



SHOREWOOD LIBRARY BOARD OF TRUSTEES
January 9, 2019 Approved Minutes

Trustees Present: Alex Handelsman, Elvira Craig de Silva, Megan O'Brien, Alex Dimitroff, and Donna Whittle Excused: Leslie Cooley, Bryan Davis

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre,

Call to order: at 5:17 p.m. 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.

Consent Agenda:

- *Statistics report:* Assistant Director Vieyra addressed the discrepancy in WiFi numbers between this year and last. In 2018 (and going forward) usage was measured differently and staff believes it is a more accurate count.
- *Statistics report:* Donna Whittle asked about the numbers for YA programs. Director Collins and Assistant Director Vierya clarified that TAB meetings are not counted in the programming numbers and noted that the YA Librarian also manages tween programming
- *Accounts Payable:* Donna Whittle inquired about the copy /print and printer charges as listed on the expenditures report. Director Collins explained that the charges were for paper and for our print management system.

MOTION: Donna Whittle motioned and Megan O'Brien seconded approval of the entire consent agenda all voted in favor; approved.

Additional topics not on the agenda

- Key fob system: The 2019 budget includes installation of a new auto lock/open key fob system for the Village Center – the same system installed at Village Hall in 2018. The quote for the system included all the entry/exit doors for the Village Center but staff was not aware that quotes for double doors only included installation on one side. Doors that were not included in the original quote would require an additional payment of \$3,000 per door for system installation. Although the company rep recommended keeping one of each double door locked; Director Collins questions whether that would be a good fit for the Library and our massive daily flow of people. She is asking for the opinion of the trustees.

Donna Whittle suggests using the budgeted amount to install the new system on the lower level Village doors only.

- Request to execute waiver and consent form.

MOTION: Megan O'Brien motioned to approve that President Handelsman sign the waiver and consent form. All voted in favor. Approved.

Action: Today's Business Solutions payment

The print management system upgrade that was budgeted for is nearing installation and we are about to make the first payment to TBS. Director Collins is taking this opportunity to examine whether we should stick with and be locked into the five-year payment plan or consider paying a larger purchase price followed by four lower annual payments.

Megan O'Brien and Donna Whittle both concluded that since there is no savings and therefore no incentive to paying a larger amount upfront; the Library should stick with the original five-year plan.

MOTION: Donna Whittle motioned that the TBS contract that includes a yearly payment of \$2,862.80 over the next five years be signed as is; all voted in favor; approved.

Informational: Subcommittee report

Alex Handelsman reported that they have engaged an attorney.

In their continuing efforts to choose the appropriate way to handle a bequest; Donna Whittle reported on information gleaned from a conversation with TIAA. Alex Handelsman will be examining the Shorewood Foundation. The committee is also seeking clarification on the income source requirements of public vs. private foundations.

Informational: Strategic Planning and Facilities committee report

Megan O'Brien reported that the committee has concluded their conversation regarding recommending a number of funds and spending guidelines. They will be completing the document and sending it to the Sub Committee within the next week.

These guides can be used to inform conversations with the newly engaged attorney and potential foundations. She noted that the spending guide is meant to be used as a recommendation and is not set in stone. It is a working document that can be altered once other decisions are made. By design, it is written to be read by a lay-person.

The committee discussed both long and short term projects and wish list items to help inform description and use of funds. Director Collins noted that the recommendations also include a suggested process or workflow; making it a two-page document.

Informational: Friends liaison report

Alex Dimitroff reported that at the December 19 meeting the Friends:

- Approved the 2019 budget
- Elected the same officers and three new Directors
- Announced Joan Spector as Volunteer of the Year

- Approved a new process for distribution of funds to the library (upfront allocation)
- (RC) announced their plans to go into closed session for all discussions of budget allocation

Informational: PLSR Status

Director Collins reported that this process began three years ago and is now coming to a close with the steering committee submitting their final report. Some of her take-aways from the process and the resulting recommendations are:

- The recommended actions are more conservative than expected
- The process resulted in a lot of cooperation and has revealed potential collaborative opportunities down the road
- Overall the process was a good experience

Informational: Strategic plan announcement

Next week, staff will be formally announcing the 2019 -2024 strategic plan to the public and inviting them to view the document. This rollout will include an email blast, social media postings, promotion in our e-newsletter, and introduction of a strategic plan branding logo alongside our original library logo. In addition, informational items listing our mission, values, and goals have been created for staff and trustees to help us all absorb the concepts and use them to guide our work.

Informational: Communications audit

Assistant Director Vieyra was approached by a Marquette University student doing a thesis project in Communications. The student would like to do her final research project on the Shorewood Public Library. She would be auditing staff's communication (in all forms) with patrons. She would then report on her findings and offer recommended changes.

Ms. Vieyra pointed out the value of this type of input and noted that it is directly aligned with **Goal #4** of the 2019 - 2024 Strategic Plan (*exploring ways we can better inform our community about the services and resources we offer*). Assistant Director Vieyra will work closely with the student (who is also guided by her advisor) and ensure protection of privacy regarding interactions with patrons and staff. Ms. Vieyra will update the trustees once she receives a project outline from the student.

Informational: Updated library organizational chart

The chart was updated to include the senior clerk position (which was recently formalized with a job description) and to correctly draft a line indicating that the Director manages the Librarians.

Other items for future discussion

- Alex Dimitroff noted that forms for the evaluation of the library director should arrive via email soon. The deadline for completion is January 31.
- The code of conduct will be updated to include language about vaping in the building.

Adjournment: Megan O'Brien motioned to adjourn the meeting at 6:45 p.m. All approved.