



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

Present: Trustee Linnane, Trustee Espera, Trustee Smucker, Trustee Warren, Friends' President Mary Armstrong, Library Director Hayley Johnson, Library Office Manager/Confidential Secretary Angela Andre

Excused: Trustee Couto, Superintendent Burgos, Trustee Alden

1. **Call to Order**

President Smucker called the meeting to order at 5:39 p.m.

2. **Statement of Public Notice**

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

3. **Public Comment** - none

4. **Consent Agenda:** Agenda, Minutes from June 12, 2024; accounts payable reports.

Trustee Smucker moved to approve the consent agenda with amendments to the minutes as directed. Trustee Linnane seconded and motion carried by a vote of 4-0.

5. **Action Item: Approval of 2025 Friends of the Shorewood Public Library Grant**

At their June 20th, 2024 meeting, the Friends of the Shorewood Public Library approved \$34,570 to enhance library collections, programming, and other initiatives in 2025.

While much of the annual grant is similar to previous years, there are a few adjustments worth noting:

- Non-traditional Circulating Items increased from \$1,000.00 to \$2,000.00. This money is allocated towards Lucky Day Attraction Passes. In 2024, the library purchased an additional Milwaukee County Zoo Pass with the Friends' grant, and will purchase additional passes in 2025.

- Adult Summer and Winter Reading Programs funding decreased from \$1,000.00 to \$750.00. This decision was based off feedback from library staff. The \$250.00 was re-allocated to the Non-traditional Circulation Items line.

- The library's Early Literacy Center (ELC) is receiving a one-time \$7,500.00 grant to reimagine and refresh the space. Geared for infants to five year-olds and their caregivers, the ELC encourages literacy through play - there's a store to play shop; a garden to tend; a dedicated space for babies to safely explore; and much, much more. The ELC opened in September 2014, and is soon approaching its 10 year anniversary.

The ELC is a destination for many, and had approximately 3,500 visits in June. While the space is well loved and utilized, many of the toys and equipment are worn and torn. With the Friends' grant, Youth Services Librarian Abigail Ott will explore new playthings and ways for users to interact with each other and the space. Abby will also work on creating a welcoming environment that is successful for both library users and staff.

Per the Gift and Donation Policy, all monetary gifts over \$500.00 require acceptance by the Shorewood Public Library Board of Trustees. I recommend that the board accept the Friends of the Shorewood Public Library 2025 grant as presented.

MOTION: Trustee Linnane moved to accept the Friends of the Shorewood Public Library's grant of \$34,570.00 as presented in their 2025 budget. Seconded by Trustee Warren Motion passed 4 - 0.

6. Informational: Library Director Report

STAFFING UPDATES

- One shelver resigned because they are moving closer to family outside of Milwaukee County.
- Applications for the 10-hour a week library clerk and 10-hour a week shelver positions have been reviewed, and interviews have been scheduled for Thursday, July 11th, and Friday, July 22nd, 2024. We have received fourteen applications.
- The Assistant Director position has been posted, and applications are being accepted through Friday, July 19th, 2024. So far, nine applications have been submitted.

SUMMER CELEBRATION

The Summer Celebration will be held on Thursday, July 25th from 6:00-8:00 PM. The annual event will feature traditional favorites like Culver's custard and the Milwaukee Brewers Famous Racing Sausages as well as new features like Pete's Pops and bubbles and music from DJ Kid Boogie Down. Rain or shine, we're looking forward to celebrating the best of summer with friends, neighbors, and library staff.

Anthony Curtis, the Village of Shorewood's IT contractor, volunteered to build a cornhole set that we can use for years to come. (The library paid for the supplies.). Anthony also donated some sandwich boards that we can use for this event and more.

This year's Summer Celebration includes some new partnerships:

- The Friends of the Shorewood Public Library will be hosting a bookmark creation table to engage with the celebration-goers.
- The Shorewood Waters Project in collaboration with Shorewood Art Fellows Project Anna Coffaro will be on hand with an interactive community art mural banner that adults and children can contribute to.
- The Shorewood Longevity Project will be in attendance to promote quality of life through community enhancement, daily movement, intergenerational connections, and nutrition.

YOUNG ADULT NON-FICTION RECLASSIFICATION

Inclusive Services Librarian Quinn Brakob and Library Associate Kate Strattner are working on reclassifying the young adult non-fiction collection to make it less confusing for patrons and staff to find the books. The young adult non-fiction collection is moving back to the traditional Dewey Decimal Classification System. Having titles in order will make books easier to find, and it will provide consistency with the adult and youth non-fiction collections.

The collection is not large, and the reclassification project is in progress. It should be completed by the end of the month.

LIBRARY E-NEWSLETTER

The Shorewood Public Library e-newsletter is a great way to keep up with everything going on at the library. The monthly publication features staff highlights, programming, book recommendations, and more. Virtual Engagement Librarian Megan Lohrenz recently refreshed the e-newsletter, and it's well-organized and eye appealing; Megan does a wonderful job of highlighting all of the things we do.

7. **Discussion: Planning Committee**

As the most pressing need is to work on the budget at this time, the makeup of the committee will be determined at a future Board Meeting.

8. **Informational: MCFLS Strategic Plan 2025-2028**

At their June 20th, 2024 meeting, the Milwaukee County Federated Library System (MCFLS) Board of Trustees approved the 2025-2028 Strategic Plan.

MCFLS coordinates activities between its member public libraries which collectively serve the Milwaukee metropolitan area. MCFLS is funded by the State of Wisconsin and member libraries. MCFLS supports the library's integrated library system (ILS), including CountyCat, materials sorting and delivery, technical assistance, subscription database services, and providing continuing education opportunities.

9. **Informational: Trustee Essentials Handbook - 10: *Developing Essential Library Policies***

10. **Items for Future Consideration**

- Formation of Planning Committee

11. **Adjourn**

Trustee Linnane motioned to adjourn the meeting at 6:07 PM; seconded by Trustee Smucker. All approved after a vote of 4-0.

Submitted by Library Office Manager/Confidential Secretary Angela Andre on the 12th
day of July, 2024