



SHOREWOOD LIBRARY BOARD OF TRUSTEES
March 13, 2019 Approved Minutes

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

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Village Trustee Davida Amenta, Administrative Assistant Angela Andre

Call to order: at 5:15p.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: Leslie Cooley motioned and Brian Davis seconded approval of the entire consent agenda, all voted in favor; approved.

Informational: Lobby postings

Director Collins provided a memo explaining a recent request to display an informational poster regarding the upcoming school district referendum questions in the lobby of the Village Center, directly outside of the library entrance. She summarized the conversations that followed.

The Village is working on a Communications policy that will include guidelines for posting in Village spaces including both Village Center lobbies. As of right now there is no policy to guide staff on the display of the proposed poster.

Superintendent Bryan Davis stated that the poster is informational only and was legally vetted as such. He indicated that the intent of the poster is to provide as much information as possible to inform the vote on school district referendum questions on the April 2nd ballot.

Village Trustee Davida Amenta explained why she feels that the content of the poster could present a view that the Village Manager is taking a position on the referendum and therefore she does not support display of the poster in a Village building.

A discussion followed amongst the Trustees which focused on postings within the Library space. They touched upon the need to revise the Library’s posting policy to add greater detail regarding entities defined in the policy as part of “Village of Shorewood and its Boards or Commissions”.

It was suggested that the Library create an 'informed citizenry' area to display non-advocacy election information.

Citizens present then spoke to the Board about the proposed poster and surrounding issues:

David Goldhaber
4400 N Wildwood Ave

Paru Shah
4259 N Larkin St

Informational: 2018 Financial Report

Director Collins noted that based on the feedback of the Village Finance director, the Library spent its allocated funds well in 2018. She pointed out a few items that appear overdrawn but were offset by dollars from Friends donations and other significant bequests and gifts:

- Materials, Programming (particularly for the Shorewood Reads program), and the Early Learning Center (Babyland structure) budget lines exceeded budgeted amounts.
- The transition to a new copier/printer vendor made the Other Services Contracts & Fees and Copy + Print Costs expenditure lines deviate from budgeted amounts.
- The Equipment/Furniture line was inflated due to the purchase of some previously approved purchases – the money for them was held in the Fund Balance.
- The Aermiller grant money was spent down and exhausted.

Informational: Subcommittee report

President Handelsman reported that after their decision that a community foundation was the best fit for managing the anticipated Lange bequest funds, the committee continued their process by looking closely at the Shorewood Foundation and the Greater Milwaukee Foundation. They believe that the assets of the Greater Milwaukee Foundation, such as a full time staff, put them in a favorable position. The committee shared that they will move forward and meet with GMF representatives and should be able to share a fund agreement proposal to be voted on by the Board in the near future.

Action: Authorization to sign

The Library has been asked to complete paperwork from Wells Fargo that confirms contact information and names an authorized representative for the Lange Bequest. We need authorization for Library Board President to sign and the Library Board Director to complete the paperwork.

MOTION: Leslie Cooley moved to authorize President Handelsman to sign and Library Director Collins to complete the Client Authorization and Refunding agreement forms provided by Wells Fargo. Seconded by Megan O'Brien. All voted in favor; approved.

Action: Renew resolution authorizing execution of documents for gift

In the event that time-sensitive documents need to be signed before the next scheduled Library Board meeting, Director Collins recommends that we renew the resolution Trustee O'Brien motioned last month regarding authorization of execution of documents for the Lange Bequest.

MOTION: Leslie Cooley moved that (until April 10, 2019) President Handelsman may execute documents to authorize the Lange Bequest in the event that action is time-sensitive. Seconded by Donna Whittle. All voted in favor; approved.

Informational: Village citizen committee report

Donna Whittle attended this meeting of various Village citizen committees. The intention of the gathering was to encourage cross-collaboration between committees. Ms. Whittle reported that she already noted a possible collaboration with the conservation committee and the library. Some of their initiatives involve examining lighting and paper products.

Informational: Personnel committee report

Elvira Craig de Silva reported on the content of the committees last two meetings:

1. They finalized the Director's performance evaluation – once to gather the forms and surveys and finally to discuss the evaluation with Rachel
2. The committee would appreciate having a list of the names and hire dates of the library staff so as to be more familiar with them
3. They discussed pay of scheduled employees on emergency closing days. They will be proposing a change which will apply to library staff during the annual HR Manual revision or perhaps earlier as an action item with the Library Board.
4. They discussed the granting of comp and overtime. In an effort to be responsive to staff's concerns about this issue, Director Collins is in the information gathering stage of the process. Ultimately, the Personnel committee would like to draft a policy for granting comp and overtime that is fair and transparent.
5. With the Assistant Director's upcoming maternity leave, the group explored some ways to cover some of her tasks during that period. They are exploring internships, librarian hires, etc. but there are many logistical steps to be taken first.

Informational: Friends of the Library liaison report

Alex Dimitroff announced that the Friends will be holding a fundraiser on April 11 at Mod Pizza. You only need to mention the Friends when you make a purchase and the Friends will receive 20% of sales.

Informational: Strategic planning and facilities committee report

Megan O'Brien reported that the committee met and discussed:

- An Energy efficiency report conducted by the Village and Better Buildings Challenge
- Strategic plan: they addressed the breadth of the plan and how to manage it in terms of staff time, time lines, and prioritization.

Informational: Nominating committee

Wisconsin State Statute 43.54 and the Library Board of Trustee Bylaws, Article II provide library membership details including appointments and terms of office. The nominating committee contacts those trustees with terms that expire this year and asks if they are interested in serving an additional term, not to exceed a total of nine years. Pending the trustee's answers, the committee may work with the Library Director, Village Clerk, and Judiciary, Personnel and Licensing Committee to recommend citizen applicants for upcoming library board vacancies.

The nominating committee also works on presenting a slate of officers at the annual meeting, which occurs each June.

The current members of the nominating committee are Elvira Craig de Silva and Donna Whittle.

Action: Auermilller policy

This is a proposal to declare the Auermilller policy obsolete and remove it from active Board policies as all funds have been depleted.

MOTION: Megan O'Brien moved that the Auermilller Bequest Policy be declared obsolete. Leslie Cooley seconded. All voted in favor; approved.

Informational: Village annual report/initiative draft

Director Collins presented last year's report in order to make the trustees aware that this year's version is in the works.

Informational: Print/Copy cost comparisons

Last year, the Library began a contract for new printing and copying services with Office Copying Equipment. The result has been a significant savings in toner cost and staff time on maintenance. Last year, we also began offering Square as a way for patrons to use a credit card add money to their library card for printing. There continues to be an uptick in credit card use for both fine and printing payments.

Adjournment

Megan O'Brien motioned to adjourn the meeting at 7:10p.m. Seconded by Leslie Cooley. All in favor.