



SHOREWOOD LIBRARY BOARD OF TRUSTEES
June 13, 2018 ANNUAL MEETING Approved Minutes

Trustees Present: Alex Handelsman, Leslie Cooley, Megan O'Brien, Alex Dimitroff, Elvira Craig de Silva, Bryan Davis, and Donna Whittle

Others Present: Friends of the Shorewood Library President Jeannée Sacken, Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:15 p.m. 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.

Consent Agenda:

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

Informational: [Shorewood Reads Report](#)

Friends of the Shorewood Library President Jeannée Sacken delivered a wrap-up report on the Shorewood Reads 2018 program.

Activities:

- 14 programs,
- 4 committee organized book discussions,
- 9 reported private book discussions.

Attendance:

- 200 people attended the culminating author talk
- In total, program attracted over 800 participants

Reach:

- 33 % of attendees stated that this was the first library program they had ever attended
- Of the author visit attendees, 50% said it was their first library program
- Organizers were contacted by people from Shorewood and Whitefish Bay asking to help with the next Reads program
- Many Village entities were involved and represented along with Boswell Book Company

Funding: the program was funded by:

- Shorewood Public Library (with money, staff time, and printing)
- The Friends of the Shorewood Public Library
- A grant from the Shorewood Foundation

- The Friends came in under budget for the amount they committed to pay for the program and Jeannée is recommending that the overage be given to the Shorewood Library to cover some of the labor and supplies they provided.

Organizers:

- Hayley Johnson organized and set up the many varied events which brought a wide range of people to the program
- Emily Vierya handled publicity including organizing a café book giveaway which received an impressive response
- Shorewood High School students and staff participated through Authentic Learning fund grants. Graphic design students created art for the program's poster.

Take away:

- More accommodation should be made for the schedules of Shorewood High school students so that they can have a larger planning presence
- The local café book giveaways should be used again for promotion
- Community partnerships can be further built upon
- Some event venue sites were not as suitable so other options should be explored
- They may consider holding the event every other year on a smaller scale rather than every three years

Action: Election of Officers

Elvira Craig de Silva announced the candidates and requested a vote for the positions of Library Board President and Secretary. **Action:** Each trustee voted in favor of reelecting Alex Handelsman as Board President and Alex Dimitroff as Board Secretary. Passed.

Action: Fines and charges policy

Two proposed changes:

1. \$5.00 (non-refundable) charge for a lost or damaged magazine
2. Under *library material replacement charges*: "Non-refundable" added to sentence about magazines

Action: Ms. O'Brien motioned approval of the policy with the proposed updated. Motion passed unanimously.

Informational: New Library Board trustee

Ms. Donna Whittle was appointed by the Village Board for a three year term.

Informational: Strategic planning committee report

As reported by Ms. Cooley: in their last two meetings the team addressed the Library's mission and value statements. They drafted a list of key values and brainstormed on activities that support these values.

They also wrote a draft of the mission statement.

Next, the WiLs consultants work with library staff to finalize the Mission, Values, Goals, and Objectives. Then, staff will begin identifying Actions and how to implement the plan.

Informational: Friends of the Shorewood Library Liaison Report

Ms. Dimitroff reported that at their last meeting the Friends had a brief discussion about designating donation purchases.

Director Collins added that staff and the Friends have come up with a way to accommodate restricted or earmarked donations made through the Friends of the Shorewood Public Library.

Informational: Printer / Scanner / Copier RFP

The five-year lease of the Library's public copier is about to end. Director Collins has drafted and released a request for proposals (RFP) from vendors (this is a very competitive market). Director Collins is taking this as an opportunity to contract with a company that will not only provide a leased and maintained copier/scanner for the public, but also provide maintenance and toner for our other printers (which have thus far been staff maintained). The RFP was released last week and proposals are due next week. Once library staff ranks the vendors and proposes their top pick; this Board's budget committee will review it for final approval.

Informational: Budget Committee Report

Ms. Cooley and Mr. Handelsman talked about:

- The Printer/Scanner/Copier RFP and the decision making process at their last meeting.
- Annual Reports to the Village as a base leading towards budgeting for 2019.
- Budgeting for wages and benefits in the event that a current position is retired but also allowing for the possibility of the person in that position deciding to stay on for the next year. Director Collins noted that she has run these options by the Village Finance Director who assured her that both scenarios can be covered.
- The Village intention to revise the merit raise system - leaning towards wage increases that are based on tenure and performance.

Informational: Meeting Room Use Policy

Director Collins stated that her concerns regarding Village Center meeting room use (mentioned in this month Director's report) have been resolved. The Village Board will likely adopt the Library's approved meeting room policy.

Other items not on the agenda – Purchase of new meeting room tables

Director Collins explained that the quote for eight new program new tables came in over what they originally budgeted for. However; the new replacement computers have come in under budget and perfectly covers the overage for the tables.

Ms. O'Brien moved to adjourn. All approved.

The meeting adjourned at 6:20 PM.