



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES  
Meeting Minutes  
April 10, 2024

**Present:** Trustee Espera, Trustee Warren, Trustee Smucker, Trustee Alden, Trustee Couto, and Superintendent Burgos, Interim Library Director Hayley Johnson, Library Office Manager and Confidential Secretary Angela Andre, Mary Armstrong

**Excused:** Trustee Linnane

1. **Call to Order**

President Smucker called the meeting to order at 5:15 p.m.

2. **Public Comment**

No public comment

3. **Statement of Public Notice**

Ms. Andre stated that the meeting was properly noticed and posted according to law

4. **Consent Agenda:** Agenda, Minutes from March 13, 2024; accounts payable reports  
Trustee Couto moved to approve the consent agenda with the minutes amended to reflect the excused absence of Trustee Warren. Superintendent Burgos seconded and motion carried by a vote of 6-0.

5. **Informational: Interim Director Report**

**Staff and Hiring Updates**

- One clerk was hired in a 10-hour per week position.
- 20 applications were received for the Library Associate position. Nine candidates were invited to provide short responses to three prompts. Responses will be reviewed this week, and the top candidates will be invited to a formal interview.

**Safety Training**

On Thursday, March 21st, 2024, full-time staff participated in the first part of our safety training. The training included a walk-through of the Village Center building to identify fire extinguishers, pull stations, and emergency exits. Eric Anderson from the Department of Public Works building maintenance team joined and was able to add extra context to the training.

**New attraction passes**

The library now offers attraction passes to the Harley-Davidson Museum. The Harley-Davidson Community Partner Pass offers three membership cards that allow two adults and children under 17 free admission to the museum. Other benefits include 50% off additional general admission tickets, and 10% off at the Harley-Davidson shop and MOTOR Bar & Restaurant.

We also purchased two additional Discovery World passes to try and meet patron demand. As of Friday, March 29th, 2024, there are 214 requests for our pass. Funding for these passes came from the 2023 GMF Lange Bequest Collection Enhancement line.

### **Technology updates**

- All of the librarians now have laptops and docking stations as their primary computer stations. The laptops are mobile and provide more flexibility – they can be brought to meetings, programs, etc., and can be utilized for telework situations. Funding for the laptop upgrade came from the 2024 GMF Lange Bequest Technology Software Enhancements line.
- The librarians' former desktop computers have been used to replace older computer stations. Four computers in the circulation area have been upgraded as well as the both the computers at the information desks.
- The two AWE Learning Stations have been replaced with the Platinum 3 Model. (The library purchased the first model in spring 2020.) The AWE Learning stations are touchscreen computers geared towards young children between the ages of two and twelve. The stations offer preloaded games and activities that focus on early literacy skill development and school readiness enhancement. Funding for the AWE Learning Stations came from the 2023 GMF Lange Bequest Technology Software Enhancements line.

### **Programming updates**

- PEEPS DIORAMA CONTEST: Voting for the Peeps Diorama Contest ends on Friday, April 7th, 2024, and the dioramas will be on display through Friday, April 15th, 2024. A special thank you to Confidential Secretary/Office Manager Angela Andre for coordinating this effort, and making it a huge success. We had 47 entries, and many patrons came in specifically to look at the dioramas and vote for their favorites.
- NATIONAL LIBRARY WEEK: The reference team worked together on a number of projects to celebrate our team and our community during National Library Week (April 7th-13th). We decided to have a pet theme since National Pet Day is Thursday, April 11th, 2024. Projects include a pet display which includes staff and patron submissions, and an I spy game inviting patrons to seek out images of 11 library cats in the children's section. We're also featuring library team member profiles on our social media pages, and coffee and cake for village and library staff. To celebrate National Poetry Month, we'll have a magnetic poetry station in the collaboration area/teen space.
- SOLAR ECLIPSE VIEWING PARTY: The library will be hosting a solar eclipse event on Monday, April 8th. Solar eclipse glasses will be available day of for those who come in person, and we'll have a livestream of the eclipse for those wanting to stay inside. There will also be an eclipse-theme craft.

### **Friends of the Shorewood Public Library Update:**

Two longtime Friends of the Shorewood Public Library board members resigned last month – Joan Spector and Alice Davis. Joan served many years on the board in leadership

roles as well as the Adopt-A-Shelf Volunteer Coordinator. Alice served on the board as well as working weekly to sort and restock books for the Used Book Sale for over 20 years. Other Friends board members have stepped up to fill their shoes, but Joan and Alice will be missed.

6. **Informational: Interim Director Report**

MOTION: Trustee Couto motioned to adopt the Streaming of Shorewood Public Library Meetings Policy as written by Library Trustee Wesley Warren. Superintendent Burgos seconded. Motion passed by a vote of 6 -0.

7. **Items for future consideration** - None stated.

8. **Informational: Trustee Essentials Handbook Chapter 7: *The Library Board and Library Personnel***

9. **Closed Session**

Trustee Couto motioned to convene into closed session for the purpose of reviewing the ad hoc committee's recommendations for the Library Director position and possible motion to interview candidates or offer employment: The Village of Shorewood Library Board may adjourn into closed session under the provisions of Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to discuss and deliberate on the applications received for the Library Director recruitment. The Village of Shorewood reserves the right to reconvene into open session to discuss and act relating to the subjects of the closed meeting discussions. Superintendent Burgos seconded. Motion passed by a vote of 6 -0.

Trustee Espera reviewed the ad hoc director search committee's process and committee findings. Trustees discuss next steps, decide to proceed to interviews.

10. **Reconvene into Open Session**

Closed session ends at 6:33 pm. All vote in favor.

Open session begins at 6:34 pm. Trustee Couto motions to interview candidates.

Trustee Warren seconds. Motion carries 6-0.

11. **Adjournment**

Trustee Couto motions to adjourn. Trustee Smucker seconds. Motion carries 6-0.

Meeting adjourned at 6:35 pm.

Closed Session minutes submitted by Board President Jonathan Smucker  
Regular Session minutes submitted by Library Office Manager/ Confidential Secretary  
Angela Andre on the 3<sup>rd</sup> day of May, 2024