



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
May 10, 2017 Approved Minutes

Trustees Present: Mariann Maris, Maggie Marks, Megan O'Brien, Alex Dimitroff, and Alex Handelsman

Excused: Bryan Davis, Jean Gurney

Others Present: Rachel Collins (Library Director), Emily Passey (Assistant Library Director), Angela Andre (Administrative Assistant)

Call to order: at 5:18 p.m. the meeting of the Shorewood Library Board of trustees was called to order by President Maris. Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

Consent Agenda: Ms. Dimitroff motioned approval of the entire consent agenda, all voted in favor; approved.

### Introduction of Proclamations for Trustees Maris and Gurney

This is the last meeting with Board President Maris. Last month was the last meeting with Ms. Gurney. The Library and Trustees thank them both for their many years of service to the Library. Mr. Handelsman read out the statements that will become formal Village Proclamations to be read at a Village Board meeting.

### First Quarter Financials

Director Collins highlighted some items from the first quarter budget report:

#### In Revenues:

- The budgeted income for Local Library Aides is incorrect. Director Collins took the estimate from an outdated document when drafting the budget, therefore it is short by \$10,000 dollars. She is hopeful that gap will be filled by donations in 2017. She will keep a close eye on the 4<sup>th</sup> quarter budget.

#### In Expenditures:

- Some items are paid in a lump sum at the beginning of the year, therefore some budget lines are significantly over 25% spent.
- Other Intergovernmental Payments covers some pieces that we pay to MCFLS as well as software maintenance and cataloging which are \$7,000+ each.
- Spending for cleaning and pest control is on track even with extra services on the weekend

- Large payments were made in the first quarter for software, including the unexpected renewal of 44 Microsoft licenses which renew on a two-year cycle. Now that Director Collins is aware of the update schedule, this will be factored into future budgets.
- Periodicals and eBooks reported expenditures are skewed. MCFLS lumps together digital items but we do not, so the eBook budget line appears over budget and the periodicals budget line will remain under budget.
- Funds that were thought to be remaining from the Onufrock gift were actually spent down in 2015; so we do not have the \$3,500 that was budgeted for this year's fiction purchases. The discrepancy should be offset by an Auermiller grant and additional gifts received this year.

### Friends of the SPL and Library Board relationship

Ms. Collins would like to examine the past and future relations with the Friends group and to explore recommendations for healthy communications. She presented a chart that outlines the roles and responsibility guidelines of the Library's Director, Board, and Friends group. She also distributed the Trustee Essential Handbook chapter which discusses the role of the Friends group.

The trustees discussed the Friends request that the library identify core programs and their concern about dependence on Friends funding to support them. Trustees expressed that the Friends support of summer programming promotes good will and asserts their presence in the community. Discussion focused on the need to talk to the Friends Board about the Library's priorities in the budget cycle and clearly outline the ways in which the Friends can support the library. Director Collins will be meeting with the FOSL Board President and Treasurer to outline the 2018 Friends budget and will encourage greater visibility and marketing for the Friends. She will also spearhead the effort to better express Board and staff appreciation for the Friends.

### Personnel Committee Report

Ms. Marks, Ms. Dimitroff and Mr. Davis met with Director Collins after compiling the results of staff and trustee evaluations of the Library Director. They spoke of Ms. Collins' success in cultivating diversity within the library and building trust and encouraged her to now move on to vision. Ms. Marks has drafted the final written evaluation results and the document will be signed and submitted to Village HR. Merit increase based on the annual performance evaluation will be a consideration within the next budget plan. The library is onboarding the Village's merit based pay / evaluation system which is now in its 11<sup>th</sup> month. The process will be reevaluated after it has gone through a second cycle.

### Village Facilities Committee Report

Ms. Dimitroff stated that this committee will no longer meet now that it has successfully communicated the library's interest in Village space initiatives. Shorewood's Strategic Initiatives Committee will continue meeting with a new configuration of trustees which include two carryover members. The only item on their agenda going forward is the space that will be vacated by the Police department. The Strategic Initiative Committee would like to meet regularly with representatives from the Library, Senior Resource Center, Health Department,

and Historical Society. Ms. Gurney has expressed interest in being the Library's representative for these meetings.

Ms. Collins noted that although the Village Facilities Committee is disbanding; the Library Facilities Committee will continue to meet.

### Friends of the Shorewood Library Liaison report

- Ms. Dimitroff reports that at their last meeting the Friends paid tribute to former liaison Jean Gurney who has served for twelve years.
- They also heard three proposals for funding library initiatives/programs - two were approved and one was tabled.
- They reported having 159 current members.
- They intend to discuss and possibly revise their bylaws

### Status on Library Board Appointees

There are six applicants on file and the Judiciary, Personnel, and Licensing Committee have been interviewing. Director Collins expects that they will be assigning new trustees to the library before the June or July meeting. She has been making an effort to meet each applicant to give them a sense of the Library and Board meetings.

### Adjournment:

Ms. Dimitroff motioned to adjourn the meeting at 6:31 p.m. All approved.