



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
October 11, 2017 Approved Meeting Minutes

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

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:21 p.m. the meeting of the Shorewood Library Board of trustees was called to order by Board President Handelsman. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

Consent Agenda: Ms. Cooley asked if the statistics report could show year-to-date totals. A brief discussion led to a consensus that this type of information could help in future planning by illustrating general trends in library/material use.

Items pulled from consent agenda:

- Ms. Collins shared a letter of thanks from the Jewish Home and Care Center for the library's donation of audiobooks
- She also reported that at the last meeting of system library directors they discussed increased awareness and proactive measures to prevent bed bugs in libraries.

Ms. Cooley motioned approval of the entire consent agenda, all voted in favor; approved.

#### Additional items not on the agenda

- New task chairs will be delivered to the library October 12. They will replace the worn chairs at the adult computers. They will also be placed at the new collaborative tables located between the DVD shelves and the adult reference desk.

Director Collins plans to offer up the old chairs for sale to patrons first and then consider posting an ad on Craigslist if they are still unsold.

#### Action: Security Policy update

This policy had not been updated for twelve years.

After reviewing the suggested changes, Ms. Cooley noted that the policy seems to relate only to building and electronic security issues and suggested that the title of the policy reflect that.

Ms. O'Brien inquired as to whether it has been past practice of the Library Director to access email and phones of library employees. Assistant Director Vieyra answered that MCFLS sets up all library employee email accounts, therefore Library supervisors have always been able to access staff email. Ms. Vieyra suggested that the language in the policy be changed to more concisely state that "authorized personnel have access to phone and email of staff".

Ms. O'Brien agreed that the policy seems to address access, not security. She suggested a policy title of "Building and Network Access".

Mr. Handelsman advised removal of the wording "during non-public hours" to clarify that "No unauthorized person are to enter the library".

Director Collins will make changes to the policy and bring it back to the Board.

#### Action: Fines and Charges policy update

Ms. Vieyra made several changes to the policy for more concise language and removal of out of date items and fines. Most of the changes were to bring the policy in line with practice.

**Action:** Ms. Cooley put forward a motion to approve updated Fines and Charges policy. Motion passed unanimously after a vote.

#### Informational: Library budget hearing report

President Handelsman commended Ms. Collins on her presentation of the library budget to Village Board. He said the trustees seemed receptive. Director Collins added that Mr. Handelsman shared impactful stories at the hearing. Some of the library budget requests were "parked" for more consideration at the wrap up budget workshop.

#### Informational: Friends of the Shorewood Public Library liaison report

- According to Ms. Dimitroff, the Friends reported a dip in membership; a trend which they hope to change during this month's "Be a Friend" initiative. Friends' board members are staffing a table in the Village Center lobby at various times during the month. They have mugs for sale and hope to recruit new members.
- Election of Board members takes place in December
- Activities for *Shorewood Reads* begin in January. The selected book is *Station Eleven* by *Emily St. John Mandel*. Shorewood High School students will participate in and contribute to the program. There will be three public events including a visit and talk by the author.

#### Informational: PLSR (Public Library System Redesign) steering committee session report

Director Collins attended the session along with Library Trustee Craig de Silva on September 20<sup>th</sup>. They gained an understanding of the process and the stakeholders along with details about how the library systems are funded. Director Collins noted that although she will remain engaged with the process and share information, in the next 1-3 years there will be little action for this Board to take regarding the process. She provided links to the presentation.

#### Informational: Trustee Essentials Chapters: Planning and Advocacy

Chapters of the handbook will occasionally be included in the agenda packet as a way to review topics and open them for discussion. Director Collins included these two topics as they seemed particularly relevant at this time and with the Library's strategic planning initiative.

### Informational: Discarded library materials

Community Warehouse has communicated that they will no longer be picking up the library's discarded materials. Staff will seek other options for donating the items.

### Informational: Merit raise program follow-up

To address some of the questions that came up at this Board's last discussion of the merit raise system; Director Collins met with the Village Assistant Manager. Mr. Burkhart stated that the desired outcome of the program, which was spearheaded by the former Village manager, was to retain high performers. He also confirmed that the Library may opt out of the process and he noted that though the Village Board will need to vote on continuing with the process next year; the item is not highlighted but rather bundled in a package that includes the merit raise process.

### Adjournment:

Ms. O'Brien motioned to adjourn the meeting at 6:31 p.m. All approved.