



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
July 10, 2019 Approved Minutes

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

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

Call to order: at 5:19p.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 approval of the entire consent agenda, all voted in favor; approved.

Action: October meeting date

Director Collins asked for a meeting date change in October so that she may attend the annual Wisconsin Library Association conference in Wisconsin Dells. The trustees agreed to change the date from October 8 to October 14.

**MOTION:** Trustee Whittle moved to change the October 2019 meeting date to Monday, October 14. Seconded by Trustee O'Brien. All voted in favor and approved.

Action: Sick Leave Sharing Policy

A sick leave sharing policy would allow a benefited employee with more than 80 hours of accumulated sick leave to share a maximum of 40 sick leave hours with a fellow benefited employee who is unable to work due to illness or injury and has exhausted all of their sick time.

In researching this policy draft, Director Collins found that Brown Deer Library has a Sick Leave Sharing Policy in place and she used it as a template. Rachel shared the proposal with the Village Department heads who were warm to the idea and would like to include it in the 2020 human resources manual for all Village employees. She also shared it with the Village manager's office who asked for some tweaks and it was finally reviewed by the Library Board Personnel committee.

Director Collins would like to have the policy in place as soon as possible for the library staff. The trustees discussed some issues that may arise if the policy were in effect. Rachel will be clarifying some items regarding FMLA and duration and will bring the proposal back to the Board.

### Informational: Community survey

Director Collins shared the results of the Village wide survey which indicated a high level of community support for the library. There was a brief discussion of how participants may have interpreted the question about shared services.

### Informational: Committee assignments

The Board roster was reviewed for accuracy and to note the changes in committee assignments.

### Informational; Planning Committee report

Trustee O'Brien reported that the committee continued its work in determining priorities related to the Lange bequest using the strategic plan goals as a guide. The committee settled on equipment, furniture, and other strategic efforts for 2020 and identified the supporting fund – either permanent endowment or board directed fund. The committee also discussed the importance of highlighting the efficiencies and savings these purchases and strategic efforts would create for the Village.

The committee reviewed the Greater Milwaukee Foundation grant-seeker forms and determined the standard forms did not meet our needs given the language of the Fund Agreements. The committee decided to create specially tailored forms and continues to refine them.

### Informational: Village initiatives / Library 2020 goals

The trustees reviewed the report that was presented to the Village outlining Library 2020 initiatives and how they align with the Village's Vision 2024 plan. These goals will be the focus of Director Collins' 2020 work plan.

| 2020 Goals  | Library Strategic Plan   | Village Vision 2025 Plan  |
|---|--|---|
| Create library diversity and inclusion statement/policy/commitment  | Goal 1: Community Connections<br>Goal 2: Customer Service<br>Goal 3: Serving the Full Community<br>Goal 4: Finding Balance | Vision 1 – attract diverse people of all ages and stages of life and easy access to world class centers of culture and higher learning and Vision 2 – a welcoming community embracing new people, innovative ideas and engaging others to continuously improve... |
| Create a renovation masterplan with an architect that will enhance building efficiencies and customer service | Goal 2: Customer Service<br>Goal 3: Serving the Full Community   | Vision 5 - financially responsible community with well-maintained public buildings ... and public service excellence  |
| Enhance the library experience and patron comfort by implementing small scale amenities.                      | Goal 2: Customer Service<br>Goal 3: Serving the Full Community   | Vision 5 - financially responsible community with well-maintained public buildings ... and public service excellence  |

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|---|---|---|
| Participate in conversations about outdoor enhancement opportunities that extend the community connections fostered inside the library and village center | Goal 1: Community Connections<br>Goal 2: Customer Service | Vision 1 – attract diverse people of all ages and stages of life,<br>Vision 2 – a welcoming community embracing new people, innovative ideas and engaging others to continuously improve... |
|---|---|---|

### Informational: Proposed budget request for Friends

The Friends will continue to support and fund library programs and collections such as Lucky Day, replacements of classics, and legacy collections as well as sponsoring many programs throughout the year 2020. The biggest change will be the removal of funding for the Summer Celebration. Friends’ leadership determined that the program seems more of a community event and therefore should be financially supported by the community. They will, however, continue to volunteer at the event.

### Informational: Outreach committee report

Trustee Handelsman reported that the group met with Village representatives to offer them an opportunity to ask for any information they might need regarding the Lange bequest. The committee is also in the process of assessing which individual stakeholders will be approached to talk one-on-one about the bequest. Finally, they are working on a possible press release and, once the funds are acquired, they will publish information about the bequest on the Library’s website.

### Informational: Personnel committee report

Trustee Craig de Silva reported that the committee discussed the proposed Sick Leave Sharing policy and reviewed Director Collins 2020 work plan.

They also continue to work on an inclusion and diversity policy – this time by reviewing policies of other libraries. They hope to present a draft of a policy to this Board in the fall.

### Informational: Friends of the Shorewood Library liaison report

Director Collins reported:

- All of the Friends trustees were asked to create job descriptions for themselves as they are an active entity.
- Friends will have representatives at the Shorewood Farmers Market in August.
- They are working on a Friend recognition event.
- They went into closed session to determine their 2020 funding priorities.

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