



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES

October 9, 2024 Meeting Minutes

Present: Vice President Kara Espera, Trustee Anjum Alden, Superintendent Laurie Burgos, Trustee Patrick Linnane, Trustee Wesley Warren (5:39 PM), Director of Library Services Hayley Johnson, Library Office Manager/Confidential Secretary Angela Andre, and Friends of the Shorewood Public Library President Mary Armstrong

Excused: Trustee Eric Couto and President Jon Smucker

1. Call to Order

Vice President Espera called the meeting to order at 5:30 PM.

2. Statement of Public Notice

Library Office Manager/Confidential Secretary Angela Andre confirmed that the meeting was properly noticed and posted according to law.

3. Public Comment

None

4. Consent Agenda: Agenda, minutes from the September 11, 2024 and September 18, 2024 meetings, and accounts payable reports. Trustee Linnane moved to approve the Consent Agenda. Superintendent Burgos seconded, and motion carried by a vote of 4-0.

5. Information Item: Director of Library Services Report

STAFFING UPDATES

- Three high school students have been hired as shelvers.
- Noah Weckwerth will be joining our team on Monday, October 21, 2024 as our new Assistant Director.
- Youth Services Aide Nancy Beck is celebrating her tenth year at the library (October 2, 2024).

MILWAUKEE COUNTY FEDERATED LIBRARY SYSTEM 2025-2028 ILS, RESOURCE SHARING AND TECHNOLOGY AGREEMENT

Director Johnson completed the Member Library Feedback Submission Form for the Milwaukee County Federated Library System (MCFLS) 2025-2028 ILS, Resource Sharing and Technology Agreement on Wednesday, September 23, 2024. There was little discussion of the agreement at the Thursday, October 3, 2024 Library Directors Advisory

Council (LDAC) meeting. Director Johnson plans on attending the Monday, October 14, 2024 MCFLS Board of Trustees meeting to listen to the board's discussion and vote on the member agreement.

THE GREAT PUMPKIN HUNT

Shorewood Public Library is excited to organize and coordinate the annual Great Pumpkin Hunt once again. Library team members are encouraged to paint a pumpkin with a design of their choice. Pumpkins are then displayed in local businesses throughout the Village from Friday, October 25, 2024 through Monday, November 4, 2024. Participants pick up a Great Pumpkin Hunt Guide at the library, and set out to find the pumpkins. Upon completion, children will receive a treat bag, and adults will be entered in a drawing for gift cards.

AFTER SCHOOL SNACKS

In an effort to make after school visits more successful, the reference team will be opening the program room as a designated space to enjoy snacks. The library Code of Conduct Policy prohibits eating in the library, yet many patrons, especially children, eat in the building. When spotted, library staff direct patrons to the lobby, however, having the program room as an option allows a social component for kids to enjoy snacks with their friends. It is also closer to where they spend time, e.g. the computers, and there is a sink for them to wash their hands. When open, the space will be monitored by the reference team member staffing the Children's Information Desk. This idea was brought forward by Youth Services Librarian Abigail Ott; was discussed by the team; and will be evaluated on an ongoing basis.

WISCONSIN LIBRARY ASSOCIATION ANNUAL CONFERENCE

The annual 2024 Wisconsin Library Association (WLA) Fall Conference will be held in Green Bay, Wisconsin Tuesday, November 5th, 2024 through Friday, November 8th, 2024. This year's theme is "All In: Include and Innovate." Virtual Engagement Librarian Megan Lohrenz and Youth Services Librarian Abigail Ott are the two staff members attending the conference this year. The 2024 WLA Fall Conference includes keynote speakers; 55 educational breakout sessions on a wide range of topics geared towards a variety of library types and roles; and an exhibition hall featuring new tools, services, innovations, and programs.

ADDITIONAL PROFESSIONAL DEVELOPMENT AND TRAINING

A Trauma-Informed Framework for Supporting Patrons: The Public Library Association Workbook of Best Practices

Over the past couple months, the reference team has been working through the 13 strategies and scenarios featured in the workbook. Scenarios include topics like "Suspected Intoxication, Under the Influence," "Threatening Verbal and Nonverbal Behavior," and "Child Unattended after Closing." Each scenario offers helpful tips to reflect, protect, connect, respect, and redirect. The reference team would discuss a scenario at our weekly meetings, and this provided a team-approach to talking about library policies, procedures, best practices, and experiences. Virtual Engagement Librarian Megan Lohrenz brought forth the idea, and organized the scenarios for our

team each week.

Automated External Defibrillator (AED) Training

On Monday, October 7th, 2024 and Tuesday, October 8, 2024 full-time library staff participated in automated external defibrillator (AED) training. This training was coordinated by Village Manager Rebecca Ewald, and will be led by North Shore Fire Department EMS Lieutenant Kevin Seyferth. There is one AED machine in the Village Center, and it is located near the library entrance doors.

6. Information Item: October 7, 2024 Village of Shorewood Board of Trustees Budget Review

- A majority of Village of Shorewood Board of Trustees were in favor of a 6% tax levy increase, and not cutting current service levels. However, service level cuts may be considered in 2026.
- When the library budget was presented, there was one question - "Is the library fully staffed now?" Answer: We will be on Monday, October 21, 2024 when the Assistant Director starts.
- The Village of Shorewood Board of Trustees is interested in funding critical need capital projects. The Village Center fire alarm control panel (FACP) will need to be replaced at an estimated cost of \$35,000. The FACP is original to the building (2002), and the company that installed it is no longer in business. The FACP is on the critical needs capital project list.
- For over two years, the Village Center chiller has not functioned properly with only half of the system working as it should. This affects the Village Center's air conditioning, but not the heat system. In the 2024 Village of Shorewood budget, \$249,000 was approved to replace the chiller, however it was unable to be upgraded this year. Since approval, costs have increased, and the Shorewood Village Board of Trustees approved an additional \$20,000 to cover the difference. The chiller will be replaced in 30-40 weeks.
- There is another Village of Shorewood Board of Trustees meeting to wrap up the 2025 budget on Monday, October 14, 2024, however, it may not be necessary. The final adoption of the 2025 budget come to a vote on Monday, November 18, 2024.

7. Action Item: Updates to 2025 Village of Shorewood Human Resources Manual

In 2016, after significant research and a legal consultation, the Shorewood Public Library Board of Trustees voted to merge the Shorewood Public Library Human Resource Manual with the Village of Shorewood Human Resource Manual. There are changes suggested for the 2025 manual, and therefore both the Shorewood Public Library Board of Trustees and Village of Shorewood Board of Trustees will need to adopt the updated version.

The changes to the 2025 Village of Shorewood Human Resources Manual are listed below. The Village of Shorewood Board of Trustees Judiciary, Personnel, and Licensing Committee will review the updated manual on October 21, 2024, and the full Village of

Shorewood Board of Trustees is slated to approve the manual at their November 4, 2024 meeting.

SUMMARY OF CHANGES

Added language to 2. C. 1. Recruitment and Application Process:

When a position becomes vacant or when a new position is requested, the Department Head will review the position with the Assistant Village Manager, its job description and the need for such a position prior to any posting or advertisement of the vacancy. The Department Head will prepare and submit a written request to fill the position to the Village Manager or the Assistant Village Manager. The position will be posted and/or advertised only after the Village Manager or the Assistant Village Manager has approved the request and the Village Board has also approved the filling of the position (budgeted positions only require the approval of the Village Manager, while reclassifications, changes to the scale, or changes to the organizational structure will require Village Board approval); With regard to Library and Police positions, the Department Head seeks approval from the Library Board and Police Commission, respectively.

Added language for lower level insubordination in Section 8. Employee Conduct and Customer Service:

Insubordination. This is for lower levels of insubordination, i.e., failure to follow supervisor instructions or Village policies/procedures, complaining about having to perform a task, skipping small parts of a task, the failure to complete assigned tasks by the time allotted, or the refusal to follow directives of their direct supervisor that are legal, within the scope of their job, and consistent with the ethics of public service, etc. The Village Manager will determine the level of insubordination.

Removed mention of "Clerk/Customer Service Department," and updated to "Clerk's Department"

Removed task rate for water utility

Updated vacation allocation for Shorewood Police Department sergeants and captains

Reviewed for grammatical errors, inclusive language, and minor changes to logical sequences of events

The Shorewood Public Library Board of Trustees can adopt this version as written or add additional language for library employees. There are not significant changes to the manual, and the changes offer little to no impact for library staff. Therefore, Director Johnson recommended adopting this version as written.

MOTION: Trustee Warren moved to adopt the 2025 Village of Shorewood Human Resources Manual as written with the included changes. Trustee Alden seconded, and the motion carried by a vote of 5-0.

8. Action Item: Amendments to the Shorewood Public Library Board of Trustees Bylaws Tabled

9. Potential Action Item: Review of Video Streaming Shorewood Public Library Board Meetings

At the April 10, 2024 Shorewood Public Library Board of Trustees meeting, trustees moved to video stream regular library board meetings:

Trustee Couto motioned to adopt the Video Streaming of Shorewood Public Library Meetings Policy as written by Trustee Warren. Superintendent Burgos seconded, and the motion carried by a vote of 6-0. This policy is slated to be reviewed at the October 9th, 2024 meeting, six months after implementation.

MOTION: Trustee Warren moved to discontinue video streaming regular Shorewood Public Library Board of Trustees meetings. Trustee Linnane seconded, and the motion carried by a vote of 5-0.

10. Information Item: Friends of Shorewood Public Library Proclamation (National Friends Week)

The American Library Association recognizes October 20th-26, 2024 as National Friends of Libraries Week. This is an excellent opportunity to celebrate the Friends of the Shorewood Public Library and their ongoing support of the library and staff.

Beyond providing collection and programming support as well as funding for special initiatives, here are a few ways that the Friends of the Shorewood Public Library contribute to the library:

FUNDRAISING

Coordinate ongoing Used Book Sale and eBay listings
Solicit annual memberships
Collect memorials and general donations

PROGRAMMING

Host annual Holiday Book Talk with Boswell Book Company proprietor Daniel Goldin
Promote the Friends and library at the Shorewood Farmer's Market
Partner and assist the library with large-scale community programming

STAFF SUPPORT

Provide "Welcome Bags" to all new library team members
Celebrate library staff twice a year with special treats and snacks

VOLUNTEERISM

Coordinate Adopt-A-Shelf program
Seek volunteers for library events

This is also an excellent opportunity for the Shorewood Public Library Board of Trustees to recognize the Friends of the Shorewood Public Library for their contributions. If you aren't a member of the Friends, please consider joining.

11. Information Item: Trustee Essential Handbook 12 and 13: *Library Standards and Library Advocacy*

12. Items for Future Consideration

13. Adjourn

Meeting adjourned at 6:11 PM.

Recorded and submitted by Library Office Manager/Confidential Secretary Angela Andre on the 9th day of October, 2024