



**SHOREWOOD  
PUBLIC LIBRARY**

## **SHOREWOOD LIBRARY BOARD OF TRUSTEES**

**APPROVED MINUTES**

January 17, 2013

Members Present: Catherine Hansen, Jean Gurney, Mariann Maris, Stephanie Snyder

Others Present: Patrick Linnane, Tammy Bockhorst, Elizabeth Carey - Library Director,  
Angela Andre – Administrative Assistant

The meeting of the Shorewood Library Board of Trustees was called to order by President Hansen 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.

Consent Agenda: A motion to approve the entire consent agenda was made by Ms. Maris, seconded by Ms. Gurney, and passed unanimously after a vote.

Director Carey will provide the notes from the recent special Board meeting.

Director Carey also reported that use of the new check-outs has gone up the 67% according to the data gathered just before this meeting.

President Hansen requested that a review of the Mission Statement be added to a future agenda.

### Friends of the Shorewood Library Liaison Report

Ms. Gurney reported that invitations have gone out for the February 9 anniversary event and since response has been slow, the RSVP deadline will be extended.

The Friends Board is rejuvenated for the coming year and looking forward to initiating many new projects in 2013. They are looking into options for offering coffee to patrons and they wish to repeat the success of Shorewood Reads and the art show that they sponsored.

As a point of information, Ms. Maris explained that April 23<sup>rd</sup> is World Book Night which offers an opportunity for any individual to request a supply of books to hand out on that night. Ms. Carey noted that the Teen Advisory Board participated in this event last year.

### 2013 Board Meetings

There were no conflicts noted at this time.

### Staff Suggestions for Future Planning

The Board was given the notes from the staff's October 2012 brainstorming meeting. Director Carey highlighted ideas that were most promising or generated the most enthusiasm among employees.

She stated that plans are already in the works for an Early Literacy Area. The library has received memorial donations which the family has requested go towards this project and the money donated for the Anniversary Fund Raising event has also been earmarked for this project. Director Carey explained that this would involve space and equipment that would allow children to engage in various interactive learning opportunities along with their parents and encourage early literacy. Children services are also being expanded. Along with the yearlong scheduled preschool story times which require registration, we will also be offering a drop-in session which will include stories, crafts, and playtime. Ms. Hansen asked the trustees if they had any comments regarding the actions being taken on this project. Ms. Gurney stated that since there was no major remodel involved and the money is already there, she is in favor of staff handling this project without Board involvement.

President Hansen had an announcement regarding the staff suggestion that the library have a “maker’s space”. The Dean of UWM’s School of Information Studies is willing to purchase a 3D printer and donate it to the Shorewood Library. She suggested that this Board meet next month at the school to examine such a printer. Director Carey noted that the concept of a “maker’s space” is a relatively new idea and would require more space and additional spending and community interest needs to be considered.

Superintendent Lexmond added that Atwater School has been authorized to create a video production lab and that there is a proposal to add a video and film production class to the Shorewood High School curriculum. He stated that, if the Library were to offer the same software or equipment used in such a class, students would have the ability to work on their projects at the library.

Director Carey will present examples of other libraries that have implemented ‘creation space’ concepts.

At the staff meeting, staff also proposed installation of a sound reduction system. Director Carey explained that sound from the quiet conversation areas in the library tends to carry through to the silent areas. There are systems that exist which give out a kind of white noise in order to reduce the unwanted sounds. So far, however, staff has not been impressed with the systems that have been demonstrated to them.

Ms. Hansen inquired as to how the trustees would like to proceed with these staff suggestions. Director Carey explained that the next step in the process would be to sift through the suggestions and determine priority and viability. One issue that needs to be addressed immediately is the diminishing space for music CD’s which continue to have high circulation.

Ms. Maris noted that some of these ideas could overlap or have a domino effect. Ms. Gurney asked that Beth group and prioritize the ideas for the next meeting. Then staff can determine what can be taken care of immediately, any ‘domino’ opportunities, and narrow down which projects they are most enthusiastic about.

Ms. Hansen asked that Beth pass along this Board’s appreciation for the staff’s time and contributions regarding future planning.

### Fines and Fees Policy Review

Director Carey stated that there are no staff recommendations for changes at this time, but she is requesting the addition of policy regarding the circulation of Nook eReaders (which should be ready to circulate in the coming week). The requested addition is as follows:

Nooks: overdue charge: \$1 per day, replacement fee: \$125.00 which would include the cost of the device as well as the accessories; and no grace period. The check-out period for Nooks will be three weeks.

Ms. Gurney inquired as to where discussions left off regarding fines for non-pick-up of holds. Director Carey answered that because of software restrictions at the time and the trustees' concern that patrons should get additional reminders to pick up their holds; it was decided not to implement the fine. She updated the Board on this situation, stating that the new software will include such a reminder message to patrons. Ms. Hansen noted that since the Waukesha Library district has taken similar actions, they have experienced success in reducing the number of non-pick-ups. She also noted that patrons who receive the reminders are also advised that they may cancel their hold.

Ms. Maris reminded the Board that they had also discussed the fact that the patrons who left holds tended to be a small group of the same people. Director Carey noted that former Circulation Supervisor, Babb helped to curb this trend by asking these particular patrons to be more aware of their holds.

A motion to add to the Fines and Charges policy as recommended by Director Carey was made by Ms. Snyder, seconded by Ms. Maris and passed unanimously after a vote.

### Trustee Essential Handbook – Chapters 5 and 6

Chapters 5 and 6 addressed the hiring and review of the Library Director.

Ms. Gurney took this opportunity to remind the Director and certain Board members to complete the documents for the Director's review.

### Human Resources Manual

Director Carey reported that the Village has reviewed, revised, and adopted the current human resources manual. The library's HR manual will mirror that of the Village because most items are administered by the Village (such as health insurance), however Director Carey made some revisions specific to library employees. One change for which she is requesting this Board's approval involves a floating holiday. She explained that, unlike the Village, the library remains open on the Friday before Easter. Therefore, Director Carey requests that library staff who are employed on the day on which the spring holiday (the Friday before Easter) falls will receive one additional day of floating holiday to be used at the discretion of the Director. Ms. Maris motioned for approval of this request. The motion was seconded by Mr. Lexmond and passed unanimously after a vote.

### Closed Session – Wages for 2013

At 5:20 p.m. Ms. Gurney motioned to adjourn into closed session under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees over which the governmental body has jurisdiction or

exercises responsibility. And 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session more specifically consideration of changes to employee manual. This was seconded by Ms. Maris and passed unanimously.

At 5:30p.m. Ms. Maris motioned to reconvene into open session under the provisions of section 19.85(2) Stats., seconded by Ms. Snyder and this passed after a vote.

There was a motion made by Ms. Gurney to approve an additional .5% raise for library staff which will be issued retroactively from January 1, 2013. The motion was seconded by Ms. Maris and passed unanimously after a vote.

#### Other Informational Items

- Mission Statement: Ms. Hansen wondered if the Director's introduction of the subject of the Mission Statement resulted from specific changes that she had in mind. Director Carey answered that she had no specific suggestions and wanted to address it simply because it had not been updated since she had been director, so the language may be outdated. Ms. Gurney added that it may have been 15 or 16 years since it has been reviewed. Ms. Hansen requested that its' review be an item on the next agenda. Since Ms. Gurney would like to contribute to this discussion but is unable to attend the February meeting, review of the mission statement will be an item on the March 2013 agenda.
- Hiring Process Update: Assistant Director Position: Director Carey has finalized the job description and will now advertise the position. She had approached an individual that she had in mind for the position but that person was not able to accept.
- Possible change in meeting date/time: The trustees discussed different options to allow Ms. Snyder to remain on the Board while she returns to school in the next few months. At the end of the discussion, the most favored option seemed to be changing the meeting time to 4:00 p.m. Other options included holding the meetings in the afternoon or on a different day. Ms. Carey will contact all of the trustees to poll for a change.

#### Action Items for Future Consideration

- Days closed in 2013
- Staff suggestions for future planning
- Mission Statement (March agenda)

Adjournment: Ms. Maris motioned; Ms. Gurney seconded, and the Board unanimously agreed to adjourn at 5:45 p.m.

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

