



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES

Meeting Minutes

May 8, 2024

Present: Trustee Espera, Trustee Warren (via phone), Trustee Smucker, Trustee Linnane
Superintendent Burgos, Library Director Hayley Johnson, Library Office Manager and
Confidential Secretary Angela Andre, Mary Armstrong

Excused: Trustee Couto, Trustee Alden

1. **Call to Order**

President Smucker called the meeting to order at 5:21 p.m.

2. **Statement of Public Notice**

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

3. **Public Comment**

No public comment

4. **Consent Agenda:** Agenda, Minutes from April 10, 2024; accounts payable reports.

Trustee Espera 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 5-0.

5. **Informational: Library Director Report**

Thank you

Director Johnson extended her thanks to the Shorewood Public Library Board of Trustees for entrusting her with the Director of Library Services position. She is excited to take on this new role, to grow in the position, and to help the team and library grow as a whole.

Staffing updates

Current Administrative Assistant for the Shorewood Department of Public Works, Kate Strattner has accepted the Library Associate position. Prior to her full-time role with DPW, Kate worked part-time as a Shorewood Public Library clerk for over ten years. She also worked part-time at MCFLS, so she comes with a lot of experience and will be a great fit for our team.

One clerk is no longer working with the library.

Unattended phone thefts

Three phones were taken during the last weeks of April. Two of the phones belonged to patrons, and one of them was a staff member's phone that was on the front counter. One patron filed an official police report, and the other two incidents are logged with the

Shorewood Police Department. Librarians have been monitoring the situation, making sure they have frequent contact with patrons, and encouraging patrons to keep their possessions on them at all times.

Summer Reading

Shorewood Public Library will offer summer reading programs for children, teens, and adults. This year's theme is *Adventure Begins at Your Library*.

- The **youth summer reading program** will be structured differently than previous years. This year, children will be encouraged to read for 800 minutes, or about approximately 15 minutes a day. Children will earn their coupon packets after reading for 400 minutes, and a book for their personal library when they complete 800 minutes. Some of the grand prizes will include family passes to area attractions like Discovery World and the zoo. Online participation through Beanstack will be strongly encouraged.
- The **teen summer reading program** will be similar to the children's program. Online participation through Beanstack is highly encouraged, and teens will also earn coupon packets, books, and be eligible for prize drawings.
- The **adult summer reading program** will feature a BINGO-style format, including unique reading opportunities, refreshing summer activities, as well as library-related fun. Participants will be entered into prize drawings as many times as the amount of BINGOs earned.

All of the summer reading programs will start on Tuesday, May 28th, 2024 and will end on Friday, August 23rd, 2024. All three programs are **sponsored by the Friends of the Shorewood Public Library**.

Summer programs

- The library will host a number of programs this summer including All-Ages Storytime, Family Fun: STEM Nights, Furry Fridays, and Music and Movement Storytimes. With Friends of the Shorewood Public Library support, the library will also host Terrific Tuesdays featuring Bembe Drum and Dance, Schlitz Audubon Reptiles and Amphibians, Milwaukee Steve Juggling and More!, a Community Mural Session, Wisconsin Schneider Pint Size Polkas, and Artists Working in Education Art Studio Truck.
- Shorewood Public Library is excited to partner with local naturopathic doctor Sarah Axtell on the **Shorewood Longevity Project**. The Shorewood Longevity Project is a non-profit organization that inspires the "community through opportunities, education, and intentional connection, to live not only longer lives, but better lives." The library will feature a health-themed book display and act as a pick-up location for the activity card. We will also be a drop-off location for completed activity cards, and a pick-up location for participants to pick up their completion bags.
- **The Summer Celebration will be held on Thursday, July 25th, 2024** from 6:00-8:00 PM. The celebration will feature some traditional favorites like Culver's sundaes and the Milwaukee Brewers Famous Racing Sausages as well as new features like Pete's Pops, bubbles and

music from DJ Kid Boogie Down, new activities, and more. Rain or shine, come celebrate the best of summer with your friends, neighbors, and your favorite library staff members. This event generously funded by the Lange Bequest.

6. **Informational: CountyCat upgrade**

On Monday, June 20th, 2024 all Milwaukee County Public Libraries will launch an updated version of CountyCat. The new catalog will offer a more modern, user-friendly interface that makes finding materials easier. CountyCat functionality – searching, placing holds, and managing your account – will remain the same, but the new CountyCat will:

- Showcase unique items like our Library of Things
- Group all formats of a title together so you can quickly find items
- Display your Wisconsin Digital Library/Libby reading history
- Allow you to manage family accounts and pay fines all in one place
- Display search suggestions to help guide you to titles

The public will be able to preview the updated version of CountyCat starting Wednesday, May 15th, 2024. Milwaukee County Federated Library System (MCFLS) will provide printed training materials, and Virtual Engagement Librarian Megan Lohrenz created our own training materials specific to the Shorewood Public Library page. Promotion has started with our May e-newsletter, and will continue via social media. Patrons will have to manually transfer lists and reading history within a month. All librarians are ready to assist with this process.

The CountyCat app is separate and will remain the same.

7. **Discussion and potential action: Dissolve the Ad Hoc Director's Search Committee**

President Smucker commended the committee for a job well done. Trustee Linnane noted that this was the best committee he has ever been a part of because each member of the brought care and concern to every meeting. He also commended the Village staff for their contributions.

MOTION: Trustee Warren motioned to dissolve the ad hoc director's committee seconded by Trustee Espera. Motion passed by a vote of 5 -0.

8. **Discussion and potential action: Formation of Planning Committee**

Trustee Smucker and Director Johnson discussed how a planning committee may help guide the direction of the future of the library. Director Johnson noted that she hopes this will foster good communication and encourage stakeholders to contribute involvement of different perspectives and ideas. In the past, the planning committee consisted of 2 or 3 library board members but the new iteration could be different. The goal is to create a plan that will bridge the gap between the end of the former strategic plan and the creation of a new plan.

Trustee Linnane suggests that the first step may be to review the previous strategic plan.

9. **Informational: Trustee Essentials Handbook Chapter 8: *Developing the Library Budget***

10. **Items for future consideration**

- Review the 2024 Library Strategic Plan
- Form the Planning Committee

11. **Adjourn**

Trustee Espera motioned to adjourn the meeting at 6:00 PM; seconded by Trustee Warren. All approved after a vote of 5-0.

Submitted by Library Office Manager/ Confidential Secretary Angela Andre on the 8th
day of May, 2024