



SHOREWOOD LIBRARY BOARD OF TRUSTEES
September 8, 2021 Approved Minutes

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

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

1. Call to order: at 5:17 PM the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

2. Statement of Public Notice: Director Collins 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 Whittle motioned for approval of the entire consent agenda. Trustee Handelsman seconded.

Trustee Cooley inquired about the Radon meter check-outs. Director Collins noted that both non-traditional items (the radon meters and the hot spots) are in high demand.

All voted to approve the consent agenda; motion carried.

5. No items pulled from the consent agenda

6. No additional items not on the agenda

7. Informational: Budget committee report

Trustee Whittle reported that the committee met on August 11 and discussed the preliminary budget and anticipated that the tax levy would come in under 2%. They also reviewed ideas for use of grant funds. Finally, they discussed the budget and procedural implications of eliminating fines and fees for children and young adult items.

8. Action: Cost of living adjustment

It is recommended that the Library Board clearly move to adopt a designated COLA for the following year. This is best practice per municipal auditors and also serves to authorize this pay increase in the Village payroll system.

MOTION: Trustee Handelsman motioned to increase wages 1.5% for all library staff except shelvers and the youth services aide effective January 1st, 2022 pending approval of the

requested tax levy amount by the Village of Shorewood Board. Seconded by Trustee Cooley and passed unanimously after a vote.

9. Action: 2022 proposed budget and tax levy request

At the September Library Board meeting, the board reviews and approves the upcoming year's budget, including the tax levy request from the Village of Shorewood, the proposed budget itself and the Lange Bequest grant proposals reflected in the enhanced operational budget.

MOTION: Trustee Cooley motioned to approve the proposed 2022 library budget, including a request for \$949,060 in tax levy funds from the Village of Shorewood Board. Trustee Craig de Silva seconded and motion passed after a vote.

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

11. Informational: Enhanced operations expenditure status

Director Collins presented the updated status report on enhanced operation projects. Shorewood Reads is carried over to 2022 and within the next four weeks, the RFP for the Library's web page redesign will be released. Lobby benches and exterior building signage will be rolled into the renovation project. Several projects are complete including the Renovation master plan, patron counters, picnic tables, and bottle filler.

12. Informational: Library COVID-19 policy

The July 28, 2021 policy updates still stand.

13. Action: Adverse weather and emergency closing policy

There was some discussion regarding the language used in the policy ("instances" vs. "days").

MOTION: Trustee Handelsman motioned and Trustee Smucker seconded to table this item until the October 2021 meeting. Motion passed.

14. Informational: Renovation implementation committee report

Trustee Smucker noted that a lot of work has been put in by the committee in preparation for presenting the renovation plan to the Village Board on September 20. The group also drafted an updated internal timetable document and the Library Director and Assistant Director completed the application for occupancy at the Shorewood Police building.

Director Collins reported that she met with the Director of DPW and the Village Manager in preparation for the renovation presentation to the Village Board. The Village Manager requests that the library alcoves be repaired as part of the project. She emphasized that repair of the insulation in order to prevent further damage in the building will be an essential part of the plan. It was determined that a requirement of the construction RFP will be to review the Better Buildings report and make recommendations if there are any related to efficiencies and sustainability.

15. Informational: Renovation presentation

Director Collins highlighted some of the changes to the presentation that she will take to the Village Board on September 20, 2021.

16. Informational: Friends of the Library appreciation

Trustee Dimitroff shared some ideas for honoring the Friends in October.

17. Informational: Sustainable shelves report

In a memo to the Board, Library Associate Susan Lyles provided information about the *Sustainable Shelves* program. *Sustainable Shelves* is a new service provided through our material vendor, Baker & Taylor. The program helps the library manage the numbers of books removed from the collection through weeding or discarding of damaged material. The library receives compensation for this material in the form of an account credit to purchase new materials. Ms. Lyles initiated and has since coordinated all elements of the project for Shorewood Library for the last year.

As reported by Ms. Lyles, since starting this relationship in August 2020, we have shipped approximately 3300 books for either resale or recycle. These items were not viable any longer due to either severe damage or age of material. The program has allowed us to conveniently discard items and receive credits for almost \$1,000. This is equivalent to about 30 cents per book. With this credit and vendor discounts, we can purchase 40-50 new books. More importantly, almost 75 percent of the discarded books were sent to be pulped which will create more new materials without adding to landfill waste or overwhelming our Friends of the Shorewood Public Library, DPW, or the Village of Shorewood.

18. Informational: Library internet outage report

From Saturday, August 14 until around Noon on August 17 all suburban libraries were without access to the internet, MCFLS-operated software (public computer time and print management), and our ILS software (circulation, collection and library accounts). The City of Milwaukee libraries were not impacted.

Shorewood and other suburban libraries operated in “offline circulation” mode. Offline circulation entails staff-assisted check out of materials only, no self-check-out, and patrons must present their library card or know their card number in order to check out as we cannot access the patron database to look people up by names. We estimate that we checked out 2,100 items to patrons at Shorewood Library during this time.

Services which were inaccessible to patrons during this time were: public computers, printing, wireless internet, catalog computers, ability to look up items and place holds on items at library, new holds being filled from other libraries. Patrons were able to use the app to place holds and access library account information, and CountyCat was accessible for patrons from home and at MPL locations.

MCFLS worked with AT&T, Digicorp, Badgernet, and the state Department of Public Instruction to determine the cause of the outage. The root cause of the problem was determined to be AT&T equipment. MCFLS has not yet completed a final report on what occurred to cause this extended offline period but expects to have something to share in October.

MCFLS is updating their offline circulation procedure, including reviewing how long to advise libraries to keep record of transactions.

19. Informational: Technical assistance and billing for member libraries

Director Collins pointed out that one of the benefits of MCFLS membership is the IT support they provide at a great value. It illustrates how MCFLS is supportive of member libraries, including Shorewood.

20. Informational: Library Board roster

The roster was updated to accurately note trustee term expiration.

21. Other items

Trustee Whittle thanked Director Collins for her efforts and partnership with the Shorewood School District to implement the school COVID testing program in the Village Center.

Adjournment: Trustee Dimitroff motioned to adjourn the meeting and this was seconded by Trustee Craig de Silva. The motion passed and the meeting closed at 7:07 pm.