



SHOREWOOD LIBRARY BOARD OF TRUSTEES
January 8, 2020 Approved Minutes

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

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

Call to order: at 5:20 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 Whittle motioned and Trustee Cooley seconded for approval of the entire consent agenda. All voted in favor. Approved.

Action: 2020 GMF Requests

Director Collins reported that the planning committee finalized the Lange Bequest request and reporting forms that get submitted to the Greater Milwaukee Foundation.

The items now listed on those forms were already seen and approved by this body but need final approval before submitting the GMF. Trustee Cooley reinforced that these items match up with the strategic planning goals and objectives. Some of the language in the signature piece will need to be edited before signing and sending.

MOTION: Trustee Cooley moved to approve the Lange Bequest Grant Requests to the GMF for the Permanent Endowment (SHOEND) and Board Directed Reserve (SHOBOD). Motion seconded by Trustee Handelsman and all approved after a vote.

Sick Leave sharing program policy

In a memo, Director Collins summarizes the changes that the policy draft has undergone since originating with the Library Board.

On January 21 the Village Judiciary, Personnel & Licensing (JP&L) Committee will present the policy to the full Village Board and will likely propose some changes to the way it is now written. Therefore, Director Collins suggests that a vote on approval be deferred until February.

Action: Fund balance request

This is a request to purchase seven seats with one-year access to the online class Exploring Unconscious Bias with Verna Myers.

All fifteen public service staff at the library took the online class in the last two months, and it proved to be an excellent introduction to the topics that will be covered at our staff and trustee in-service titled Equity, Diversity, and Inclusion: Theory to Practice on Thursday, February 13, 2020. Having each trustee take the one hour course before the in-service will provide shared language and more familiarity with the topics, which will make the session more fruitful and productive for all.

MOTION: Trustee Whittle moved that library staff purchase seven seats in the online class Unconscious Bias with Verna Myers for library trustees. Trustee Craig de Silva seconded and all approved after a vote.

Informational: Outputs and measurements

Assistant Director Vieyra offered the trustees a list of data items that could be captured and included in the monthly statistics report and opened discussion for suggestion of others.

Of the data listed, the trustees were most interested in those items that could give a fuller picture of the volume of people that come through the library and how staff time is used to serve them. There was also interest in observing the percentage of unique vs. returning or “super” users. Ms. Vieyra stated that this data is difficult to capture except in digital item use.

Trustees agreed that they would like to see some of the information reported yearly but not necessarily monthly.

Guided by the Trustees’ input, Ms. Vieyra will present a few new data charts at the February Board meeting.

Informational: Trustee resignation

Megan O’Brien has stepped down from her position on this Board. President Handelsman acknowledged that Ms. O’Brien was an outstanding contributor to the Library Board and will be missed.

Director Collins has initiated the search for a new appointee and Trustee Whittle is heading the nominating committee. They will suggest a candidate to be approved by the Village President from the pool of applicants provided by the Village Clerk’s office.

Informational: Organizational study update

Director Collins learned much from being a part of the interview panel for hiring a company to conduct Village organizational studies but since the library will not take part in the project at this time, her involvement in the process has now concluded.

The Village is also moving towards a narrower focus (a DPW deep dive) from their original proposal.

Informational: Community Area Network (CAN)

The Shorewood School District is bolstering its internet bandwidth by connecting to UW-Milwaukee's WisNet. This will require construction that will lay pipes from the School district to a hub at UWM. Heads of the initiative have approached the library and the Village of Shorewood to discuss this project.

At this time, both the Village of Shorewood and the Shorewood Public Library declined to be part of the school district's project. Both currently have reliable and reasonably priced internet.

However, since the ultimate goal of the project is to provide free and low-cost internet to all Village of Shorewood residents and visitors, it does align well with our library mission and vision. Ms. Vieyra indicated to the coordinators that we would be interested in being part of conversations as they seek to lay groundwork for a future CAN.

Informational: Friends of the Library liaison report

Trustee Dimitroff reported that the Friends:

- Named Cathy and Kelly Clark as Friends of the Year for 2019. Cathy and Kelly coordinate sales of donated items on eBay and all profits go to the Friends.
- Were tipped a total of \$271 when some members volunteered to wrap gifts at the annual holiday book talk event and at Boswell Book Company
- Reviewed 2020 goals and committees. Their main goal is to support library collections.
- Want to recruit board members that better reflect the diversity of Friends members

Informational: Library Legislative Day 2020

Legislative day is an opportunity for library advocacy. This year, the Friends are being asked to support the initiative through an annual letter writing campaign. Director Collins invited the trustees of this Board to do the same and provided the names and contact information of our legislators.

Informational: Village center security

Recent incidents of theft throughout the Village Center have prompted the Village to take a close look at security practices and procedures. This includes a Village-wide review of cash handling procedures and key systems.

Informational: CountyCat Mobile app

The new, improved app is up and running and staff encourages trustees to use it and provide any feedback they may have.

Items for future consideration:

- 2019 incident reports

Adjournment: Trustee Dimitroff motioned to adjourn the meeting at 6:37p.m. All in favor.