



SHOREWOOD LIBRARY BOARD OF TRUSTEES
November 11, 2020 Approved Minutes

Trustees Present: Jon Smucker, Elvira Craig de Silva, Bryan Davis, Alex Handelsman, Alex Dimitroff, and Leslie Cooley **All participants attended remotely.**

Excused: Donna Whittle

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

Call to order: at 5:16 the meeting of the Shorewood Public 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.

No Citizens to be heard on items not on the agenda

Consent Agenda: Trustee Cooley motioned for approval of the entire consent agenda. All voted to approve.

Action: Gift and donations policy

Of note:

- Monetary gifts over \$500 require Library Board acceptance

The trustees proposed moving the three bottom paragraphs of the policy to just above the section titled "Donation of Books and Media"; first the tax deduction paragraph, followed by the 'disposition' paragraph. Link to policy on the library website:

https://www.shorewoodlibrary.org/discover/policies/gift_and_donations_policy.php

ACTION: Trustee Handelsman motioned to approve the Gift and donations policy with the above modification. Motion seconded by Trustee Cooley and carried after a vote.

Action: Accept Sliefert gift

Per the Library's gift and donations policy, any monetary gift at or over \$500 must be accepted by the Board. This is an unrestricted \$500 donation to the Library from Ms. Sliefert, an ardent library supporter and patron. She also gave a generous gift to the Library in 2019.

ACTION: Trustee Handelsman motioned to accept and unrestricted gift of \$500 from Maxine Sliefert; seconded by Trustee Craig de Silva and carried unanimously.

Action: COVID-19 library services rapid services response policy

This item was discussed at the October meeting and since then there has been a title change and a few additional modifications.

Director Collins explained that the purpose of this document is to ease the decision-making process amid changing recommendations and circumstances of the pandemic. The policy outlines various service phase levels and minimum staffing needs

Discussion resulted in some additional changes to the language of the document.

ACTION: Trustee Cooley motioned to approve the COVID-19 Library services rapid response policy with the discussed modifications, which outline staffing configurations needed for various library service phase levels to aid the decision-making process of library administration when adjustments to services are required due to the global pandemic. Motion seconded by Trustee Smucker and carried unanimously after a vote.

Informational: COVID-19 library services update

- To help follow the recent recommendations of the North Shore Health department and deter extended in-person visits to the library, Director Collins would like Board support to suspend newspaper subscriptions and remove the six remaining chairs in the library (apart from those at the computers.) She is also arranging for some staff to telework to limit the number of people in the building.
- Using COVID case and burden data as guidance, the Brown Deer and Whitefish Bay libraries have decided to transition to curbside-only services the week before Thanksgiving.
- Director Collins anticipates that Shorewood will also go to curbside-only service in the coming weeks. At current service levels mitigation recommendations are being followed by Shorewood Library staff and patrons, but it is important to keep the community safe. The Director stated that she values any feedback from the Trustees as community members.

Trustee Handelsman expressed that he is in favor of suspending newspapers but asked that staff not move too quickly to reduce some of the resources many are relying on.

Director Collins recognizes that internet access is critical for many during this time.

Link to Library's COVID-19 policy and health organization resources

<https://www.shorewoodlibrary.org/discover/covid19.php>

Action: Equity commitment

The statement of equity commitment will be posted on the Library website, along with links to define the term *equity lens*, and will be used as a tool in Library decision-making. The commitment will be reviewed by the Board and administration regularly.

https://www.shorewoodlibrary.org/discover/policies/equity_commitment.php

ACTION: Trustee Handelsman moved to adopt the Shorewood Public Library Equity Commitment; seconded by Trustee Craig de Silva. The motion carried unanimously after a vote.

Action: Lending policy

The biggest change in this policy is the extension of the loan period for music CDs to three weeks. This change was made in response to a patron request on our online feedback form and will ultimately benefit the library by freeing up much needed shelf space. Before this change, we are only one of two remaining libraries that had a seven-day CD loan period. Link to library Lending policy:

https://www.shorewoodlibrary.org/discover/policies/loan_rules.php

ACTION: Trustee Smucker motioned to adopt the revised Lending Policy. Seconded by Trustee Dimitroff and passed unanimously after a vote.

Informational: Friends liaison report

Trustee Dimitroff reported that:

- The Friends Board loved the recognitions that were announced on WUWM during National Friends of Libraries Week.
- The subcommittee has narrowed the Shorewood Reads book selection down to three books
- The Friends Board discussed the budget and reduced revenue due to COVID-19 on membership and suspension of the used book sale
- They also discussed how to use the monetary gift in memory of Sonja Evanovich

Informational: Renovation master plan report

Trustee Dimitroff reported that library staff will meet soon to discuss the initial plans. A group of stakeholders will meet with Director Collins and representatives from HGA to give feedback on the plan options. Budget discussion has begun.

Action: Q3 Financial report

According to Director Collins, the budget is on track for this year apart from the impacts on revenue due to closing for the Stay at Home order, which she anticipated.

Informational: Enhanced operations expenditures chart

Besides noting the projects in progress, Director Collins highlighted the areas where funds will not be expended as originally planned in 2019. Both the design of the exterior building sign and bottle filler drinking fountain are in progress.

Informational: Planning committee report

As reported by Trustee Cooley, the group addressed questions from the architects regarding the scope and parameters of the renovation master plan.

The group also looked at the original strategic plan detailed work plan as it is not working well for the Director in its current state. They are in the process of revising it to be simpler and more user friendly.

Informational: 2020 Staff appreciation

Arrangements were made.

Informational: Personnel committee report

Trustee Craig de Silva reported that Director Collins sought and received support for a switch in supervisory responsibilities for the Library Associate position. The Library Associate position has taken on some of the duties previously assigned to the technical services librarian and works more closely with librarians as a result. She also regularly works at the information desk and coordinates programming. Therefore, it seems more appropriate for her to be supervised by the Library Director rather than the Assistant Director.

They also looked at a simplified template of the strategic plan schedule from the planning committee, which may be used for the director's annual work plan as well.

Adjournment: Trustee Handelsman motioned; Trustee Cooley seconded to adjourn the meeting at 6:35 p.m. All voted in favor.