



Shorewood Library Board of Trustees

May 14, 2014 – **DRAFT** Minutes

Trustees Present: Jean Gurney, Patrick Linnane, Mariann Maris, David Weissman

Others Present: Beth Carey, Library Director and Joseph Rice, Assistant Director

Call to Order: The meeting of the Shorewood Library Board of Trustees was called to order by President Maris at 5:00 p.m. in the Friends' Room of the Shorewood Library.

Statement of Public Notice: Ms. Maris stated that the meeting had been posted and noticed according to law. There were no citizens to be heard on items not on the agenda.

Consent Agenda: Mr. Linnane motioned for approval of the entire consent agenda, seconded by Ms. Gurney and this passed unanimously.

Items Pulled from Consent Agenda for Discussion:

- **Director's Report:**

Mr. Linnane asked if the Library is sponsoring the Shakespeare program mentioned in the Director's report. Director Carey explained that the program was originally proposed to the Village but their schedule was already set, so it was offered to the library. A member of the Stone Soup Shakespeare company (based in Illinois) has some local ties here in Shorewood and was able to secure grant money so that they could perform here at no charge to the Library. They will be performing *As You Like It* at 6:00p.m. on Saturday, May 31. Preferably, the event will be held outside on the Murray Ave. lawn (or in the Village Center if it rains) and the Friends have agreed to provide supporting funds. Beth explained that Stone Soup Shakespeare aims to embody the old style of travelling drama troupes and the performance will be lively, unconventional, and aimed at a multigenerational audience.

Mr. Linnane expressed his gratitude for Ms. Maris and Ms. Gurney extending their terms to remain on the Library Board.

- **Activity Report:**

Mr. Linnane pointed out a discrepancy in the reporting of the reciprocal borrowing funds. Director Carey noted that this is likely a formula error and it will be corrected. She also explained that because of a change in service providers for the library's wireless internet, staff has been unable to determine a usage count for the past several months. Once staff determines how to track the usage with the new provider, the usage will again be reported.

Mr. Linnane motioned for approval of the Director's report and activity report. This was seconded by Mr. Weissman and passed unanimously.

Ms. Gurney asked that there be spaces between the paragraphs in the minutes.

Staffing Update

Director Carey stated that a 40-hour librarian has resigned and is already gone. Director Carey and the Assistant Director are evaluating the former position before seeking to hire anyone else. A 20-hour a week clerk has also resigned and will be leaving at the end of May. Mr. Weissman inquired as to why these individuals left their positions. Ms. Carey stated that the clerk has another job at UWM and also needs time spend with his aging parents; the librarian was offered the opportunity to resign or face termination.

Ms. Maris requested that there be another staffing update on the next agenda.

Plein Air Event

Planning for the 2nd year of this event is well underway. Ms. Carey is on the planning committee and participated in their request for funding from the Shorewood Foundation by addressing the Foundation's committee. She explained that the library staff put in many hours of work for the event last year including planning, graphic design, and social media promotion. The event was enormously successful but this year, the library staff will not be available to help as much as they did the first time around. Therefore, Director Carey stressed the need for funding so that people can be hired to carry on and expand upon what was done last year. As of the date of this meeting, Ms. Carey does not know the Foundation's verdict.

Mr. Weissman wondered how the library is involved with the event and Ms. Carey answered that the culminating gala event and sale of the art work is held in the library. Ms. Maris pointed out that the library was chosen as the venue because it is the only space in the Village conducive to such an event. It also drew many visitors to the library who had never been in the building.

Ms. Gurney added that as part of the Library's mission to become central to Shorewood she considers this a valuable event. Mr. Linnane agreed but said that this second time around they should be very thoughtful about how library staff is used. Assistant Director Rice noted that Beth is laying a firm groundwork with the committee to limit staff involvement.

Mr. Weissman asked if there should be a separate budget line for Plein Air. There was some discussion about the library's tax status. Ms. Carey explained that although we are not labeled as a 501c3, some contributions to the library are tax deductible. Organizations like the Friends and the Shorewood Foundation are categorized 501c3 and therefore, Mr. Linnane brought up the possibility of the Friends acting as a fiscal agent.

Ms. Maris thought the idea of a Plein Air budget line should be discussed further and asked that it be on the next agenda. Ms. Gurney asked Director Carey to track all of the hours she works for the event.

Early Literacy Center

Ms. Carey stated that the back room of the children's area is being cleared out piece by piece and then the room will be painted in preparation for the designated early learning area. Many items such as furniture and learning toys have arrived. Beth and Joe are considering lower shelving units for the area as well as other areas of the library as a way to improve sight levels.

Fund Balance – Pre-Audit Update

Director Carey reported that \$27,000 has been spent on capital items and upgrades that were approved at the October 2013 meeting.

ITEMS COMPLETED:

- CD drawers installed –provides extra space
- Book carts replaced – shelvers very appreciative
- New lighting installed by displays
- New magazine bins
- Portable PA system acquired – this will be shared with other departments as needed
- Painting done by DPW
- Emergency Doors rewired

STILL TO BE DONE:

- More lighting installed
- Server replacement
- Furniture repairs and reupholstering
- More painting

Both Beth and Joe noted that staff and patrons have commented favorably about the upgrades.

Ms. Carey explained that the librarian who left had handled the library's technology and that now Shorewood Library will be getting tech assistance from Milwaukee's system-wide technician. Most libraries do not have a technician specialist on staff and use MCFLS' expert for tech support at a reasonable per hour cost. He has already visited to assess our current situation and inventory our devices. Director Carey will work with him to arrange the server upgrade.

Since painting was part of the upgrade discussion, Ms. Maris asked that the bike rack outside of the library be painted.

Sunday Hours for Summer Months

President Maris explained that the library has been closed on Sundays during the summer (from the weekend before Memorial Day through Labor Day weekend) since the building opened.

Director Carey determined that if the library was to open for an additional four hours a week, the cost would be \$4025 to staff the days.

Mr. Weissman asked about the impetus for considering Sunday hours since there was no significant interest based on survey comments nor does staff desire the hours. Ms. Gurney answered that in general, whenever asked, patrons want the library to be open more hours.

Mr. Weissman inquired about impact on the staff if there were to be Sunday hours Assistant Director Rice noted that it would be a stretch to implement Sunday hours this year because of the reduced number of staff and the fact that vacations and schedules have already been set for the summer.

Mr. Linnane expressed concern about meeting a non-demonstrated need especially when staff has identified other needs. He stressed that the Board needs to be careful about creating services that they may not be able to keep.

Mr. Rice suggested that it may be more practical to expand the hours on some days. Director Carey agreed that she would rather consider staying open longer on some days before she would recommend summer Sunday hours. Mr. Rice added that being closed on Sundays in the summer has become something that staff look forward to as they plan vacations and weekend trips.

Survey and Planning

Because Ms. McCause is not present, this item will be put on the agenda for the June meeting.

Director Carey stated that in reviewing the Village's visioning process, she noticed some areas library in which the library could play a role. She will draft goals and tactics for how the library can be a part of the process.

Friends of the Shorewood Library Liaison Report (Jean Gurney)

- Ms. Gurney found it interesting that the Friends receive email every week now that they have acquired a Gmail account. The emails, which tend to inquire about membership and what the Friends do, are checked weekly and answered by Ms. Susan Lofton.
- The Little Free Library that was funded with donations solicited by the Friends is now installed at the base of the stairs on Murray Avenue. Lou Maris, husband of Mariann Maris, volunteered to paint it and did a wonderful job – even adding cedar shingles to the roof. The ladies who volunteer to manage the ongoing book sale are also taking care of the Free Library and making sure it is stocked. Director Carey mentioned her son's offer to install a solar powered light on the box.
- The Lucky Day collection, paid for by the Friends, is on display and the books are constantly in and out. There is a sign on the display explaining the concept of the collection and the Friends will install a pocket to hold their brochures. The collection serves walk-in patrons only – the items will never be used to fill a hold – so that there are popular titles available to them instantly. Director Carey mentioned that they are considering adding DVDs to the Lucky Day section. Ms. Maris thought that might be a good idea as some DVDs can have 300-400 patrons on a single waiting list according to Ms. Carey.
- The Membership Drive mailings have changed from a once a year campaign to renewal letters being sent out at individual expiration dates.
- The subcommittee for Shorewood Reads is still discussing a possible 2015 event. A book has not yet been selected – the previous options were found to be too dark in content. The group is now thinking of holding the event during National Library Week in April. They are looking for volunteers to be on a Shorewood Reads event committee.

Trustee Essential Handbook Chapters 20 & 21 – The Library Board and Building

Accessibility and Accessible Services

Chapter 21 concerning Building Accessibility and Services will be put on the next agenda when the Trustees can have a more in-depth discussion about policy around these items.

Action Items

- Strategic Planning Steps
- Plein Air Budget Line
- Staffing Update

Personnel Committee Report – Director Evaluation

At 5:50 P.M. the motion was made by Mr. Linnane 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. Motion seconded by Mr. Weissman and passed unanimously.

Adjournment: _____ motioned; _____ seconded, and the Board unanimously agreed to adjourn at _____ p.m. Recorded by Joe Rice, Assistant Director (up to adjournment into closed session), drafted by Angela Andre, Administrative Assistant, and submitted by Beth Carey, Director of Library Services.