



## REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES

November 13, 2024 Meeting Minutes

### Present:

- President Jon Smucker
- Vice President Kara Espera
- Trustee Anjum Alden
- Superintendent Laurie Burgos
- Trustee Eric Couto
- Trustee Patrick Linnane
- Trustee Wesley Warren
- Director of Library Services Hayley Johnson
- Assistant Library Director Noah Weckwerth
- Library Office Manager/Confidential Secretary Angela Andre
- Friends of the Shorewood Public Library President Mary Armstrong

1. **Call to Order** - President Smucker called the meeting to order at 5:30 P.M.

2. **Statement of Public Notice** - Director Johnson confirmed that the meeting was properly noticed and posted according to law.

3. **Public Comment** - None

4. **Consent Agenda:** Trustee Espera moved to approve today's agenda and minutes from the October 9, 2024 meeting, and accounts payable reports. Superintendent Burgos seconded, and motion carried by a vote of 6-0.

### 5. **Information Item: Director of Library Services Report**

- New Assistant Director Noah Weckwerth introduced himself to the trustees.
- Library budget update - The 2025 Shorewood Public Library tax levy request/budget will be voted on at the Monday, November 18, 2024 Village of Shorewood Board of Trustees meeting.
- Village of Shorewood voting wards - The Village of Shorewood Board of Trustees voted that the Village Center will now host wards one through eight.
- Adopt-a-shelf volunteer recognition event - The Friends of the Shorewood Public Library hosted a volunteer recognition event for the Adopt-A-Shelf volunteers. There are currently 35 Adopt-A-Shelf volunteers.

### 6. **Action Item- 2025-2028 Milwaukee County Federated Library System ILS Resource Sharing and Technology Agreement**

The Milwaukee County Federated Library System (MCFLS) Board of Trustees voted on the 2025-2028 ILS, Resource Sharing and Technology Membership Agreement., Shorewood Public Library will have to sign the 2025-2028 MCFLS Membership Agreement by the end of the year. Director Johnson then gave an overview of decisions that they acted on.

The Trustees questioned why these MCFLS discussions were conducted in closed session.

**MOTION:** Trustee Warren moved to approve the 2025-2028 Milwaukee County Federated Library System ILS, Resource Sharing and Technology Membership Agreement as written. Trustee Espera seconded, and the motion carried by a vote of 6-0.

## 7. Action Item: Amendments to the Shorewood Public Library Board of Trustees Bylaws

Director Johnson suggested using the language below to clarify the timeline of standing committee meetings and to ensure that trustees serving on the Finance and Personnel Committees can fully participate in making recommendations to the full Shorewood Public Library Board of Trustees.

The amendments also reflect a change in the number of meetings that the Finance Committee and Personnel Committee are required to observe annually – from at least six meetings per year to at least three meetings per year:

**MOTION:** Trustee Warren motioned to amend the Shorewood Public Library Board of Trustees Bylaw Article V Committees, Section 4. Finance Committee (e) and Article V Committees, Section 4. Personnel Committee (d) by including the following language:

- "The Finance Committee shall be a standing committee and shall meet at least ~~six (6)~~ **three (3)** times per year **following annual committee appointments.**" – Article V Committees, Section 3. Finance Committee (e)
- "The Personnel Committee shall be a standing committee and shall meet at least ~~six (6)~~ **three (3)** times per year **following annual committee appointments.**" – Article V Committees, Section 4. Personnel Committee (d)

Trustee Espera seconded, and the motion carried by a vote of 6-0.

## 8. Action Item: 2025 Holiday Closings

| HOLIDAY                   | CALENDAR DATE                |
|---------------------------|------------------------------|
| NEW YEAR'S DAY            | WEDNESDAY, JANUARY 1, 2025   |
| MEMORIAL DAY              | MONDAY, MAY 26, 2025         |
| JUNETEENTH                | THURSDAY, JUNE 19, 2025      |
| INDEPENDENCE DAY          | FRIDAY, JULY 4, 2025         |
| LABOR DAY                 | MONDAY, SEPTEMBER 1, 2025    |
| THANKSGIVING DAY          | THURSDAY, NOVEMBER 27, 2025  |
| FRIDAY AFTER THANKSGIVING | FRIDAY, NOVEMBER 28, 2025    |
| CHRISTMAS EVE             | WEDNESDAY, DECEMBER 24, 2025 |
| CHRISTMAS DAY             | THURSDAY, DECEMBER 25, 2025  |
| NEW YEAR'S EVE            | WEDNESDAY, DECEMBER 31, 2025 |

Also, per Village of Shorewood Human Resource Manual 6. B. 3., "Library employees receive two (2) floating holidays to be used within each calendar year. Library employees receive one (1) additional floating holiday in lieu of the Spring Holiday (Friday before Easter) awarded to other Village employees. To receive the extra day, the employee must be currently employed by the Library at the time of the Spring Holiday."

**MOTION:** Trustee Warren motioned to adopt the 2025 library holiday closures as presented including awarding benefitted library staff floating holidays for the Spring

Holiday – Friday, April 18, 2025. Motion seconded by Trustee Couto and the motion carried by a vote of 6-0.

**9. Information item: Volunteer Committee and Elected Officials Training Modules**

The Village provides training required to successfully fulfill the role of trustee in accordance with Wisconsin State Law. The deadline for training completion is Tuesday, November 26, 2024. Compliance is reviewed annually by the Village of Shorewood Board of Trustees, and completion of the training modules is required to serve; non-compliance is cause for removal.

**10. Information Item: Trustee Essential Handbook 14: *The Library Board and the Open Meetings Law***

**11. Items for Future Consideration**

**12. Adjourn**

Meeting adjourned at 6:56 P.M.

Recorded and submitted by Library Office Manager/Confidential Secretary Angela Andre on the 14<sup>th</sup> day of November, 2024