



SHOREWOOD LIBRARY BOARD OF TRUSTEES
June 10, 2020 Approved Minutes

Trustees Present: Jonathan Smucker, Donna Whittle, Alex Handelsman, Elvira Craig de Silva, and Leslie Cooley **All participants attended remotely.**

Excused: Bryan Davis, Alex Dimitroff

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

Call to order: at 5:18 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 Craig de Silva motioned and Trustee Cooley seconded for approval of the entire consent agenda. Consent agenda approved.

Trustee Cooley commented that she is impressed with the Library staff and how they are creatively engaging with the community.

Trustee Whittle inquired as to whether meeting room availability would be reconsidered if COVID levels drop. Director Collins said that they will revisit meeting room use in August.

There was also some discussion regarding the limited summer hours and the challenge of staffing according to the library's needs during this time.

Additional topics not on the agenda

- Dr. Florsheim's request for a reconsideration of a passive research table
- Volunteers in the staff area during COVID-19
- Anti-racist momentum in Village

Action: Library COVID-19 Policy

Director Collins is asking for approval of this policy which will set clear expectations for the public when in-person visits begin again. Guidelines for staff were presented alongside this proposed policy but do not require Board approval.

The trustees asked specific questions regarding re-opening to the public and how capacity, cleaning, and communication will be handled. The Director and Assistant Director have a clear plan and strategy for all of those issues. Amongst other plans laid out in the guidelines, a

limited number of patrons will be allowed in the library at one time, high use surfaces (including the 2 available self-checks) will be cleaned once per hour, computer areas will be cleaned after each use, staff will be asked to wear masks and wash their hands at least once per hour, and both reference desks will be staffed at all times (this will help with monitoring physical distancing as well as offering more service to patrons).

ACTION: Trustee Handelsman motioned to adopt the Library COVID-19 Policy. Seconded by Trustee Whittle. All approved and motioned passed.

Informational: COVID-19 Update

In addition to the information provided on the memo, Director Collins noted that she will be positioning someone at the door for the first week of in-person service to welcome visitors, set expectations, and count for capacity.

President Handelsman thanked the Director and Assistant Director for all the work they've put in to facilitate what he expects to be a successful reopening to the public.

Ms. Vieyra expressed her appreciation for Director Collins' ability to maintain clear and concise communication with ever-changing information.

Informational: Nominating Committee report

Per Wisconsin State Statute 43.54 and as stated in the Library Board of Trustee Bylaws, Article III, the officers of President and Secretary shall be elected from among the appointed trustees at the Annual Board meeting, which occurs each June.

The nominating committee recommends the following slate of officers:

President: Alex Handelsman; Secretary: Donna Whittle.

Action: Election of Officers

ACTION: Trustee Cooley motioned to approve the nominating committee's proposed slate of officers: President: Alex Handelsman; Secretary: Donna Whittle. Motion seconded by Trustee Craig de Silva. Motion passed after a vote.

Trustee Craig de Silva expressed gratitude to Trustee Handelsman and Trustee Dimitroff for their commitment, effectiveness, and dedication in their roles on the library board.

Informational: Collection Report

Assistant Director Vieyra created this report to share with the Board and Librarians as a snapshot to see how the collection is doing. Since the first report was drafted three years ago, changes and trends are evident. Ms. Vieyra noted that 2020 circulation will look different than ever before due to the COVID-19 induced closings. It will be interesting to compare this current report to the next one three years from now.

The report shows what is held in Shorewood Library's collection as of the end of 2019. Of note:

- More spent on electronic resources
- Reduction in CD music and CD audiobook circulation

- Physical books are still the most checked out items

ADULT COLLECTIONS

- Adult collections are fairly stable & this data shows that the adult material budget might be a bit high based on how these items circulate compared to the youth collection
- The average book in the Lucky Day collection circs 30 to 35 times per year (compared to other items which may circulate one time per year)

YOUTH COLLECTIONS

- Youth items account for 42% of total circulated items but are only budgeted at 29% of the library's material budget. This is good evidence to justify increasing the budget to boost circulation and facilitate condition replacements.
- Non-fiction circulates more than fiction for both adult and children's materials

DIGITAL RESOURCES

- Both spending and circulation increased since three years ago.
- Circulation of digital periodicals has caught up to physical magazines in the past three years.
- Physical music circulation decreased but digital music is not making it up. Of note, however, is that Shorewood still has a popular music collection amongst Milwaukee County libraries.

[Informational: Planning committee report](#)

Trustee Cooley reported that the committee is working with Director Collins on Capital, Equipment and Furniture requests for the 2021 enhanced budget. They looked at staff and trustee suggestions. They will match each item with the Strategic Plan Goals.

The committee is also working on the Renovation Master Plan. Three vendors came through the library for site visits. Proposals are due today, June 10; and the ad-hoc Review Committee has two meetings scheduled.

[Informational: Budget committee report](#)

Trustee Handelsman reported that the committee met and reviewed the updated GMF information on next years' projections and discussed potential budget challenges for 2021.

[Informational: Friends of the Library report](#)

Director Collins reported that the Friends met remotely last month. They approved the request to reallocate some of their gifted funds from the Lucky Day account (which went unused during closure) and the cancelled Shakespeare program to boost funds for Hoopla digital media.

[Informational: Village Center meeting room reservations](#)

Director Collins met with the Village Manager and the Director of the Senior Resource Center to consider use of the meeting rooms. They agreed to suspend all meeting room use by community organizations based on the inability to manage an appropriate level of sanitizing and the challenge of maintaining the recommended capacity levels in the building. There will be some Village use of the rooms.

Municipal Court will be temporarily relocating there and some of the Library's Terrific Tuesday programs will be held there and recorded for Facebook Live presentations and possibly a limited in-person audience via registration.

The rooms will also be used in August for in-person voting and election work.

Informational: Incident log report

The report covers the last three years and shows a downward trend in reported incidents. This trend is likely due to staff's efforts in consistency and conversations as well as clearly defined behavioral guidelines. The few times police have been called were for a variety of isolated incidents.

Parents were called for 12% of the incidents. Director Collins noted that although these calls are a time commitment, they are also an opportunity to build relationships with parents, which makes them well worth the labor.

Additional items not on the agenda:

Dr. Florsheim's request for a reconsideration of a passive research table

Trustees discussed and this will be an item for future consideration.

Volunteers in the staff area during COVID-19

Although this is an operational decision, Director Collins is asking for input on her decision not to allow volunteers in the staff area during this time of COVID-19 concerns with capacity and distancing. The trustees support have no volunteers in the staff area during the pandemic.

Anti-racist momentum in Village

Director Collins wanted to acknowledge the movement we are witnessing in society in the wake of the murder of George Floyd. She is proud of the partnerships initiated over the past few years and wants to offer a space for staff to discuss issues of biases and racism. One of the Library's main 2021 initiatives is to create a Diversity and Inclusion statement.

Adjournment: Trustee Whittle motioned; Trustee Cooley seconded to adjourn the meeting at 7:03 p.m. All voted in favor.