



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES

Meeting Minutes

February 14, 2024

Present: Trustee Espera, Trustee Couto, Trustee Warren, Trustee Smucker, Trustee Alden, Interim Library Director Hayley Johnson, Library Office Manager /Confidential Secretary Angela Andre, Mary Armstrong

Excused: Trustee Linnane and Superintendent Burgos

1. **Call to Order**

President Smucker called the meeting to order at 5:15 p.m.

2. **Public Comment**

No public comment

3. **Statement of Public Notice**

Ms. Andre stated that the meeting was properly noticed and posted according to law

4. **Consent Agenda:**

Trustee Couto moved to approve the consent agenda. Trustees Espera seconded and motion carried by a vote of 4-0.

5. **Informational: Interim Director Report**

Staff Updates:

- o Two new librarians have been hired. One will begin February 26th and the other on March 4th.
- o One clerk was hired in a 10-hour per week position with potential to increase hours
- o One clerk resigned effective February 16th

Staff Professional Development Training Update:

Sixteen out of seventeen staff members attended the staff professional development training on January 25th.

Village training modules:

All village staff, including library staff, will be required to complete monthly training modules geared to help develop security awareness knowledge, but also to learn important skills for teamwork, professionalism, courtesy, and inclusion in the workplace.

Update on Elimination of Library Fines:

On Thursday, February 1st, 2024, Milwaukee County Federated Library System (MCFLS) staff implemented system changes to eliminate Shorewood overdue fines. They batch waived all Shorewood overdue fines so staff will no longer have to manually waive them; MCFLS staff updated the fine threshold for all Shorewood item types from \$0.15 to \$0.00 so patrons will no longer accrue overdue fines for Shorewood items; and they will continue to run lists to catch any fines that were missed during the transition period.

Upcoming Program Partnerships:

PROGRAM	PARTNER(S)	DATE
ENVIRONMENTAL FILM FESTIVAL	VILLAGE OF SHOREWOOD CONSERVATION COMMITTEE	FRI FEBRUARY 9
		FRI MARCH 22
		FRI APRIL 5
MILWAUKEE HABITAT FOR HUMANITY HOUSING, RACE AND EQUITY WORKSHOP	MILWAUKEE HABITAT FOR HUMANITY, SHOREWOOD MOVING FORWARD, SHOREWOOD SCHOOL DISTRICT, VILLAGE OF SHOREWOOD	TUES FEBRUARY 27 5:30 PM
WORKING TITLE: <i>TELLING SHOREWOOD'S STORY THROUGH ARCHITECTURE</i>	SHOREWOOD HISTORICAL SOCIETY	TUES MARCH 5 TIME: TBD
ALL DISTRICT ART SHOW	SHOREWOOD SCHOOL DISTRICT	THURS APRIL 18 6:00 PM

Friends of the Shorewood Public Library Update:

- Jeanee Sacken, who has served as President of the Friends of the Shorewood Public Library for the past seven years (and many years prior to that in different roles), stepped own making way for Mary Armstrong to take the lead. Under her leadership, the Friends raised \$219,000 for the library, and Jeanee will continue with the Friends as Past President.
- The 2023 Volunteer of the Year was awarded to Secretary Lois Wesener who has served in that role for four years. She remains on the Friends board but has stepped down as secretary.

6. **Action: Annual Report and System Effectiveness Statement**

Wisconsin State Statutes require library and system boards to file their annual report within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located [Wis. Stat. s. 43.58(6)(a)].

The final page of the report addresses whether the library system - in our case MCFLS - provided effective leadership and adequately met the needs of the library during the course of the year. Interim Director Johnson believes MCFLS has provided effective leadership, and has met the needs of Shorewood Public Library in 2023.

MOTION: Trustee Couto motioned to authorize the Shorewood Public Library Board of Trustees President or his designee to sign and approve the 2023 Shorewood Public

Library annual report as provided by the Interim Director of Library Services before February 29th, 2024. KE second. Pass 4-0.

MOTION: Trustee Couto motioned that the Milwaukee County Federated Library System provided effective leadership, and met the needs of the Shorewood Public Library in 2023. Trustee Smucker seconded. Motion passed by a vote of 4-0.

7. Action: Additional Funding for Third Party Investigation

During a Special Meeting of the Shorewood Public Library Board of Trustees held on Thursday, October 26th, 2023, a motion was made and passed unanimously to use up to \$35,000 from unrestricted library funds to pay for the third party investigation.

However, the total 2023 cost for the investigation is \$42,215.58 leaving a balance of \$7,215.58 to be paid. There is currently \$53,767 in unrestricted library funds (200-0000-3100). The previous total was \$88,767 minus the \$35,000 for the third party investigation. Another option would be looking at other areas of the budget, e.g. salary and wages, etc.

MOTION: Trustee Espera motioned to spend \$7,215.58 from the unrestricted library fund balance to pay the balance of the third party investigation. Seconded by Trustee Couto Pass 4-0.

8. Action Item: Light Fixture LED Upgrade

The library has been evacuated twice because of overheated lighting fixtures. The renovation plan included a lighting upgrade. DPW has a quote to change the remaining lighting fixtures to LED. (\$14,000 was DPW's quote.) First step is approval to move forward, then DPW will try to get additional quotes.

(Trustee Warren arrived at 5:43 PM)

MOTION: Trustee Warren motioned to upgrade the 15 pendant light fixtures from metal halide bulbs to LED bulbs for up to \$18,000. Seconded by Trustee Espera and passed after a vote of 5-0.

9. Informational: Director of Library Services Ad Hoc Committee Update

Trustee Patrick Linnane, Chair, Ad Hoc Library Director Selection Committee, submitted a report on the hiring process thus far along with an updated timeline. Trustee Espera spoke about their progress. The timeline was moved back.

10. Informational: Discussion on Conducting Hybrid Board Meeting

Interim Director Johnson reached out to the Milwaukee County Library Directors Advisory Council (LDAC), and found that for various reasons, all but one reported that they do not hold meetings in a hybrid format.

After discussion, President Smucker recommended that the Board write and approve a policy regarding conducting hybrid meetings before changing the format of meetings from in-person only.

11. **Items for future consideration**

12. **Informational: Trustee Essentials Handbook 4: *Effective Board Meetings* & Trustee Essentials Handbook 5: *Hiring a Library Director***

13. **Adjournment**

Trustee Couto moved to adjourn the meeting at 6:10 PM; seconded by Trustee Espera. All approved after a vote of 5-0.

Submitted by Library Office Manager/ Confidential Secretary Angela Andre on the 16th
day of February, 2024