



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
June 14, 2017 Annual Meeting Minutes DRAFT

Trustees Present: Alex Handelsman, Maggie Marks, Megan O'Brien, Alex Dimitroff, Bryan Davis, Leslie Cooley, Elvira Craig de Silva

Others Present: Joan Spector, Rachel Collins (Library Director), Emily Passey (Assistant Library Director), Angela Andre (Administrative Assistant)

Call to order: at 5:18 p.m. the meeting of the Shorewood Library Board of trustees was called to order by Mr. Handelsman. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

Consent Agenda: Ms. Dimitroff motioned approval of the entire consent agenda, all voted in favor; approved.

### Introduction of new Trustees: Leslie Cooley and Elvira Craig de Silva

Ms. Cooley and Ms. Craig de Silva were recently appointed to the Library Board with a term that extends to May of 2020.

### Meeting Room Use Challenge

Mr. Handelsman explained that Mr. David Fee is appealing the rejection of his request to use a Village Center meeting room. Mr. Fee's original proposal packaged the meeting as an informational session on Medicare advantage plans. However, the company's website indicates that this is a for-profit organization which makes it ineligible to use the Village Center according to the Meeting Room Policy.

Director Collins explained that she had previously approved Mr. Fee's room use request due to her focus on the owning parent companies of Network Health Plan, which are not for profit. She now believes she approved the request in error after input from the Senior Resource Center and her own additional research. She now recommends denying the request.

Ms. Cooley noted that the Shorewood Senior Resource Center hosts its own information sessions to provide a free educational overview of Medicare.

Ms. Marks motioned to deny Mr. Fee's appeal for use of a Village Center meeting room in line with Director Collins recommendation. Motion seconded and approved unanimously after a vote.

### Election of Officers

Ms. Marks motioned to approve the nomination of Mr. Handelsman as Board President and Ms. Dimitroff as Board Secretary. Motion seconded and approved unanimously after a vote.

President Handelsman then assigned trustees to the various Board committees:

Personnel

Maggie Marks  
Alex Dimitroff  
Bryan Davis

Strategic & Facilities Planning

Leslie Cooley  
Megan O'Brien  
Rachel Collins

Budget

Alex Handelsman  
Leslie Cooley  
Rachel Collins

Nominating

Maggie Marks  
Elvira Craig de Silva

## Record Retention Schedule

The original document presented in March was the full list of library community recommendations for record retention. After consultation with SPL Trustees, MCFLS and Village representatives, Director Collins has drafted this final document. She is confident that this schedule will honor patron confidentiality. If approved by this Board, the document is then submitted to the state archivist in Madison for final approval.

Motion to approve the Shorewood Library Record Retention Schedule as presented by Director Collins was made by Ms. O'Brien. Passed unanimously after a vote.

## Friends of the Shorewood Library Liaison report

Ms. Dimitroff reported that she attended the June 17<sup>th</sup> Friends meeting where they announced that the Tributes and Memorials gift option is in place. Donors will be able designate an honoree's name to be put on a bookmark to be placed in a book in the library's collection.

The Friends board also voted to change their Bylaws. As a result, the library board liaison will no longer hold a voting position.

## Facilities Committee Report

No report at this time – their last meeting was postponed.

## Capital Items Status

Director Collins presented the quarterly report of the Equipment and Furniture budget line.

- The RFID / upgrade project is nearly complete and has gone a bit over budget.
- Computer Replacements
  - 5 staff replacements complete
  - 5 public computers will be replaced in the next month
- \$47,500 was approved for spending on furniture upgrades in the 2016 Budget and half of that is complete. We received an additional \$20,000 in donations from the Onufrock memorial gift which was put towards furniture purchases. This means that \$36,000 of the 2016 budgeted amount is still available for additional furniture purchases. Director Collins would like to spend half to 2/3 of that amount this year.

The remaining money would likely fund new chairs for the computer area, seating for the teen area, and items for both collaborative and children's spaces. Ms. Collins has already met with

representatives from Engberg Anderson (the Architectural firm that designed the current library space) for a consultation on new furniture.

## State of Collection Report

Assistant Director Passey compiled this report which is intended to inform the trustees, staff, and Friends of the Shorewood Library. She highlighted some main sections of the report:

Format: the largest factor in how the collection is broken down

Circulation: Shorewood cardholders check out 10% more than what we hold in our collection which shows the value of being a part of a lending system. We do not have to own all of the items that are in demand because users can get them from other libraries in the system. The report also shows that a high percentage of cardholders who live outside of Shorewood check out items from our library – making us a significant net lender.

Audience: this is another way the collection is broken down. The data here shows the potential for growth in the children’s collection by comparing users/population to holdings and spending.

Genres/Types of Books: This break down is only done within the adult collections.

Digital formats: this is an area of growth in collections. Staff compares cost and usage rates when determining how much to grow these areas. There is an immense value in being part of a group lending system which allows us to offer the shared items for a low cost. As digital use increases, Shorewood will likely spend more on this area of the collection.

Print books are still in heavy use.

Digital audiobooks are quickly gaining on physical audiobooks.

The main considerations in managing a collection are:

- Are we meeting patron demand?
- Are we getting a good value out of our spending?

At this point, taxpayer cost is less than fifty cents per circulation for our most popular formats. An area that shows less value is periodicals, however, it’s hard to measure their use since much of it is done in the building rather than circulating.

Future Trends: more overlapping formats. Staff will keep apprised of physical formats to note changes in use trends.

Purpose: In presenting this information to the Board, Ms. Passey hopes to help the trustees to be informed advocates of the library. The information can be reference for future decisions, planning and development.

## Summer of Hoopla

This summer, Milwaukee library card holders will be able to try Hoopla – a service providing digital content (movies, music, audiobooks, ebooks, comics, and tv shows) courtesy of the

Milwaukee County Federated Library System. Through the free hoopla digital mobile app, library card holders in Milwaukee County may immediately check out six items per month, per patron with no holding or wait lists.

[Adjournment:](#)

Ms. O'Brien motioned to adjourn the meeting at 6:24 p.m. All approved.