



## REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES

June 12, 2024 Meeting Minutes

**Present:** Trustee Linnane, Trustee Couto, Trustee Alden, Trustee Espera, Trustee Smucker, Trustee Warren (5:22 PM), Superintendent Burgos (via Zoom), Library Director Hayley Johnson, Library Office Manager/Confidential Secretary Angela Andre, Mary Armstrong

1. **Call to Order**

President Smucker called the meeting to order at 5:15 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 May 8, 2024; accounts payable reports.

Trustee Couto moved to approve the consent agenda with amendments to the minutes as directed. Trustee Espera seconded and motion carried by a vote of 6-0.

5. **Action: Election of Officers**

Trustee Linnane, chair of the nominating committee, presented the slate of nominations: For Library Board President - Jon Smucker; for Library Board Vice President - Kara Espera

**MOTION:** Trustee Linnane moved to appoint the slate of nominated trustees. Trustee Couto seconded. All voted in favor to appoint Trustee Smucker as President and Trustee Espera and Vice President by a vote of 6-0.

6. **Discussion: schedule and timing of board meetings**

In compliance with Article IV of the Library Board Bylaws, regular meetings of the Library Board shall be held each month with the exception of a Summer recess; the schedule to be set by the Board at its annual meeting.

The trustees discussed and decided to change the start time to 5:30 p.m. to accommodate all trustees. The meetings will remain on the second Wednesday of each month with a recess in August. The 2024-2025 meeting dates are as follows:

- |                          |                                 |
|--------------------------|---------------------------------|
| • July 10, 2024          | • January 8, 2025               |
| • August – summer recess | • February 12, 2025             |
| • September 11, 2024     | • March 12, 2025                |
| • October 9, 2024        | • April 9, 2025                 |
| • November 13, 2024      | • May 14, 2025                  |
| • December 11, 2024      | • June 11, 2025 -annual meeting |

## 7. Informational: Library Director Report

### STAFFING UPDATES

- Shelver Geraldine Flynn will be celebrating 20 years at the Shorewood Public Library on Friday, June 28th, 2024. Congratulations, Gerry!
- The 10-hour a week library clerk and 10-hour a week shelver positions have been posted, and applications will be accepted through Friday, June 21st, 2024.
- The Assistant Director position will be posted on Friday, June 14, 2024. A timeline for the process was shared with the trustees. B

### ATTRACTION PASSES

After careful consideration and conversation, there will be a change in how we circulate some of our extremely popular attraction passes. Currently all Shorewood owned attraction passes are holdable, meaning patrons can be put on a waitlist. Another option some libraries utilize are non-holdable passes, meaning attraction passes are available on a first come, first served basis. Now, we will implement a combination of both methods.

\*We are no longer placing holds on the Discovery World attraction passes. Discovery World is reevaluating their library pass program, and may discontinue it in the future.

We will never completely meet the demand for our attraction passes. The Friends of the Shorewood Public Library may offer additional support for additional attraction passes in 2025, and hopefully having two different avenues to obtain passes will help ease the burden.

Most of the attraction and museum passes are funded by the Lange Bequest fund.

Trustee Couto would like to discuss the possibility of expanding the number of passes and make it a part of the budget discussion for next year.

### FRIENDS OF THE SHOREWOOD PUBLIC LIBRARY BOOKSELLER RECOGNITION LUNCH

On Tuesday, June 4th, 2024, Director Johnson joined the Friends of the Shorewood Public Library's booksellers for their annual recognition lunch at Harry's. These volunteers work hard on weekly basis to fundraise for the library in three different book sales:

- Antiques on Pierce booth and general sorting of all donations: Joe Riepenhoff
- eBay sales: Kathy and Kelly Clark
- Ongoing used book sale: Nancy Bornstein, Maggie Lintereur, and Mary Lynn Scheuber

While the "booksellers" work together, they don't always work together at the same time or in the same space. Despite having worked "together" for months or maybe even years, the luncheon provided an opportunity for volunteers to meet and connect for the first time. It was a good time all around, and I'm grateful for all their hard work.

## 8. Informational: Review and discussion of current strategic plan

The current strategic plan is set to expire this year. It was included in the packet materials for review. President Smucker opened the floor to discussion.

Director Johnson noted that some items on the plan have been successfully addressed and continue to be such as attention to customer service. She is also very invested in #5 - establishing work/life balance and investing in staff as a major strength of the library.

Trustee Linnane stated that he is impressed with the current plan and thinks it makes a great framework for the updated plan. Trustee Smucker appreciated that it is a broad plan but would like it to include shorter timelines and specific initiatives that will work towards the larger goals.

Trustee Couto proposed that the current plan is sufficient to get through the rest of the year and a new plan could be discussed beginning in 2025. Trustee Espera agrees that this will allow time for the new Ms. Johnson to settle into her role as Director and continue to establish a full staff.

9. **Discussion and potential action: Planning Committee formation**

President Smucker offered that a planning committee could be of assistance to the Director. Director Johnson does recommend that a committee be formed.

MOTION: Trustee Warren motioned to create a planning committee in accordance with the directives in the strategic plan with further details and membership be discussed at a future meeting. Seconded by Trustee Smucker. Pass 7-0.

10. **Informational: Personnel Committee**

Nothing further to report.

11. **Informational: Trustee Essentials Handbook - 9: Developing the Library Budget**

12. **Items for Future Consideration**

Formation of Planning Committee

13. **Adjourn**

Trustee Couto motioned to adjourn the meeting at 5:47 PM; seconded by Trustee Smucker. All approved after a vote of 7-0.

Submitted by Library Office Manager/Confidential Secretary Angela Andre on the 13<sup>th</sup>  
day of June, 2024