



SHOREWOOD LIBRARY BOARD OF TRUSTEES
January 10, 2018 Approved Meeting Minutes

Trustees Present: Alex Handelsman, Alex Dimitroff, Leslie Cooley, Megan O'Brien, Bryan Davis, Maggie Marks, Elvira Craig de Silva

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:18 p.m. the meeting of the Shorewood 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.

Consent Agenda:

Ms. Cooley motioned approval of the entire consent agenda, all voted in favor; approved.

Action: Refund Policy and Long Overdue Recovery Policy

In examining policies that need to be updated, Ms. Vieyra and Ms. Collins have found two that can be considered obsolete. As the body who sets library policy, the Library Board should take action to determine if these two policies should be removed from the library's policy manual.

Refund Policy

This policy is of indeterminate origin, as it is dated June 2015 but does not state the library board approved it at that time or at any time before. A description of the library's refund practice is included as part of the recently approved Fines and Charges Policy, so a standalone policy to address refunds is redundant.

Long Overdue Recovery Policy

Although this policy has been in place since 2008, it has not been implemented in at least the past six years. In the last year, all MCFLS libraries were asked to consider a system wide adoption of a contracted collection agency to recovery long overdue materials. The Library Trustees and staff at that time felt law enforcement involvement could be a confidentiality violation and would target less privileged individuals and families. Elimination of this policy would support that sentiment.

Action: Ms. Cooley put forward a motion to strike the Refund Policy and the Long Overdue Policy. All voted in favor - Motion passed.

Action: Second Holbrook Donation

Director Collins shared a heartfelt letter from Mr. Holbrook that accompanied a \$1000 gift. He explained how much his mother, Judy Holbrook, treasured the Shorewood Library.

Action: Ms. Marks put forward a motion to accept the gift left to the Library by Judith Holbrook and passed on by Peter Holbrook. All voted in favor – Motion passed.

Informational: Planning and Facilities Committee Report

At their last meeting, the committee established a strategic planning timeline which took into consideration the need for completion in time for the budget cycle.

Informational: Friends of the Shorewood Library Liaison report

Ms. Dimitroff reported that the last meeting of the Friends was their Annual meeting; it consisted largely of year-end summaries. They elected officials, most of which stayed the same. There was also a lot of talk about Shorewood Reads and the related events around the community which begin later this month.

Informational: Personnel committee report

Ms. Marks reported that Director Collins met with Tyler Burkhart, Village Assistant Manager. He agreed to help create a pay range document for Library staff which may be done as soon as the end of January. He also advised the committee on a potential job title change.

Informational: Director Evaluation

Director evaluation documents will be distributed to trustees and to staff this month and the discussion of the review will be on February's agenda with a closed session.

Informational: PLA registration

Support was confirmed for Director Collins to attend the upcoming Public Library Association Conference in Philadelphia. The cost was outlined on the accompanying document and the expenses will be split between the Library operating budget and the Friends of the Shorewood Public Library.

Informational: Capital Items status

Most projects are completed. Two are still in progress - new chairs that are replacements in the Teen area and new, additional chairs for the Children's area. Director Collins explained that the 2016 furniture monies approved by the Village have been spent, but the substantial gift from Betty Onufrock in honor of her late husband, Harry, offset some of the furniture costs. The remaining Village money will be absorbed into the Library Fund Balance with the goal of spending that money in the spirit of the original proposal – likely for furniture.

The completion of the RFID project is delayed due to lack of communication from the Vendor.

There will be a new 2018 Capital Items chart and timeline presented at the February meeting.

Adjournment

Ms. Dimitroff motioned to adjourn the meeting at 5:56 p.m. All approved.