



## Shorewood Library Board of Trustees

December 9, 2015 – Approved Minutes

Trustees Present: Mariann Maris, Patrick Linnane, Jean Gurney, Maggie Marks  
Alex Handelsman, Bryan Davis, Alex Dimitroff (6pm)

Others Present: Emily Passey, Acting Library Director; Angela Andre, Administrative Assistant

Call to order: At 5:00 pm the meeting of the Shorewood Library Board of Trustees was called to order by Board President Maris.

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

Consent Agenda: Mr. Handelsman motioned for approval of all elements presented as the consent agenda. Motion seconded by Ms. Gurney and approved unanimously.

### Friends of the Shorewood Library Liaison Report

Ms. Gurney reported:

- The Friends received an anonymous donation of \$1900 for building maintenance. Around the same time, the library's people counter stopped working. The Friends voted to use the gift funds to replace the counter. The money left over will be used to purchase new trash bins for the library.
- The Friends gifted the library \$350 in support of the Adult Winter Reading program. Librarian Hayley Johnson coordinated last year's program which was a huge success.
- Daniel Goldin, proprietor of Boswell Books came to the library for an annual 'holiday book talk and once again drew an enthusiastic crowd of thirty to forty people. Many books were sold at the event and a portion of the sales will be given to the Friends.

### Meeting room use request

A concern about Village Center Meeting Room policy came to light when the Woman's Club requested to use a room for a luncheon in memory of one of their long time members. Senior Resource Center Director Elizabeth Price expressed her opinion in an e-mail that this was an inappropriate use of the meeting room

However, the request met all of the current requirements of the Meeting Room Policy: it was a non-profit organization, holding a meeting open to the public, not charging an admission fee, at a time the meeting room was available. The Board discussed the situation and approved the Meeting Room request as complying with current policy.

Problems arise because while the Meeting Rooms are a Village property and not located in the Library, the Library Board has been given the responsibility of creating Meeting Room Policy, and the Library staff has been given the responsibility of interpreting and enforcing that policy, even though the Library is not a predominant user of the Meeting Rooms. Additionally, the current policy of limiting the use of rooms to non-profit organizations may conflict with the new, more inclusive Village Vision Statement. After much discussion, the Board asked member and Village Trustee Pat Linnane to initiate a conversation with the Village Manager and Board of Trustees about jointly reviewing the supervision and policies concerning the Village Meeting Rooms.

#### Director Search Update:

Ms. Marks reported that eight phone interviews were conducted and four of those candidates were chosen for the next phase, the in-person interviews. The goal is to schedule these for the first week in January 2016. The candidates will meet the staff and the library board during that time. The Search committee is also open to inviting the Friends of the Library for a meet and greet event.

#### Civic information center update

As part of the 2025 Village Visioning plan, Ms. Passey met with the head of the Village Planning and Development to be planning a central location where the community can easily access information. This would be a place where to most recent hard copies of information regarding projects, updates, etc will be readily available. Emily will also develop instructions for ease of online document/information access. Their goal is to have these items in place by Spring of next year.

#### Vacation Policy Discussion

At the November meeting, vacation policy was addressed because some Library employees requested to carry over some vacation time to next year. Although this has been a common practice in the past, it goes against the Village's policy which prohibits carryover of any vacation time. In light of some circumstances specific to the library, Ms. Passey asked the trustees to determine whether they want the library policy to be the same as that of the Village. She was asked to provide some data gathered from other libraries. The presented data shows a wide range of policies.

The trustees and Ms. Passey discussed the complications involved when part time employees take vacation time. If they continue to earn time it becomes difficult to cover their absence without hiring an additional employee.

As for vacation carryover, Ms. Passey's recommendation is to either allow carryover of a restricted number of hours or restrict the number of hours allowed to be accumulated. Ms. Maris suggested allowing for carryover with a specific deadline for a use-by date.

Ms. Gurney motioned that this matter be tabled until the new Director is in place. Motion seconded by Ms. Marks and passed unanimously.

#### Committee Appointments

**Personnel:** Maggie Marks, Alex Dimitroff,  
Bryan Davis

Finance/Budget: Alex Handelsman,

Mariann Maris, Library Director

Strategic & Facilities Planning: Patrick Linnane, Alex Dimitroff, Jean Gurney, Library Director

### 2016 Library Board Meeting Dates: second Wednesday of the month at 5:00PM

- January 13
- February 10
- March 9
- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 12
- November 9
- December 14

### Library Closing Dates 2016

Christmas Eve, Christmas Day, and New Year's Eve are all on weekend days next year. This means that the board can decide to either grant an additional floating holiday to employees for each of those days or they can opt to close the library for an additional day.

The trustees discussed the pros and cons regarding closing for three days straight vs. the difficulty of scheduling when extra floating holidays are provided

Ms. Marks motioned that the library close from December 23 – 26, 2016. Mr. Davis seconded and this was unanimously approved.

### Other informational items not on the agenda

Ms. Passey reported:

1. Translations of our library card agreements and hours/loan period bookmarks into Chinese is complete. They will be out for the public at the beginning of 2016.
2. The Village has changed the cost of living wage increase from 1.5% to 1.7%. Library staff will receive the same rate of increase as decided by the Library Board in November.

Ms. Gurney noted that on December 7, the Village Board of trustees issued a proclamation honoring Ms. Elizabeth (Beth) Carey for her years of service to the community and recognizing her retirement at the end of the 2015 calendar year.

<http://villageofshorewood.org/AgendaCenter/ViewFile/Agenda/12072015-502>

At 6:30 p.m. the motion to adjourn was made by Mr. Linnane and seconded by Ms. Marks. All approved.

Recorded by Angela Andre; submitted by Emily Passey.