



SHOREWOOD LIBRARY BOARD OF TRUSTEES
July 27, 2022 Approved Minutes

Trustees Present: Elvira Craig de Silva, Donna Whittle, Alex Dimitroff, Leslie Cooley, Jon Smucker, Ling Meng Excused: Interim Superintendent JoAnn Sternke

Others Present: Library Director Jen Gerber, Assistant Director Emily Vieyra, Young Adult Librarian Lisa Quintero, and Administrative Assistant Angela Andre

1. Call to order: at 5:15 PM the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Whittle.

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:

Assistant Director Vieyra highlighted some elements of the statistics report. Use of self-check machines is consistently increasing despite having one fewer self-check unit available. Last month the rate of self-check was 74% of total checkouts. Patrons and staff are looking forward to installation of the new units.

A new chart has been added to the statistics report in the area of "Use By Format" that compares physical and digital circulation more directly. It's clear from this chart that circulation of digital audiobooks is higher than that of physical audiobooks. Digital magazine circulation is a bit higher than physical magazine circulation. Press reader has been added in the past couple of months which has been incorporated into the digital magazine circulation data. Next month, the comparison of physical and digital music will also be added.

There were far fewer card renewals last month. 2022 in general is trending downward in card renewals and Emily believes that is because not many cards were created in 2020. (Cards created in 2020 would require renewal this year.) There have been many more new cards created in 2022 than in the previous two years.

Trustee Meng asked if interlibrary loans were included in the checkout numbers and Emily confirmed that they are.

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. Items pulled from the consent agenda: none

6. Additional topics not on the agenda

1. On Monday, the shelver working through the Goodwill Temporary Work Experience program will begin work for Shorewood Library.
2. Q2 Financial Report
3. Media report that may impact Shorewood Library

7. Informational: Welcome new Director

The Board welcomed new Director Jen Gerber and the trustees introduced themselves.

(17). Action: 2022 Shorewood Stacks Podcast Annual report

Librarian Lisa Quintero who implemented the Library's podcast reported on year two of the initiative. Librarian Lizzie Hjelle is now co-hosting with Lisa. This year they are doing one episode per month and focused on some of the items on the Library's strategic plan including informing the community about Shorewood activities. They talked to Shorewood School District Interim Superintendent Sterneke about facilities upgrades going on at the schools. Local authors were also interviewed as well as a representative from Wehr Nature Center.

Going forward, one of their goals is to determine which past issues were most popular and plan a new season of topics accordingly. Lisa invited the Trustees to be guests on the podcast to help inform the public about Library Board and its impact.

Listeners tune in from all over the country and some from overseas. Most listeners are located in Wisconsin. The average download number is about 20 per episode.

Answering a few questions from trustees, Ms. Quintero explained that it takes an average of a half an hour to record each episode and about an hour and a half to edit each one. There is a comment section available but only if you listen through PodBean or Facebook. At the end of each episode, she and Lizzie note that suggestions for future topics are welcome and encourage submissions by email. The recordings are done either in the staff conference room or the Friends' program room. Trustee Meng noted that UWM does have a podcast studio available.

8. Action: Meeting Room Use Policy

Ms. Vierya presented the policy updates with edits made based on suggestions from the June 9 Board meeting. She asked for any input from the trustees.

MOTION: Trustee Cooley motioned to approve the Meeting Room Use policy as written. Seconded by Trustee Smucker. All voted to approve; motion carried.

9. Action: Meeting dates September through November 2022

Library Director Jen Gerber has a schedule conflict on Wednesdays through early December.

To allow her to continue to pursue her commitment to teach an online course on Wednesdays this fall, we propose to amend the Library Board meeting dates to the third Tuesday of the month. The new meeting dates and times will be:

Tuesday, September 20, 5:15 PM

Tuesday, October 18, 5:15 PM

Tuesday, November 15, 5:15 PM

MOTION: Trustee Dimitroff motioned to amend the Library Board Meeting Dates for September, October and November 2022 as proposed. Seconded by Trustee Cooley. All voted to approve; motion carried.

(6). Informational: Additional topics not on the agenda

1. An individual employed through the Goodwill Temporary Work Experience Program will begin working as a Library Shelver on Monday. This program connects adults with disabilities to temporary work experience so that they can enter or re-enter the workforce. His pay will come from the State Workforce Development Fund and will not be processed through the Village. A job coach will join him for the initial training and for as long as needed. The initial plan is to have him with us for 12 weeks but the contract can be ended by Library staff or the temporary worker at any time.

Director Gerber has extensive experience working with these types of employees and programs and is very passionate about supporting them. Both she and Emily are looking forward to working with this employee and being a part of this program. This initiative meshes well with the library's equity commitment and strategic plan.

2. Second Quarter Financial Report

The Village Finance Director provided the Year to Date report and year to year comparison based on the 2022 budget. Fines and fees continue to match the amount that was budgeted for which is good news in that it means people are coming in to the library. Collection of printing fees are higher than anticipated which is also positive news signaling a return to normal (pre-COVID) rates of use.

Health insurance costs are much lower than anticipated. That money goes back to the Village per our agreement. Electric costs came in lower as did property insurance per the Village Finance Director.

Trustees asked about Intergovernmental Payments. That is the money paid to MCFLS for services and is largely expended at the beginning of the year.

3. A media report involving a local author and the Wauwatosa Library lists the Shorewood Library in the article because we own materials from the author. We are aware that we may be

asked for comment but we cannot comment on Wauwatosa's decision and will only comment on our own collection development policy and choices.

10. Informational: COVID-19 update

Per the CDC COVID-19 Community Level and COVID-19 Prevention guidelines, Milwaukee County transitioned to a community level of Medium on June 24, 2022. When this occurred, signage and information was posted stating that face-coverings are optional and encouraged for patrons and staff. On Monday, June 27, all public computers were made available for the first time since March 2020.

The Early Learning Center remains closed. The operations plan referred to above states that the space will be closed when Milwaukee County is in a community level of High. We anticipate reopening by the end of the summer, if we transition back to Medium or Low, but this will depend on staff capacity.

Going forward, updates regarding COVID will only be shared with the Board when necessary rather than monthly.

11. Informational: Use of Unused Undesignated 2021 Permanent Endowment Funds

The Study Room use policy is a new policy that sets expectations for use of the space and will enable us to offer reservations via Local Hop, the meeting room reservation software.

Highlights of the policy:

- One study room will be able to be reserved, the other will remain a first-come, first-served study room.
- If a person doesn't arrive within 15 minutes of the start of their reservation, the room will be offered to others.

MOTION: Trustee Cooley motioned to approve the Study Room use policy as written. Seconded by Trustee Smucker. All voted to approve; motion carried.

12. Informational: Budget committee report

President Whittle reported that the committee met July 21 and reviewed preliminary drafts of both the operational and enhanced budget. Further refinement is on hold pending delayed projections from both MCFLS and the Village of Shorewood. The outstanding MCFLS data includes state revenue projections as well as estimates of expenses we share with MCFLS members. The pending Village data includes accepted salary benefits and shared service costs for the library.

They reviewed projected fines and printing revenue for 2023 and expect to see modest increases in those revenue streams. They expect to see minimal increases of internally controlled costs. They anticipate meeting again in August when the additional data becomes

available. Historically, the budget is approved at a September Board meeting and a preliminary draft is sent to the Village Finance Director at the end of August.

Assistant Director Veyra noted that Jen will receive the budget worksheet from the Village next week and the Library's budget presentation is expected to be in October.

[13. Informational: Initial budget review](#)

[14. Informational: Initial Lange Bequest requests](#)

This is the first look at the proposed spending suggestions for Board review and discussion. In September the Board approves and in September it is presented to the Village.

[15. Informational: 2023 Friends Funding proposal](#)

Changes from 2022 to 2023:

- Twice the amount for adult collection enhancement including replacements
- They will once again fund Non-Circulating educational materials for 0-10 year-olds
- No money will be contributed to Hoopla
- Again, support adult programming
- Will support period product (Flow) refills for 2023
- No longer funding WiFi Hotspots
- Will again fund t-shirts for friends

The Library Board liaison is not a voting member of the Friends Board.

[16. Informational: Q2 E-resource report](#)

The report is compiled by Virtual Engagement Librarian Lizzie Hjelle.

[\(17. Informational: 2022 Shorewood Stacks Podcast annual report\)](#)

(Presented earlier in the meeting.)

[18. Informational: Friends liaison report](#)

Trustee Dimitroff reported that the Friends last met June 15. They shared their current bank balance. October 16 begins the Friends of Libraries week which they will celebrate for the entire month. They are sponsoring Stone Soup Shakespeare performance on Saturday, September 17. They will have a booth the Shorewood Farmer's market on October 2nd. One of their members specializes in marketing and promotion. They worked on their Bylaws. Shorewood Reads was discussed and they will share a report of the event with the Library Board.

[19. Informational: Personnel committee report](#)

Trustee Craig de Silva reported that the committee met and discussed the onboarding process for the new Director and the role that the Board could play. They heard from Emily regarding

interviews and training. She interviewed nine high school students and hired two as shelvers. A new clerk was also hired in May and began in June. Training is ongoing.

20. Informational: Art committee report

Trustee Cooley reminded the Board that the committee was established because of the many art-related initiatives that have been suggested such as art exhibits in the library, an inventory of existing art, incorporating public art into the renovation and collaborating with the Village on art for the outdoor space. She and Ling had a preliminary meeting to pose some questions and the two will soon meet with Librarian Hayley Johnson with a goal of shaping questions for the committee to address.

21. Informational: Trustee training week

The trustees were given the link to webinar training opportunities.

22. Items for future consideration

23. Adjournment

Trustee Smucker motioned to adjourn. Trustee Cooley 2nd. Motion passes. Meeting adjourns at 6:38 pm