



**SHOREWOOD LIBRARY BOARD OF TRUSTEES**  
**APPROVED MINUTES**  
March 7, 2012

Members Present: Catherine Hansen, Mariann Maris, Anne O’Meara, Kim Grady  
Jean Gurney, Jeff Schmeckpeper, Stephanie Snyder  
Others Present: Beth Carey - Library Director, Carrie Babb – Circulation Supervisor, Angela  
Andre – Administrative Assistant

The meeting of the Shorewood Library Board of Trustees was called to order by President Schmeckpeper at 4:40 p.m. in the Friends’ Room of the Shorewood Library.

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

Citizens to be heard on items not on the agenda: None.

Consent Agenda: A motion to approve the entire consent agenda was made by Ms. Maris, seconded by Ms. Grady, and passed 6-0.

Friends of the Shorewood Library Liaison Report – Jean Gurney

Ms. Gurney was unable to attend the last meeting of the Friends; however, Ms. Carey was able to report on their involvement in the ‘Books for Soldiers’ program. They have already received a response to their request for a project coordinator via the Library’s eNewsletter. A website dedicated to the initiative includes a list of wanted books. Once they are donated and collected they are sent directly to the soldier who made the request.

At their last meeting the Friends also approved some library program funding. More details can be provided once the minutes from that meeting are made available.

Front Desk Project

Director Carey displayed the front desk redesign options as presented by architects Engberg Anderson. The trustees were notified in advance of the library staff’s choice of design and were invited to submit any questions. Ms. Hansen expressed concern over the placement of the self-check tables in a way that allows enough room for traffic flow and accessibility. Ms. Carey pointed out that measurements were taken to ensure that there would be enough room.

Director Carey noted that one of the goals they set for the redesign was to use the existing shelving for open hold placement. The design that staff chose accomplishes that. The other designs were somewhat similar but staff determined that they did not offer enough space for patrons to move around and pick up holds. In the chosen design there is room for two staff work stations and the first self-check station will be designed in line with accessibility standards.

Ms. Hansen asked how they came to the measurement of five feet for the size of the check-out units. Ms. Carey explained that it is based on extensive research done when the building was originally designed. At that time they determined how much room was needed to navigate around, use the unit, and place personal belongings on the countertop.

After a question from Ms. Maris, Director Carey clarified that a library employee will always be available to assist patrons at the staff check-out station. The main functions at this station will be to collect cash and check payments, resolve problems, and register patrons for library cards. There will be a catalog computer in the alcove directly across from the check-out area where patrons can make credit card payments and access online card registration. The children's check-out unit will be placed where the children's printer is now so that they can use the existing ports and wiring. After a question regarding the locked DVD cases, Director Carey confirmed that there will be unlocking devices at each self-check-out unit. She noted that this is a set-up other libraries have successfully used and that we used the same system with our old self-check unit.

Ms. Maris motioned that the Board approve the staff recommended choice of design. Ms. Snyder seconded; after a unanimous vote, the motion was approved. Since bids could be submitted before the April Board meeting, Mr. Schmeckpeper asked if the trustees would like to give the Director authority to decide on a bid offer. Ms. Gurney motioned that Director Carey should sign off on the bids she deems best. Motion was seconded by Ms. Grady and passed unanimously.

After Ms. Hansen inquired about the carpet replacement in the construction area, Director Carey answered that there are some leftover rolls of carpet in the library's storage area and added that this is an ideal time to have the worn areas by the front doors replaced.

#### RFID Update

Director Carey reported that staff has worked hard at prepare for mk system conversion to begin before the technician comes for installation and initial training. Backroom workflow has been determined and there is ongoing testing of all item types to discover how to best tag the various items.

*Ms. O'Meara arrived at 5:00 p.m.*

Temporary workers will be coming Friday afternoon for initial training. There will be seven workers, each with their own portable tagging carts, deployed throughout the library. Meanwhile, staff in the back will be tagging items as they are returned. Once the tagging has started, nothing will be returned to a shelf unless it has a new tag.

Along with the technician from mk, Circulation Supervisor, Carrie Babb has tested at least seventy-five item types with great success. They checked for potential interference, especially because all of the items still held the old checkpoint tags. All of the new tags still read with the old tag left inside the items. New tags are placed as far from the old tags as possible and never right on top of an old tag. This is a problem with much of the audio visual collection because of their small surface areas. To eliminate the problem, staff has removed all the old tags from DVDs and CDs and is in the process of taking all old tags out of the audio books.

Children's board books are a concern for many reasons:

- some have old tags which if removed, could damage the content of the book
- placing new tags in them would likely cover content.
- ALL of them are all labeled 'no self check' with label tape that is under a mylar sticker – these would be tedious and time consuming to remove and would damage the books. Also, we want everything available for self-check-out.
- They wear out quickly, are heavily used, and are therefore in very poor condition

Ms. Carey suggested that it would be more practical and efficient to replace the entire collection of children's board books. Ms. Hansen asked how many board books would need to be replaced and what is the average cost per book. Director Carey stated that the library currently has 502 board books that cost five to six dollars each. The cost would be around \$2500 - \$3000 to replace them all and the vendors will be able to do the bulk of compiling recommendations into purchasing carts for us. This proposal will be an item on the next agenda.

Previously the Board had discussed the topic of disabling old tags in order to avoid interference. Since then, staff has discovered that the temporary workers are not allowed to use any sharp tools because presents a safety hazard that would put them into different classification with a higher pay rate. Citing this factor along with the success of books reading with the old tags still in them, Ms. Carey suggests that they not be disabled. Ms. Grady added that staff could always go back and disable them if they are found to be a problem and Ms. Maris concurred that individual items could be dealt with as needed.

Continuing, Ms. Carey stated that all the new tags have arrived and the self-check units are expected in early April. At that time, Andy, the technician from mk, will return to train staff and demonstrate how to make changes to the software. (Software alterations involve things like what to display on the self-check screens and printing messages on receipts.) At that time total crossover to the new system will be coordinated and the Checkpoint system will be shut down.

When asked how the old materials from the construction process will be used, Director Carey explained that the contractors will use as much of the existing desk as possible for the new configuration. Any unused parts will go to Shorewood's DPW.

### Homework Help Program

Since this was last discussed and the Board approved proceeding with a pilot program, a job announcement for facilitators/coordinators has been released along with an explanation of the program. It was sent to the Shorewood School district and St. Roberts about five days ago and one person has responded with interest. The person hired would collaborate in the creation of the program. As a short term, temporary position, it does not include benefits, there is no union impact, but they would still be employees of the Village. In her research, Librarian Richmond Kinney found that MPL has a teacher in the library who sits at a desk. Following up on Ms. Maris' suggesting that the UWM Center for volunteerism may be a good resource for facilitators, Ms. Kinney spoke with them and they expressed enthusiasm for the project. Other possible sources for interested parties would be the America Reads work study program. Ms. Hansen asked how the pay rate of \$20/hr was determined and Ms. Carey stated that after

consulting with Ms. Grady, she found that this was in line with the pay rate of similar positions in the school district. Ms. Grady stated that Aides receive a minimum of \$15/hr and if they wish to attract teachers they would have to offer something around the \$20/hr range. The approximate cost of one paid teacher would be \$120/wk; totaling \$1500 for a ten week pilot program.

Ms. Hansen asked how many would possibly be hired and if the next step will be to widen the net by distributing the job announcement beyond Shorewood. Ms. Carey stated that it would depend on the reaction they get from the first job announcement and Ms. O'Meara noted that they should see if they could get a commitment from the person who has responded and see how that goes first.

Ms. Gurney inquired as to the goals of this program and Ms. O'Meara cited the Board's overall goal of becoming essential to the community in providing a productive after-school resource for students. Mr. Schmeckpeper added that as part of the budget process, the Board wanted to use funds for community programs and of the three proposals; this was the most immediately viable option. (*The others were the signage outside the library and the collaboration with the historical society – both of which require action from other parties and are therefore on hold.*) Ms. Maris stated that a successful homework program would also prove to be great publicity for the library. It would resonate in the community at large and make the library essential to the community. She noted that development of this program is also a response to recent instances of kids in the library who appear to have nothing else to do after school.

Ms. Gurney asked how success of the program would be measured. The answer was by the numbers of participants and surveys given to parents of those who attend multiple times. President Schmeckpeper reminded the trustees that the decision to spend the money on this program has already been made and so staff should move forward with the trial period. Ms. Gurney thought more planning and goal setting was needed before proceeding. Ms. O'Meara suggested preparing a plan with the teacher who expressed interest and pushing back the start date. She added that if the program is successful, it could lead to an improved library experience for other patrons. The kids who want to do homework will have a designated space to do so, separate from the kids who want to talk etc.

President Schmeckpeper stated that staff will go ahead with the program. There is no guarantee of success, but it will be evaluated at completion. Ms. Gurney motioned that \$1500 be spend to hire a teacher to aide in the creation of the program, plan it, create assessment tools, and promote it and be the facilitator of the ten week trial program. Ms. Maris seconded. The motion was amended to state that much of the development and promotion of the program will be the duty of a librarian. A teacher will collaborate on the planning and will be paid for that time as well. The motion passed 7- 0.

#### Benefits for Non-Union Library Employees

Trustees were given a memo in advance to explain that in their last contract negotiations, union employees agreed to have their floating holidays reduced to two and vacation time halved for new hires. Ms. Carey is asking the board if they want the same changes to apply for the non-union employees. There was a brief discussion during which trustees inquired about the amount of prorated sick time and the decision made by other Village departments. Ms.

Carey stated that currently, employees that work 20 hours per week receive four hours of sick time per month; those hired after March 2011 will receive two hours per month. Other departments decided to reduce the benefits for non-union employees to match the others.. Schmeckpeper felt that they should adopt the sick leave changes in line with the union employees for non-union employees keep the floating holidays as they are now, without reduction. He motioned accordingly and was seconded by Ms. Maris. After a vote, this passed unanimously.

#### Annual Report for DPI

This is to determine the Board's answer to whether or not DPI effectively performed their duties in the past year. Director Carey recommends signing in the affirmative based on their resolution of several issues throughout the year. Ms. Hansen motioned that the Board sign in accordance with the Director's recommendation. This was seconded by Ms. Gurney and passed unanimously after a vote.

#### Collection Box for Troop 1037

The Girl Scout troop is asking that they be allowed to put a collection box for donation of books in the lobby by the library entrance. The trustees' discussion noted the possible complications that this could produce for library staff. They also noted that other groups have been denied such proposals, so consistency is a concern. When it was suggested that the box could be placed on the lower level of the building, Ms. Carey expressed concern because that is not technically a part of the library and would not be monitored. Ms. Gurney emphasized that it would be most inconvenient during this time of change and construction in the library. Ms. Hansen moved to deny the request at this time with the possibility of considering it for next year. After Ms. Snyder seconded, this passed by a unanimous vote.

#### Other Informational Items

Ms. Carey reported that there was an incident in the library involving a patron with a knife. The individual involved has been told by the police not to return to the library and Ms. Carey will put in motion the process of revocation. This will be an item on the Board's next meeting agenda and the individual will be notified by letter. Information regarding the individual will be gathered to aide in the decision.

#### Action Items for Future Consideration

- Charging for non pick-up of holds (item proposed by Ms. Gurney)  
Ms. Carey stated that since the Board last discussed this topic, software is available to automatically add this charge where previously it would have had to be done manually. Ms. Hansen requested that if this is to be considered, they should also consider sending additional reminder notices for hold pickups.
- Policy development for staff technology use (item proposed by Ms. Hansen)  
this is related to storage of personal items in library network space

#### Director's Evaluation

Ms. Hansen moved and Ms. Maris seconded a motion to adjourn into closed session at 6:10 p.m. under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees. Motion passed unanimously.

The motion to adjourn from Closed Session and reconvene in open session was made by Mariann Maris at 6:45p.m, seconded by Catherine Hansen. Approved. Adjournment: Ms. Maris moved; Ms. Hansen seconded, and the Board unanimously agreed to adjourn at 6:50 p.m.

Recorded by Angela Andre, Administrative Assistant and submitted by Beth Carey, Director of Library Services.

The next regular meeting of the Library Board will be held on **Wednesday, April 18, 2012 at 4:30p.m.**, in the Friends' Room of the Shorewood Library.

A handwritten signature in cursive script, appearing to read "Beth Carey". The signature is written in dark ink on a white background.