



SHOREWOOD LIBRARY BOARD OF TRUSTEES
March 14, 2018 Approved Meeting Minutes

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

Others Present: Village Assistant Manager Tyler Burkart, Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:19 p.m. the meeting of the Shorewood 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:

Ms. Cooley motioned approval of the entire consent agenda, all voted in favor; approved.

Items not on the agenda:

Action Item - Fines and Charges Policy update

Proposed pay ranges

Assistant Village Manager Tyler Burkart has drafted Library position pay ranges based on data compiled from four recent salary surveys from comparable libraries in the county and state. He noted that the Library Board has the authority to approve or change these ranges and emphasized the importance of periodically evaluating them. Pay ranges shift higher each year once the Cost of Living Adjustment (COLA) gets adopted by the Library Board, so both the minimum and maximum in pay range increases.

Action: Ms. O'Brien motioned approval of the proposed pay ranges with the incorporation of language clarifying that the ranges will be adjusted with the addition of adopted COLA increases and under the condition that the pay ranges will be listed in the Library's Village Human Resources manual and thus be approved each year as part of HR Manual approval. All voted in favor and the motion passed.

Action: Fines and Charges policy

The Board approved the most recent update in October 2017 however, staff is proposing an additional change under the Refund Policy. Since the charge for missing or lost magazines is five dollars and refunds are not given without a five dollar administrative fee subtracted; payments of five dollars or less will not be refunded. Trustees suggested that the fee be termed a "service" fee rather than a "convenience" fee. Staff agreed.

Action: Ms. Cooley put forward a motion to approve the revised Fines and Charges policy including the change in fee terminology. All voted in favor – Motion passed.

Informational: Personnel Committee Report

Ms. Marks reported that the committee has completed the Director evaluation and given notes to Director Collins. They also discussed the proposed library staff pay ranges the current pay of the Senior Clerk position.

Action: Registration Policy

The proposed changes to the process of registering for library cards are outlined in a memo from Assistant Director Vierya. Director Collins explained that these updates are in line with the library's effort to reduce barriers to access and improve customer service.

Ms. Vierya summarized the updates:

- Card types added for Municipal / Village employees and Shorewood teachers
- Eliminate second ID requirement for address verification if their photo ID has their current address (streamlining registration process)
- Parents who have a valid library card can create a card for their child without providing a photo ID
- Wording added about Intersystem Borrowers – Milwaukee County has long had an agreement to honor some other system library cards (and vice versa). The procedure for card registration will include a list of libraries that fall under that agreement.

Trustees suggested some changes to the draft mainly to clarify restrictions under “Additional Card Types”. Ms. Cooley also suggested adding language indicating that only libraries in ‘select counties’ fall under the Intersystem Borrowing agreement.

Action: Ms. Cooley motioned approval of the updated Registration Policy with changes as mentioned above. All voted in favor – Motion passed.

Action: Adverse Weather Policy

The Shorewood Library strives to and has a history of staying open during adverse weather conditions. However, in the event of a weather or other emergency; this procedure has been drafted to guide staff through the steps that should be taken to make the decision about closing and to notify the public.

After some discussion which focused on notifying news agencies of a closure; it was decided that this draft would be revised and revisited at a future meeting.

Informational: Nominating Committee Report

The Village successfully conducted a postcard campaign to elicit more applicants for Board positions. They now have a bank of applicants and will be interviewing candidates and assigning new trustees. This Board's nominating committee informed the Village of which criteria and traits they would prefer for the upcoming Library Board vacancy.

Informational: Citizen Committee Annual Report

Summarized in a memo from Director Collins; the Village Manager, Rebecca Ewald is requesting reports from all Village entities and will use this information to prioritize actions in the planning process; following the Village's Vision 2025 Plan. The library is the only citizen committee that is also a governing body. Director Collins will bring her completed report to the next meeting.

Informational: Friends of the Library Liaison report

Ms. Dimitroff reported that at the last Friends meeting the board:

- Discussed Shorewood Reads
- Approved the purchase of 2 recycling bins with the remaining grant money
- Approved gift of \$1000 for a wireless microphone headset for presenters
- Approved gift of \$1000 for legacy collection TV series DVDs. As always, Friends bookplates will be added to all materials purchased with these funds.

Informational: Library survey

Library strategic planning survey response is slightly low, so Ms. Collins asked the trustees to spread the word and ask people they know to complete the survey.

Other items

Ms. Cooley requested that approved budget documents be added to the Trustee binders for reference. Ms. Andre will forward the document to the trustees via email.

Adjournment

Ms. Dimitroff motioned to adjourn the meeting at 6:56 p.m. All approved.