previewed the tax levy request that would be going to the Village. Jen met with Trustee Smucker and GMF to meet the new philanthropic account specialist at GMF, Emmanuel Rios, who has also taken over Shorewood Library's accounts. Emanuel reviewed the library fund agreements and spending policies with fresh eyes and brought questions to the conversation. The committee discussed those comments and observations and how the policies are implemented in practice both internally and by GMF. There may be some changes made in the future.

The Committee will need to consider a policy for accepting and managing future donations.

#### 15. Informational: Renovation Committee Report

Trustee Smucker reported that the committee is moving forward with the project by getting Director Gerber up-to-speed and identifying issues to address.

#### 16. Informational: Friends Liaison Report

Trustee Dimitroff reported that the Friends are celebrating Friends of the Library month. Also, their annual Holiday Book Talk will once again be held in person in December. The trustees were invited to join the Friends if they are not yet members.

#### 17. Informational: DPI Trustee Essentials: TE: 02: Who Runs the Library

#### 18. Items for Future Consideration

#### 19. Other Matters

Director Gerber reported that:

- The Wisconsin Department of Natural Resources (DNR) is implementing a State Park Admission Program which would make day passes free to libraries for checkout purposes. Twenty libraries across the state were selected to participate in this pilot program and Shorewood is one of them. The pass will include maps, stickers, and other items intended to promote and create excitement around using state parks.
- The vinyl record collection will be rolling out soon. Word got out and Shorewood Today magazine has chosen to make this a feature and cover story in their next issue. A turntable will also be made available for check-out.
- Shorewood's reciprocal borrowing distribution amount will be increasing in the coming years.
- A member of our circulation staff has proposed inclusion of pronouns on staff name badges as part of Shorewood's inclusivity commitment. This option will be offered to all staff.
- Staff has also suggested renaming the study rooms to reflect how they are actually being used. They are often used for prayer, meditation, and reflection.
- Staff is currently participating in the second "The Great Pumpkin Hunt" - a scavenger hunt program for patrons. Librarian Heide Piehler does a tremendous amount of work speaking with area business and asking them to display one of our staff-decorated pumpkins. It has proven to be successful for community outreach and foot traffic for the business.

## 20. Adjournment

Trustee Craig de Silva motioned to adjourn. Trustee Smucker 2nd. Motion passes. The meeting adjourned at 6:43 pm