



SHOREWOOD LIBRARY BOARD OF TRUSTEES
April 10, 2019 APPROVED Minutes

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

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

Call to order: at 5:16p.m. the meeting of the Shorewood Public Library Board of Trustees was called to order by Board Secretary Dimitroff.

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

Consent Agenda: Trustee O’Brien motioned and Trustee Craig de Silva seconded approval of the entire consent agenda, all voted in favor; approved.

Donna Whittle asked if the statistics for check-ins and checkouts included digital items. Director Collins said that chart only tracked physical materials – they will note that in the title of the chart going forward.

Action: Fund Balance Request

Director Collins presented a request to use \$5,397 from our fund balance reserve.

Additional computer, monitor and labor for children’s area	\$1,250	Goal 2: Customer Service – improving user experience
Stool and chair for additional computer station in children’s area	\$1,102	Goal 2: Customer Service – improving user experience
Three stanchions	\$805	Goal 4: Getting the word out and Fostering life-long learning
Wall mounted catalog table	\$2,240	Goal 2: Customer Service – improving user experience and Goal 1: Community Connections – fostering strong relationships with partners
Total	\$5,397	

Based on input from the Village Finance Director, our fund balance is at a healthy enough level that we can afford to use some of it to fill Library needs.

MOTION: Trustee O’Brien moved to approve the request to use \$5,397 of the Fund balance to purchase the proposed items. Seconded by Trustee Whittle. All voted in favor; approved.

Trustee O’Brien also noted her appreciated that Director Collins provided the Strategic Plan Goals that coincide with these improvements in the library.

Action: Code of Conduct policy

In addition to some small changes in language and additional tweaks, this update addresses:

- Vaping
- Service animals in the library

Assistant Director Veyra noted that staff is also working on a procedure to accompany this policy that will guide staff in speaking to patrons with service animals in the library.

Trustees and staff discussed whether JUULing should be banned however, since these types of vapes produce no output, there may not be a need to include them in the policy.

There was also mention of prohibiting 'self-propelled wheeled conveyance'.

Director Collins will work on rewording the ban on eating in the library- possibly removing the suggestion to eat in the lobby.

She noted that she and Ms. Veyra generally gear the language towards children since they are the ones most approached about observing the policy.

MOTION: Trustee Whittle moved to approve the updated Code of Conduct Policy with the additional suggestions and reviews. Seconded by Trustee O'Brien. All voted in favor; approved.

Action: Emergency closing compensation

This past winter, the Library closed for three days due to a burst pipe and weather emergencies. This led to an examination of how staff are compensated during emergency closings.

Currently, the Village allows staff to use vacation, comp time or floating holiday for compensation in these instances. Scheduled staff may also take the time unpaid or may make up time in the same Sunday – Saturday work week with supervisory approval. Library staff used most of these options for the January closures, but it was less than ideal.

Director Collins had multiple discussions with other library directors, village department heads, and library staff, as well as data collected regarding other municipal library policies and noting frequency of closures. As a result, the Library Board Personnel Committee is recommending that library staff that are scheduled to work or are currently working during an emergency closure be compensated at straight time.

Megan O'Brien recommended adding a cap to the number of days. After discussion it was decided there would be a five day per calendar year limit.

MOTION: motion will be tabled until the next meeting so that the recommendation can be updated.

Action: Digital Access with Fines

As part of an effort to reduce barriers to access of library resources, MCFLS is asking member library boards to consider supporting the following initiatives which would allow access for all library card holders regardless fines:

1. Access to public computers.
2. Access to online databases, including all the Badgerlink databases funded by MCFLS via State dollars, and Ancestry, which we pay for annually. Shorewood is paying \$932 in 2019 for in-library access to that database.
3. Access to Wisconsin's Digital Library, a state-wide eBook and digital audiobook platform funded by systems and each member library based on resident usage. Shorewood is paying \$5,159 towards the digital library in 2019 (total budget for that collection is \$1,250,000)

As a result of feedback from Director Collins, MCFLS is not asking that Hoopla be included in this initiative.

Trustee O'Brien asked for a friendly amendment to the suggested policy language to specify the Hoopla stipulation.

MOTION: Bryan Davis moved to allow all patrons access to public computers, online databases, and Overdrive regardless of fines on their library card account. Patrons carrying over \$5 in fines will continue to be prohibited from using Hoopla.

Seconded by Elvira Craig de Silva. All voted in favor; approved.

Informational: Village Annual Report

Although a deadline for submission has not been set, the Village Manager is once again asking all Village departments for an annual report. Director Collins has drafted a list of six initiatives that are already in progress for 2019 along with their relationship to Vision 2025. Trustee Whittle suggested the wording be changed to emphasize the improved customer service element of the Library's use of Square payment software.

Informational: Personnel committee report

Elvira Craig de Silva reported on the content of the committee's last meeting:

1. They reviewed and approved the library internship description
2. Director Collins shared her chart of key activities for strategic plan implementation which she uses to set and track her monthly goals

Informational: Friends of the Library liaison report

Alex Dimitroff reported on the discussions of the last meeting of the Friends Board:

1. There are several new Board members and another will be added soon
2. They are beginning a campaign to recruit new members by having current members approach their acquaintances personally
3. The MOD pizza Group Raise event is happening April 11. 20% of proceeds will go to the Friends when they are mentioned when purchasing a meal.
4. They are submitting a proposal to Blue's Egg in Shorewood to ask for a similar fundraiser in October (which is Friends of Libraries month)

5. 35 people are currently active as adopt-a-shelf volunteers. The Friends are discussing ways to acknowledge their efforts.
6. Director Collins recommended that the Library Board find a way to acknowledge the efforts of the Friends Board.

Informational: TBS transition

Assistant Director Vieyra reported on the March 26 public computer time and print management software transition.

The change was an update from outdated software and puts Shorewood in line with most other libraries in the system. East branch has already transitioned to TBS so this will offer a consistent experience between buildings.

Though computers were not available to patrons for most of the day, the communication through signs and speaking to regulars proved to be effective. The tech expert from MCFLS was on hand to help and offered much of his assistance free of charge as an incentive for the changeover. Staff also took this opportunity to update the computer desktop wallpaper.

The new system also allows for mobile printing. There is an app available which can notify its users of locations near them where they can print jobs and pick them up. A library card is not required for this service.

Ms. Vieyra noted that Shorewood computers are often at capacity and therefore MCFLS needed to increase server capacity when we onboarded.

The software also offers a reservation function which the Library will begin to utilize on a trial basis on the Children's area computers.

Informational: Vital statistics infographic

The two-page statistical document was created by Assistant Director Emily Vieyra as an aide to informing Village Trustees. It is limited to information that the Village Trustees may want to share with their constituents.

Director Collins shares the infographic with Village Trustees when she meets with them to talk about and tour the library.

Informational: Strategic plan status

With the help of the trustees in the strategic planning and facilities committee, Director Collins has identified four key activities for this year.

- 1. Establishing *Shorewood Reads* as an ongoing community initiative**

-Director Collins and Assistant Director Vieyra have been working on a Mission statement for the event and they will connect with the Friends President to hammer out goals and timelines.

2. Lobby space

-One of the large (unmanageable) plants in the lobby is getting a new home at the Eastwood Condos. The recipient is making a donation to the library.

-Ms. Collins will work with both Library and Village staff to come up with ways of using this space more effectively. They will also consider patron requests regarding this area when making their decisions.

3. Schedule and Execute two all staff training sessions

- Training for a dementia friendly library is already in the works

- Rachel also hopes to organize training for awareness of unconscious bias, equity, diversity, and inclusion.

4. Creating designated space in the Library for the Friends of the Library

-In motion now – the space has been chosen and the Friends are looking at some resources that Rachel provided for fixtures and furniture.

Adjournment

Trustee O'Brien motioned to adjourn the meeting at 6:32p.m. Seconded by Trustee Craig de Silva. All in favor.