



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES

December 11, 2024 Meeting Minutes

Present:

- President Jon Smucker (via phone)
- Vice President Kara Espera
- Trustee Anjum Alden
- Trustee Eric Couto
- Trustee Patrick Linnane
- Trustee Wesley Warren
- Director of Library Services Hayley Johnson
- Assistant Library Director Noah Weckwerth
- Library Office Manager/Confidential Secretary Angela Andre
- Friends of the Shorewood Public Library President Mary Armstrong

Excused:

- Superintendent Laurie Burgos

1. **Call to Order** - Vice President Espera called the meeting to order at 5:30 P.M.
2. **Statement of Public Notice** - Vice President Espera stated that the meeting was properly noticed and posted according to law.
3. **Public Comment** - None

4.Consent Agenda: Trustee Couto moved to approve today's agenda, minutes from the November 13, 2024 meeting, and accounts payable reports. Trustee Warren seconded, and motion carried by a vote of 6-0.

5. **Information Item: Director of Library Services Report**

- Youth Services Librarian Abigail Ott was accepted into the 2025 PBS Kids Community Learning Cohort. This opportunity blends professional development, hands-on learning, peer-to-peer connection, and program implementation into one dynamic series.
- In October, the North Shore Health Department vacated from the lower level of the Village center. This vacant space has created an opportunity for an additional public meeting space – the Village Center Conference Room.
- Library Legislation Day, sponsored by the Wisconsin Library Association, will be held in Madison on Tuesday, February 11, 2024 and is an opportunity to advocate for Shorewood Public Library and Wisconsin libraries in general.

- The Friends of the Shorewood Public Library christened a new Little Free Library which is maintained by the Friends and stocked with donated books. Little Free Libraries offer 24/7 access to materials, and users are encouraged to take a book or share a book.

6. Action Item- 2025 Pay Ranges

Each year, the Village of Shorewood Board of Trustees considers and typically adopts a Cost of Living Adjustment (COLA) for all Village employees. This year, in accordance with the Village of Shorewood's most recent salary survey, the Village of Shorewood Board of Trustees and the Shorewood Public Library Board of Trustees also approved adjusting the salaries and wages of positions to be found below-market rate.

Director Johnson presented the minimum and maximum for each position's pay range shifts which reflects a three percent COLA for all library staff (except the library aide and shelver*) as well as adjusted market rates.

*In 2019, a Shorewood Village Board of Trustees initiative set a minimum wage of \$10.00 per hour for all part-time employees. As a result, shelver and aide wages were increased, and the Shorewood Public Library Board of Trustees passed a separate Shelver and Youth Services Aide Compensation Policy on December 11, 2019. The policy states that annual COLA will not be applied to these positions, and shelver and aide wages will be reviewed every five years to ensure the pay scale is competitive and equitable.

The Shorewood Public Library Board of Trustees sets library employee wages per State Statute Chapter 43.58 (4).

MOTION: Trustee Warren moved to adopt the 2025 Shorewood Public Library Pay Ranges which reflect a three percent Cost of Living Adjustment as well as adjusted market rates which is consistent with the increases adopted by the Village of Shorewood Board of Trustees for village staff. Trustee Linnane seconded, and the motion carried by a vote of 6-0.

7. Action Item: Shelver and Youth Services Aide Compensation Policy

Part of the 2025 budget and tax levy request includes adjusting salaries and wages to meet market rates according to the Village of Shorewood's most recent salary survey.

Two library positions – the shelvers and Youth Services Aide – were not included in the salary survey, however, the Shorewood Public Library Board of Trustees moved to increase those positions' hourly wages by \$1.00 per hour.

Pay increases will be applied to the first full paycheck period following the employee's anniversary date. Shelvers and Youth Services Aides are not eligible for any other annual pay increase, including Cost of Living Adjustment (COLA).

The Shorewood Public Library Board of Trustees will review the shelver and Youth Services Aide pay range every five years to ensure competitive and equitable compensation.

MOTION: Trustee Couto motioned to adopt the updated Shorewood Public Library Shelver and Youth Services Aide Compensation Policy. Trustee Linnane seconded, and the motion carried by a vote of 6-0.

8. Information Item: Hoopla Update

Per the 2025-2028 Milwaukee County Federated Library System (MCFLS) ILS, Resource Sharing and Technology Agreement, member libraries will pay for the full cost of Hoopla starting in 2025. Because MCFLS is no longer financially contributing towards the cost of Hoopla, member libraries had the option to maintain service levels, reduce the number of checkouts, or drop the service completely.

Because of timing and how quickly the new year is approaching, Director Johnson's recommendation is to keep Hoopla with two monthly checkouts per patron for 2025. This funding has already been budgeted for in the 2025 enhanced budget. During the upcoming year, Shorewood Public Library staff will evaluate the service, look at alternatives, and provide a more informed recommendation for the 2026 budget.

9. Action Item: 2025 Budget and Tax Levy Request

MOTION: Trustee Warren motioned to adopt the 2025 Shorewood Public Library budget, including a request for \$983,845 in tax levy funds from the Village of Shorewood. Trustee Alden seconded, and the motion carried by a vote of 6-0.

10. Potential Action: 2024 Greater Milwaukee Foundation Withdrawal

After a discussion, the trustees agreed that a withdrawal request would be postponed until 2024 spending is complete. No motion.

11. Information Item: Trustee Essentials 15: *The Library Board and the Public Records Law*

12. Items for Future Consideration

13. Adjourn

Meeting adjourned at 6:56 P.M.

Recorded and submitted by Library Office Manager/Confidential Secretary Angela Andre on the 12th day of December, 2024