



SHOREWOOD LIBRARY BOARD OF TRUSTEES
March 8, 2017 Approved Minutes

Trustees Present: Mariann Maris, Maggie Marks, Jean Gurney, and Megan O'Brien Trustees Excused: Alex Dimitroff, Bryan Davis, and Alex Handelsman

Others Present: Leslie Cooley (guest/observing), Rachel Collins (Library Director), Emily Passey (Assistant Library Director), Angela Andre (Administrative Assistant)

Call to order: at 5:17 p.m. the meeting of the Shorewood Library Board of trustees was called to order by Ms. Maris. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

Consent Agenda: Ms. Marks motioned approval of the entire consent agenda, all voted in favor; approved. Director Collins explained that the library's people counter malfunctioned so there is no patron count for February. She hopes the fix will be made at no cost but expects that they will again have an incomplete count for March. To make a calculated guess at the missing data, Ms. Passey will look at past and present year trends and come up with an average count.

2017 Auermilller grant spending proposal

These are combined and edited Librarian, Assistant Director, and Director proposals for the use of the restricted Auermilller grant money in 2017. The requested amount would leave a small balance for 2018. Ms. Passey outlined the requests on a handout. They included:

- **Supplementing adult fiction** – this would help make up for a small deficit in that budget.
- **Indie Fiction** – Continuation of an initiative begun in 2015 to purchase adult books by independent and small presses.
- **Urban Fiction** – an experiment in creation of a new collection category for Shorewood.
- **Adult Replacements** – Ms. Passey noted that about 15 books a week are found to be in a condition not suitable for circulation. Another 5 a week are returned with significant damage after patron use and are also removed from the collection. The funds would pay for replacement items that are still in demand.
- **Juvenile non-fiction** – This would fund replacements for youth non-fiction which requires frequent weeding for condition and age/relevance. A quarter of the youth collection budget is already spent on replacements of fiction items.

ACTION: Ms. Marks motioned to approve the Auermilller grant spending proposals for 2017. Motion seconded. All approved after a vote.

Additional wifi hotspot

Use of the library's wifi went up 66% from 2015 to 2016 and this reflects a national and global trend according to Director Collins. Additionally, survey data revealed that many patrons experience wifi dead zones in the library.

Director Collins is recommending installation of a third wifi access point which would be placed in the adult area. A quote was included in the agenda packet with three different package options. Ms. Collins suggests Option #2 which is for a new access point rather than moving an existing point.

Motion: Ms. Gurney motioned approval of purchase option #2 on the quote. Motion seconded.

Ms. Collins indicated the other wifi dead zone is in the staff only area but she does not see this as an immediate need since most staff work is done through the network.

ACTION: After a vote, all approved the funding of the third wifi port as proposed.

Record Retention Schedule

From her Library Director boot camp sessions, Director Collins learned that there is an existing record retention schedule recommended by the D.P.I. which may be adopted partially or fully. She provided the relevant pages from that document. Ms. Collins drew attention to the language in the document which states: "obsolete records consume expensive office space" noting that maintaining clean and clear records is valuable in an organization.

The steps for adopting this schedule are: 1) the Board adopts the schedule 2) form is filled out and submitted to the State Archivist at the State Historical Society of Wisconsin 3) begin organization and disposal upon notice for form receipt.

Concerns were raised that adoption of the document in its entirety would give the impression that the library has access to all the items listed. Some are in fact items the library never acquires and some are only retained by the Village.

Ms. Collins noted that the retention of or access to some of the items on the list would be in collaboration with the Village clerk. She suggested that alternative to adopting the schedule, they may want to use it as a guideline.

This item will be tabled until the April meeting. Director Collins will review the options along with staff and come back with a recommendation for action.

Formation of the Nominating Committee

President Maris stated that the nominating committee for new President and Secretary must be formed three months prior to submitting nominations. So far she and Mr. Handelsman make up the committee.

Facilities Committee report

No report at this time.

Personnel Committee report

Ms. Marks has received many of the Director reviews from the staff. The committee will meet when all the reviews are in and present a report at the April meeting.

DVD Loss final report

Assistant Director Passey and staff have been tracking missing DVDs since June of 2016. The number of missing DVDs has dropped significantly since that date so Ms. Passey has decided to end the data collection and take two action steps:

1. **Clean up the database** – delete records that are missing. This should result in a more positive experience for patrons who would have normally encountered a “missing” status when searching for lost DVDs. This will also give staff a better sense of what is actually missing. Ms. Passey noted that most libraries do this.
2. **Only replace missing items that are still in demand.** Demand is tracked based on number of patron requests vs. how many copies are in the system.

Ms. Collins noted that it took a lot of work to compile this data and it was a nine month time investment.

2016 Annual Report

Director Collins worked with Assistant Director Passey to compile and format the report which is presented to the Library and Village Boards. After the Village Board receives the report, Director Collins will be following up with a call to each Village Board Trustee.

Ms. Collins asked if the trustees would suggest other audiences for the document.

Ms. Gurney suggested that the report be sent to major donors to the library as well as to the Friends and to the Principals of Shorewood Schools. It could also be included in the New Trustee Orientation Binder.

Capital Purchase report

Capital requests and purchases updates:

- **Furniture:** The purchase and installation of 16 lounge chairs, 8 occasional tables, and 2 love seats is now complete. The Onufrock donation of \$20 thousand is helping the equipment/furniture budget go much further. There is still \$36 thousand remaining that was already approved for such spending. Staff will be examining options for other new furnishings such as study tables and teen area seating as well as the purchase of a projector screen for the Friends’ Program Room.
- **Technology upgrade:** The RFID hardware and software has been purchased. Installation is being organized.
- **Computer upgrades:** Five are installed out of the ten that are scheduled to be replaced.

Other Items for Future Discussion

- National Library week is April 9 to 15. The events of the week will focus on poetry and the capstone event will be a poetry reading by the public and special guest poets on the 13th.

Adjournment:

Ms. Gurney motioned to adjourn the meeting at 6:26 p.m. All approved.