



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
July 28, 2021 Approved Minutes

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

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

1. Call to order: at 5:16 PM the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

2. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

3. No Citizens to be heard on items not on the agenda

4. Consent Agenda:

MOTION: Trustee Cooley motioned for approval of the entire consent agenda. Trustee Dimitroff seconded.

Noting the mention of radon meter circulation in the Director's report, Trustee Cooley recommended that the Library contact and coordinate with the the North Shore Health Department as they also offer radon meters for a fee.

All voted to approve the consent agenda; motion carried.

5. No items pulled from the consent agenda

6. Additional items not on the agenda

Director Collins asked for a quorum to hold a meeting on Saturday morning, July 31. The purpose will be to amend the library's COVID-19 policy in light of new CDC guidance on indoor masking. The meeting will be held Saturday, July 31 at 9:00 AM. Going forward, the COVID-19 policy will be an action item for the Board for all of the remaining 2021 meetings in order to adjust and adapt to the continuously changing COVID environment and policies.

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7. Action: HEPA Filtration units

Director Collins is requesting the purchase of 9 HEPA filtration units to spaces where people spend prolonged periods in the library, including computer and reading areas, the study rooms and the staff area to add another layer to the library's COVID risk mitigation strategy.

Given the historic pattern of spread of delta variants in other communities, Director Collins anticipates a rapid rise in local cases over the next 4-6 weeks and therefore would like to purchase these units now. They should arrive within 48 hours of ordering. The units will be turned off when the library is not open to save the filter. Filters will be changed approximately every six months.

The Director recommends repurposing the Lange Bequest Permanent Endowment funds (\$5,000) allocated for the photo printer: Print Budii, which staff research has determined is not the right fit for the library at this time. The change will be noted by simply striking out the printer purchase on the GMF reporting form and replacing it with the filter purchase.

**MOTION:** Trustee Whittle moved to support the purchase of nine HEPA filtration units for use in the library to reduce the risk of contracting COVID-19 using 2021 permanent endowment funds previously allocated for a photo printer. Motion seconded by Trustee Smucker and passed unanimously after a vote

### 8. Action: Room and space reservations

Director Collins stated that the library will likely contract with a product called LocalHop. Staff noted that the user side and administrative side are intuitive and easy to use, most elements of the display can be customized, they have strong customer support, and we can reserve staff-only rooms, a major asset. This product also allows increased administrative access so that Village departments can reserve their own rooms without asking Library staff to do so.

Since deciding to bring this item to the Board in July, the urgency to contract with new room reservation software has diminished. It is unlikely that Village Center rooms will be made available to the public before the end of the year.

**This item will be tabled until the September meeting.**

### 9. Action: Dress Guidelines

This is a chance to once again review this policy for outdated language and through an equity lens, particularly with the recent onboarding of several new staff members.

**MOTION:** Trustee Dimitroff motioned to approve the revisions to the Library Dress Guidelines. Seconded by Trustee Handelsman and carried unanimously.

### 10. Informational: Planning Committee report

Trustee Cooley reported that at their last meeting, the committee:

- Looked at the updated Lange Bequest procedure (for staff use)
- Reviewed the Lange Bequest report for completion of the Renovation Master Plan, which was then submitted to the Greater Milwaukee Foundation
- Discussed the 2022 Lange Bequest proposals. (According to the Planning Calendar, proposals are presented to the Board in July for a first look and then come back in September for approval.)

### 11. Informational: 2022 July Lange Bequest Proposals

These is the first pass for these proposals. There will likely be changes when the trustees see them again in September.

Proposals for the Board Directed Reserve fund include the costs of implementing the Renovation Master Plan which have yet to be determined. The other proposal using this fund is for replacement of self-check kiosks and RFID software. These will be table-top devices, allowing them to be used in the new, post-renovation space. The current proposal does not use all of the projected spendable amount for this fund, but Director Collins predicts that the remainder and more will be used mid-year for the beginning stages of the library renovation.

### 12. Informational: 2022 Friends requests from the library

The proposals were developed with input from staff.

### 13. Informational: 2Q financial report

Director Collins noted that the library is on track with the General Operating budget. The Enhanced operating budget has some carryover from 2020 and there is still a good amount to be spent for 2021.

### 14. Informational: Friends of the Library liaison report

Trustee Dimitroff reported that the Friends will be at the Shorewood Farmer's Market in September. *Shorewood Reads* planning continues with the help of Hayley Johnson. National Friends of the Library week will be celebrated in October with the return of yard signs, a Friends funded performance by *Stone Soup Shakespeare*, and other activities still in development.

### 15. Informational: Personnel Committee report

Director Collins reported that the committee reviewed the revised library staff dress guidelines and discussed the new staff hires and the process of hiring and onboarding.

### 16. Informational: Curbside service

Assistant Director Vieyra presented a report of curbside service which has been offered throughout the COVID-19 pandemic. Although use of the service has dwindled over the past few months, staff will continue to offer it at least through December 2021.

Based on a survey conducted in the spring and qualitative evidence gathered from conversations with those who use curbside pickup, it continues to be important to those who use it. Because the cost (staff time, space needed, signage) to offer curbside service is minimal, and those who use it consider it a lifeline, the return on investment is high. It is a strong community service that generates respect and gratitude for the library, even those who don't make use of it.

### 17. Informational: Renovation Implementation Committee report

Trustee Smucker reported that the committee met July 20<sup>th</sup> and developed a preliminary plan and timeline to recommend to the Board. The group proposes vacating the entirety of the existing library space to allow for construction. The advantages of this model include a quicker

turnaround time and less safety hazards. The library will continue to offer services to the public and staff will be engaged during the renovation with library or village work.

The library will be able to offer public computers, printer, pickup of holds, curbside pickup, library card services, limited browsing, return of materials, and reference services by phone, email, and in person in the Village Center meeting room. Director Collins noted that staff will try to provide as many in-person services hours as possible during this time. This will also be an opportunity to offer virtual and outreach programs in the community.

The next steps will be looking at the fiscal impact and presenting the proposal package to the Village Board in September. The preliminary project timeline is estimated to take five months to complete in the Fall and Winter of 2022-2023.

## 18. Informational: Village Center AV Enhancements

Director Collins shared an informational update on the status these enhancements.

## 19. Informational: Committee appointments

### Personnel

Alex Dimitroff  
Elvira Craig de Silva

### Budget

Leslie Cooley  
Donna Whittle  
Jon Smucker

### Strategic & Facilities Planning

Donna Whittle  
Leslie Cooley

### Nominating

Elvira Craig de Silva  
John Smucker

### FSPL Liaison

Alex Dimitroff

## 20. Informational: Trustee Training Week

These presentations are specifically directed to Library Trustees. They are paid for by MCFLS and past sessions are archived and available to watch later

## 21. Informational: In-person meetings

The Village Manager is recommending continuation of virtual meetings until the Village can provide a hybrid meeting option, which is anticipated in October or November of this year with the completion of the Village Hall and Village Center audio-visual equipment upgrades. In the meantime, we will explore a smaller scale hybrid option for Library Board meetings in the Programming Room and will likely present a solution and funding request at the September 8 meeting.

Director Collins recommends that the Library Board plan to meet virtually through our December 8, 2021 Library Board meeting pending an acceptable hybrid meeting solution.

**Adjournment:** Trustee Cooley motioned to adjourn the meeting and this was seconded by Trustee Handelsman. The motion passed and the meeting closed at 6:53 pm.