



SHOREWOOD LIBRARY BOARD OF TRUSTEES
December 8, 2021 Approved Minutes

Trustees Present: Alex Handelsman, Alex Dimitroff, Leslie Cooley, Elvira Craig de Silva
Donna Whittle, Jon Smucker, JoAnn Sternke **All participants attended remotely.**

Others Present: Library Director Rachel Collins, Assistant Director Emily Vieyra, and
Administrative Assistant Angela Andre **All participants attended remotely.**

1. Call to order: at 5:18 PM the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

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

3. No Citizens to be heard on items not on the agenda

4. Consent Agenda:

MOTION: Trustee Cooley motioned for approval of the entire consent agenda. Trustee Craig de Silva seconded. All voted to approve the consent agenda; motion carried.

5. No items pulled from the consent agenda

6. Additional items not on the agenda

- Emily reported that job offers and have been extended to and accepted by three candidates. They will begin working in the next several weeks.
- Rachel announced that long time donor Elizabeth Onufrock has once again gifted a generous amount to the library in support of the adult print collection.
- Rachel will seek Trustee input for a specific revocation of library privileges incident.

7. Action: Revocation of library privileges policy

This collection of security related policies and procedures have been updated to incorporate the Trustee's suggestions at the November meeting. Director Collins noted that for recent events these have been valuable tools to have at her disposal.

These resources are tools for the library administration and librarians to use during situations that are typically infrequent and can cause anxiety and stress, making responding to the situation more challenging.

All three of these documents have been actively reviewed and discussed by the reference team and their feedback has been incorporated. The documents took significant time and effort to create and have already been applied by staff when responding to and following recent incidents that have occurred in the Library and Village Center.

MOTION: Trustee Cooley motioned to approve the revised Revocation of Library Privileges policy. Trustee Whittle seconded and motion passed after a vote.

MOTION: Trustee Cooley motioned to approve the Revocation of Library Privileges Guidelines policy. Trustee Craig de Silva seconded and motion passed after a vote.

Additional agenda item: Revocation of Library privileges case

Due to the nature of the violations and the fact that this is the 2nd offense for this particular patron, Director Collins is seeking guidance from the Trustees as part of the administrative review of this case. She welcomed suggestions for the length and parameters of the revocation.

Trustee Handelsman suggested that multiple violations warranted revocation for multiple years. Based on policy guidelines, Trustee Whittle suggested a three year revocation of privileges; one for each violation. Trustee Smucker suggested a two year revocation since the person did not receive notice of a ban from the first incident. Superintendent Sternke noted that the letter to the individual needs to clearly state any actions that will be taken if the individual violates the restrictions and appears on the premises.

8. Informational: Contacting police procedure

Rachel shared the changes made to the procedure based on suggestions from the last Board meeting.

9. Action: 2022 Library budget

At the November 15, 2021 Village Board meeting, the 2022 Village budget was approved, including the tax levy allocation for the library, which differed from our requested amount.

MOTION: Trustee Sternke motioned to approve the 2022 library budget, including a request for \$944,915 in tax levy funds from the Village of Shorewood Board. Trustee Smucker seconded and motion passed after a vote.

10. Action: 2022 Lange Bequest requests

The Library Board Budget committee will meet later this month to discuss, and ultimately recommend, what portion of the 2022 Lange Bequest requested funds should be transferred to the Library in January 2022.

MOTION: Trustee Cooley motioned to approve the 2022 Lange bequest grant requests as included in the 2022 Enhanced Operational budget. Trustee Handelsman seconded and motion passed after a vote.

11. Action: 2022 Pay ranges

Each year, the Village Board considers, and typically adopts, a Cost of Living Adjustment or COLA for Village employees. When COLA is adopted, each pay range shifts, both the minimum and maximum, by this adopted percentage amount. At the November 15, 2021 Village Board meeting, a COLA of 1.5% was adopted for all Village staff.

MOTION: Trustee Handelsman motioned to adopt the 2022 Library Pay Ranges, which reflect a 1.5% Cost of Living Adjustment and is consistent with the increase adopted by the Village Board for all Village staff. Seconded by Trustee Craig de Silva and passed unanimously after a vote.

12. Action: 2022 Human Resources manual

Director Collins shared the changes to the merged Library and Village Human Resources manual that impact library staff. The library board can adopt the proposed manual as written or add additional language for library employees. Director Collins recommended adopting the version as written.

The trustees suggested changes to the language regarding funeral leave that would allow for more flexibility. Director Collins indicated she would approach the Assistant Village Manager promptly to see if these changes can be added to the 2022 manual. With the knowledge that funeral leave is granted at the discretion of the Library Director, the group was comfortable approving the language as-is for the 2022 manual and proposing a language revision in the 2023 HR manual if needed.

MOTION: Superintendent Sternke motioned to adopt the 2022 Human Resources Manual as written with the included changes. Trustee Whittle seconded and motion passed after a vote.

13. Possible action: COVID-19 policy

The policy will be reconsidered in January 2022.

14. Informational: Friends of the Library liaison report

Trustee Dimitroff reported that:

- The Friends Board has been reduced by three with the resignations of Len Weistrop, Susan Lofton, and Tricia Briceno.
- Their 2022 budget was approved.
- They have revised the way the treasurer will give their monthly reports.

15. Informational: Budget committee report

Trustee Whittle reported that at their November 12 meeting the committee looked at the mechanics and implications of the changes coming to reciprocal borrowing. Since 2010 there has been a system-wide decline in circulation of physical items. The group examined how this would impact the budget over the coming years.

They also reviewed reference materials regarding library staff compensation.

16. Informational: Planning Committee report

Trustee Cooley reported that at their November meeting the committee:

- Discussed the American Rescue Plan grants
- Submitted a Lange Bequest report to GMF
- Discussed drafting a letter to GMF on projects that have been deferred
- Discussed GMF's ask that report for 2020 Summer Celebration funding be submitted as soon as possible
- Considered 2021 and 2022 end-of-year Strategic Plan updates

Next, the group will look at 2022 Lange Bequest projects and consider when to request the funds. The requests may be staggered so that funds are distributed only when they are actually needed.

17. Informational: Community meeting space

The decision to reopen the community rooms for public use is an operational one but Director Collins shared some of the considerations that arose from discussions with library staff and other impacted department heads. These items were presented in a memo to the Board and Director Collins welcomed the trustee's input.

Some of the factors influencing the decision:

- The Library COVID-19 Policy would not apply in the community room spaces. Currently, the Village is strongly recommending face coverings in village buildings, but not requiring them. There is not enough staff to enforce a face mask requirement in those areas.
- The Village Manager is deferring to the Library staff to make the decision since it impacts them the most.
- The A/V upgrades have been pushed back so, even if the rooms were to be opened, there would not be immediate access to streaming capabilities.

Trustee Whittle suggested that if the rooms are opened to public reservations, the capacity should be limited (below occupancy limit). She also noted that there may be several advantages to delaying opening at least until February 2022.

18. Informational: Community survey

Tabled for future consideration.

19. Informational: In-person Library Board meetings

Trustees and staff considered some concerns regarding resuming in-person meetings. Director Collins recommends waiting for Village Board guidance before potentially transitioning to hybrid meetings and the trustees agreed.

[Superintendent Sternke left the meeting at 6:27 PM.]

20. Informational: Updated organizational chart

The chart was updated to reflect the changes to the makeup of the circulation team.

20. Items for future consideration

- Community survey

Adjournment: Trustee Cooley motioned to adjourn the meeting and this was seconded by Trustee Dimitroff. The motion passed and the meeting closed at 6:36 pm.