



SHOREWOOD LIBRARY BOARD OF TRUSTEES
September 20, 2022 Approved Minutes

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

Others Present: Library Director Jen Gerber, Assistant Director Emily Vieyra, and Administrative Assistant Angela Andre

1. **Call to order:** at 5:18 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:**

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. **No items pulled from the consent agenda**

6. **No additional topics not on the agenda**

7. **Informational: Budget Committee Report**

President Whittle reported that the committee met in August and reviewed the available proposed draft of the annual budget. At that time, based on the tax levy of \$955,685, they had agreed to use \$20,000 of the library fund balance to offset the drop in local library aids. The group also reviewed the preliminary drafts of the Lange Bequest proposals and planned to address anticipated declines in local library aids at future meetings. Trustee Cooley noted that at some point they would also discuss fundraising.

8. **Action: 2023 Proposed Cost of Living Adjustment**

Director Gerber recommends a 2.5% Cost of Living Adjustment for all library staff *except shelvers and the youth services aide.

MOTION: Trustee Cooley motioned to increase wages 2.5% for all library staff except shelvers* and the youth services aide* effective January 1, 2023, pending approval of the requested tax levy amount by the Shorewood Village Board of Trustees. Seconded by Trustee Dimitroff. All voted to approve; motion carried.

*Per the Shelver & Aide Compensation Policy (revised 12/11/2019), shelvers and the youth services aide are compensated on a step system and are not eligible for COLA.

9. Action: Proposed Library Budget and Tax Levy Request

Director Gerber presented the proposed budget and tax levy request to the trustees, highlighting some key points regarding both the General Fund Budget and the Enhanced Fund Budget.

MOTION: Trustee Dimitroff motioned to approve the proposed 2023 General Fund Budget, as submitted, including a request for \$958,555 in tax levy funds from the Village of Shorewood Board. Seconded by Trustee Cooley. All voted to approve; motion carried.

MOTION: Trustee Meng motioned to approve the proposed 2023 Enhanced Fund Budget, as submitted, including the Lange Bequest proposals. Seconded by Trustee Craig de Silva. All voted to approve; motion carried.

10. Informational: Art Committee Report

Trustee Cooley reported that the committee had its first meeting on September 7 and discussed issues for an art exhibit/art policy, working off an outline that Hayley developed. They are providing feedback on that outline and will meet again to continue to discuss.

Director Gerber will call any future meetings to discuss what an art committee might look like, who might be on it, and its role in helping the Library with art-related issues, including the renovation.

11. Informational: Personnel Committee Report

Trustee Craig de Silva reported that at their last short, informal meeting, the committee heard from Director Gerber about how she is meeting with and getting to know the staff. They touched on the possibility of a six-month review.

12. Informational: Renovation Committee Report

Trustee Cooley reported that the committee met and looked back at previous decisions and plans to determine where they are in the process and how to proceed.

13. Informational: Friends of the Library Liaison Report

Trustee Dimitroff reported that the Friends Board would meet tomorrow. The month of October is celebrated as Friends of the Library month.

14. Informational: DPI Trustee Essentials: TE:01 The Trustee Job Description

15. Items for future consideration

16. Adjournment

Trustee Cooley motioned to adjourn. Trustee Dimitroff 2nd. Motion passes. The meeting adjourned at 6:44 pm