



SHOREWOOD LIBRARY BOARD OF TRUSTEES
March 11, 2020 Approved Minutes

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

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

Call to order: at 5:18 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: Trustee Cooley motioned and Trustee Dimitroff seconded for approval of the entire consent agenda. All voted in favor. Approved.

Informational: [Communication in public buildings policy](#)

At a March 2nd meeting, the Village reviewed the Communications in Public Building policy and after some discussion, did not approve. Without the policy in place, no non-Village communications or items will be posted in the lobby.

Action: [Passive tabling request](#)

Dr. Paul Florsheim, UWM Professor in the Joseph J. Zilber School of Public Health and Shorewood resident submitted a request to collect data for his current research project at the library.

The Shorewood Public Library does not have a specific library policy that either allows or prohibits researchers or organizations to staff a table or display information at a table in the Library or Village Center lobby. Past practice has been allowing Library, Village, or School District tables or displays only. We rely on a combination of other approved and established policies, primarily the code of conduct and the posting of non-library materials, as well as facility limitations to support this past practice.

In a memo presented to the trustees, Director Collins listed some talking points and considerations when making a decision on this request.

MOTION: Trustee Handelsman motioned not to allow Dr. Florsheim's data collection in the Shorewood Public Library. Motion seconded by Trustee Cooley. Passed after a vote.

Informational: Planning committee report

Trustee Cooley reported that a policy draft was created for handling unused Lange bequest funds. This would be used if the actual amount spent is less than the estimated cost and request from the Greater Milwaukee Foundation. The policy states that any unused monies from the previous year's Lange Bequest Grant shall be used, in the subsequent calendar year, in a manner consistent with the Spending Policy and the Fund Agreement that corresponds to the GMF fund of origin for these unused funds.

The planning committee is also looking at making an additional Lange Bequest request to the Greater Milwaukee Foundation for the cost of a lobby display unit rather than using fund balance money. This will come to the budget committee.

Action: Unused Lange Bequest funds policy

MOTION: Trustee Cooley motioned to approve the Unused Lange Bequest funds policy. Trustee Craig de Silva seconded and all approved after a vote.

Informational: Village Annual report & future initiatives

Director Collins presented the report of 2019 accomplishments and 2021 initiatives that will be submitted to the village and asked if there were any suggested additions.

This report focuses on special initiatives and activities and becomes an important part of the budgeting process.

Action: Social media policy

Director Collins suggested postponing this item until the April 8 Library Board meeting.

MOTION: Trustee Dimitroff motioned to postpone the motion until the next meeting; seconded by Trustee Handelsman and all approved after a vote.

Informational: Greater Milwaukee Foundation allocation letter

The letters received from GMF highlight clear directives on how to communicate any items or services provided by these funds.

Informational: Coronavirus awareness

Relying on guidance from the North Shore Health department, the Library Director and Assistant Director are continuously communicating with staff and the public on steps being taken in the Library.

Informational: Friends of the Library liaison report

Trustee Dimitroff reported that the Friends:

- Formed an ad hoc committee to improve communications with patron / members
- Approved two funding requests - one for a program, and one for a wireless microphone
- Continue to work on Shorewood Reads 2021

Closed Session: Director Evaluation (minutes taken by AD)

Entered closed session at 6:23 p.m.

Yeas for entering closed session: ECdeS, LC, AD, AH

The board discussed Director evaluation.

Return to open session at 6:41 p.m.

Meeting was adjourned at 6:42.

Adjournment: Trustee Cooley motioned to adjourn the meeting at 6:45p.m. All in favor.