



SHOREWOOD LIBRARY BOARD OF TRUSTEES
APPROVED MINUTES
May 9, 2012

Members Present: Catherine Hansen, Mariann Maris, Anne O’Meara, Jean Gurney, Kim Grady, Jeff Schmeckpeper, Stephanie Snyder

Others Present: Joe Huberty and Shaun Kelly, Architects from Engberg-Anderson; Beth Carey - Library Director; Angela Andre – Administrative Assistant

The meeting of the Shorewood Library Board of Trustees was called to order by President Schmeckpeper at 4:32 p.m. in the Friends’ Room of the Shorewood Library.

Statement of Public Notice: Ms. Andre stated that the meeting had been posted and noticed according to law.

Citizens to be heard on items not on the agenda: None.

Consent Agenda: A motion to approve the entire consent agenda was made by Ms. Maris, seconded by Ms. Gurney, and passed 7-0.

RFID and Construction Update

Ms. Carey reported that the bid meeting resulted in the submission of four contractor bids. All of the bids came in much higher than the architects had anticipated but because three of them arrived at a very similar amount, it was the general consensus that this must be the actual cost of the project. The lowest bidder would save on cost by salvaging some of the existing desk components; however reconstruction of the shelving units in order to accommodate the open holds will account, in large part, for the extra costs involved. This would involve matching the high quality millwork that already exists as well as drywall, electrical, and drilling expenses. The majority of the money spent will be in the trade work – half in millwork alone. Next expensive would be the electrical (power, data, lights), then paint, carpeting, and repairs. Each piece was incrementally higher than originally thought when the estimate was calculated. The architects and Ms. Carey did not fully appreciate the complexity of altering the back shelving for open holds as well as the expense involved in matching the existing features as well as creating free standing (all sides finished) units for the self-check machines.

Mr. Schmeckpeper asked if there was any way to reduce the costs without compromising the quality. Mr. Huberty answered that short of reconfiguration such as adding only one extra shelf for open holds or finding another place in the library for them, there wasn’t any way to significantly reduce the expense for the proposed design. After a question from Ms. Gurney Mr. Huberty explained that the plan includes the addition of two extra shelving units to accommodate open holds for a total of five. Mr. Schmeckpeper inquired as to the cost

difference between adding one vs. two units to which Mr. Huberty answered that it would have to be determined by the contractors but he estimates \$1000 per section.

The architects emphasized that the accepted design is in line with current service trends. They offered a couple options for changes such as putting the self-check units against the wall, saving the expense of finishing all sides; or changing the placement of open holds altogether. In the original design process, these options were eliminated in favor of better customer service flow but they could be revisited.

The trustees discussed whether hold time for items could be further limited so as to require less space for holds. Director Carey stated that hold time is a system-wide setting and they cannot adjust it for individual libraries.

Mr. Schmeckpeper and Director Carey explained that the actual cost of the entire RFID project is down from the original amount budgeted; therefore there is money available.

Mr. Schmeckpeper asked if there was any way to bring the cost down by \$10 thousand and Mr. Huberty stated that more than one thing would have to be changed for example; no new carpet, leave current lighting, or add only one additional shelf for open holds. Director Carey reminded the trustees that one of the original goals of the redesign project was to reuse existing shelving for open holds and that if they are to do that they need enough shelving.

The architects then ran down the options for dealing with bids: 1) accept the apparent low bid (if their references check out) or 2) reject all of the bids – this is within legal rights if it is found to be in the best interest of the library. Negotiating with the bidders is not an option.

Ms. Gurney cited the high level of community use of this library and the quality of the existing building as reasons to do this project right; without cutting corners. She motioned that they move forward with the project and if everything checks out, accept the lowest bid. Ms. Maris seconded the motion.

Ms. Hansen expressed her disagreement based on the substantial difference between the real cost and the architects' estimate. She does not see the need for elements that significantly increase the expense and stated that she would rather spend the money on collection development. Mr. Schmeckpeper noted that more space for the holds is essential, to which Ms. Hansen stated that one shelf could be added at a lesser cost. Ms. Snyder added that because it is a public building, it is important to maintain the esthetic of the existing features. She also noted the need to install the new self-check machines.

Ms. O'Meara stated that despite her surprise at the cost, she recognizes the significance of three similar bids being representative of the real cost of the project. She sees no way around it unless there are substantial changes which would involve legal repercussions. Mr. Schmeckpeper stated that he understands that there can be discrepancies between estimates and real costs in projects like this. In his opinion the check-out area is the 'face of the library' and they shouldn't cut corners when finishing it.

The motion passed by a vote of 6 – 1.

Mr. Schmeckpeper asked for a timeline estimate. After the contractor's references are checked, which may take only a day or two; Director Carey estimates that the project will take

about eight weeks to complete: six weeks of off-site fabrication and then four weeks on-site. She expects it to be complete around the end of July. The work site will be framed in plastic to close it off from the public. A formal timeline schedule will be requested of the contractors as part of the contract.

Mr. Schmeckpeper left at 5:20 p.m. at which time Secretary Hansen took over the meeting.

On behalf of Director Carey and all of the Trustees, Ms. Hansen thanked Mr. Schmeckpeper for his years of service to this Library Board on this, his last meeting as President of the Shorewood Library Board of Trustees.

Friends of the Shorewood Library Liaison Report – Jean Gurney

- The Friends have a balance of \$12, 481 the bulk of which will be spent on summer programming.
- Discussions are ongoing about the next Shorewood Reads program. There was some talk of joining in with the National Reading Program.
At this time the Trustees discussed possible options for the next Shorewood Reads. Ms. Maris suggested that it could be held in conjunction with the UW-Milwaukee School of Continuing Education's Writer's Weekend which Trustee O'Meara organizes. There could be overlap of reading material as well as an opportunity for the visiting authors to do lectures. However, because this event occurs in the first week in March, Ms. Grady suggested that students may be swamped with work or away for spring break. Ms. Hansen thought that the project could target freshmen and sophomores who may not be as busy preparing for college entrance. Ms. Gurney stated that the Friends will be coordinating their plans with the teachers and students at the High School.
- Volunteers are currently working on sorting and shipping out materials as part of the Books for Soldiers Program
- The Friends are looking into creating Free Little Libraries around the community
- Graphic Designer, Barb Caprile is looking into the guidelines surrounding the Village Logo to see if it could be used in a new Library branding package and to possibly revamp the Friends' logo

Technology Policy Update

Director Carey drafted an update to the current policy which includes language regarding staff downloading and data storage on the library network. Ms. Maris motioned to add this language to the policy, Ms. Gurney seconded and it passed unanimously after a vote.

Charge for Non-Pick-Up of Holds

This item has been tabled until Circulation Supervisor, Babb can attend the meeting.

eBook Update

A memo was previously distributed outlining the changes to eBook service. In it, Director Carey described the vendor guidelines for Library eBook usage. She noted that out of six major publishers of eBook content, only two sell to libraries. Ms. Carey also informed the trustees of a decision made at the last MCFLS Director's Advisory Council meeting where by, in an effort to reduce the wait time for eBooks, MCFLS member libraries will be able to use the Overdrive Advantage product. The product enables systems to purchase and provide to

their residents additional copies of titles available through Overdrive. MCFLS agreed to pay the enrollment fee and asked that each member library contribute \$1000 towards the purchase of content. MCFLS will also match any amount over \$1000 that individual libraries wish to contribute up to \$10,000. There will be policy, procedure, and formulas established to determine how titles are selected. Director Carey noted that the \$1000 that Shorewood will contribute is within our materials budget.

Ms. Snyder exited the meeting at 5:50 p.m.

RFID Update

Staff has put one of the self-check units out for public use without any instruction or guidance. This is in order to assess where and when help is needed, observe how patrons treat it and react to it, and to find out what is or is not intuitive about using it.

On the back end, there are a couple outstanding software issues that are being addressed. The next step will be to put a unit in the children's area.

Other Informational Items

- The Village is moving forward on revamping the parking lot in front of the library.
- Library staff is meeting with AT&T to find conduits for increasing broadband
- There were some issues with the computers in the library last week. The cause was determined to be some missed details surrounding installation of a new server at MCFLS.
- A letter was sent to Mr. MacFarlan informing him of his yearlong ban.

Action Items for Future Consideration

- Information about options for swipe credit card payments
- Charging for non-pick-up of holds

Director's Evaluation

Ms. Gurney moved and Ms. O'Meara seconded a motion to adjourn into closed session at 6:00 p.m. under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing employment, promotion, compensation, and performance evaluation of employees. The motion passed unanimously.

The motion to adjourn from Closed Session and reconvene in Open Session was made by Ms. Gurney at 6:15 p.m., seconded by Ms. Hansen. Approved.

Adjournment: Ms. Gurney motioned; Ms. Hansen seconded, and the Board unanimously agreed to adjourn at 6:15 p.m.

Recorded by Angela Andre, Administrative Assistant and submitted by Beth Carey, Director of Library Services. The next regular meeting of the Library Board will be held on **Wednesday, June 13, 2012 at 4:30p.m.**, in the Friends' Room of the Shorewood Library.

