



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES

Meeting Minutes

January 10, 2024

Present: Trustee Espera, Trustee Couto, Trustee Warren, Trustee Linnane, Superintendent Burgos, Interim Library Director Hayley Johnson, Village Assistant Manager Chris Anderson, Library Office Manager and Confidential Secretary Angela Andre, Mary Armstrong Heide Frenzel, Sarah Grummert, Claudia Levens

Excused: Trustee Smucker

1. Call to Order

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

2. Statement of Public Notice

Vice President Espera stated that the meeting was properly noticed and posted according to law

3. Consent Agenda: Agenda, Minutes from December 13, 2023; accounts payable

Trustee Couto moved to approve the consent agenda. Trustees Warren seconded and motion carried by a vote of 7-0.

4. Informational: Interim Director Report

STAFF UPDATES:

- Library Associate retiring Jan 31st, 2 clerk resignations
- Hayley has reached out to previous applicants on file to fill those positions
- Librarian hiring team met with Village Assistant Manager to review librarian application materials
- Professional development day is on track and most people have signed up to attend

-The Village is conducting a salary study and the library staff is included

PROGRAM UPDATES:

Winter reading programs for adults and children start Jan 15.

- The children's winter reading program is a new initiative sponsored by Kiwanis program and is in partnership with WFB,
- Kayla, library intern, is coordinating a Friends' sponsored adult winter reading program

MCFLS is offering Spanish language notifications

5. Informational: Committee Assignments

- Personnel committee: Kara (chair), Eric, and Pat.
- Budget committee: Wesley (chair), me, and our newest trustee when they join our team. Nominating committee will be Pat (chair) and Kara.

6. Action: Ad-hoc Director of Library Services Hiring Committee

- Trustee Linnane share a timeline for hiring
- Hiring Committee composition: Heide Frenze (Friends), Chris Anderson, School District rep, Trustees Linnane and Espera, Dr. Deborah Blanks, Interim Director Johnson

7. Action Item: Elimination of Library Fines Update

- Interim Director Johnson met with MCFLS to find out what kind of data can be gathered once fines are eliminated.
- Ms. Johnson is asking MCFLS to waive all existing fines on Shorewood items. Non-return of items still do accrue fines and block cards without payment.
- Ms. Johnson will set a date with MCFLS to remove fines and then we will promote.

8. Informational: Discussion on Establishing Guideline for Library Board Meetings

- Full agenda packet posted before meeting
- Further discussion needed

9. Informational: Conducting Hybrid Public Library Board Meetings

- Trustee Couto argued for Zoom option for meetings and Board members should be in person if at all possible. (without expectation that trustees attend while on vacation etc.)
- Set appropriate expectations for public, guidelines etc. - A broadcasted public meeting, not a public forum, not interactive - not for the public but in public.
- Create a policy for establishing guidelines- parameters - specific meetings that Trustees cannot attend remotely.
- Public comment (in person only?)

10. Adjournment

Superintendent Couto moved to adjourn the meeting at 6:07 PM; seconded by Superintendent Burgos. All approved after a vote of 5-0.

Submitted by Library Office Manager/ Confidential Secretary Angela Andre on the 9th day of February, 2024