



REGULAR MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES
September 11, 2024 Meeting Minutes

Present: Trustee Linnane, Trustee Espera, Trustee Smucker, Trustee Couto, Superintendent Burgos (5:35 PM), Trustee Alden, Library Director Hayley Johnson, Library Office Manager/Confidential Secretary Angela Andre, Friends' President Mary Armstrong,

Excused: Trustee Warren

1. **Call to Order**

President Smucker called the meeting to order at 5:30 p.m.

2. **Statement of Public Notice**

President Smucker confirmed that the meeting was properly noticed and posted according to law.

3. **Public Comment** - none

4. **Consent Agenda:** Agenda, Minutes from July 10, 2024; accounts payable reports. Trustee Couto moved to approve the consent agenda. Trustee Linnane seconded and motion carried by a vote of 5-0.

5. **Information Item - Director of Library Services Report**

STAFFING UPDATES

- One 10-hour a week clerk was hired and started on Thursday, July 25, 2024 by helping out with face painting at the Summer Celebration.
- One 15-hour a week clerk, and started on Monday, July 29, 2024.
- One clerk left for college, but will be kept on the payroll for future circulation scheduling needs.
- We are actively in the hiring process for three 10-hour a week shelvers.

ASSISTANT DIRECTOR HIRING UPDATE

We are in the final stages of our Assistant Director search, and plan to make an offer to a candidate soon. Nineteen people applied for this position.

SWITCH GAME COLLECTION

Shorewood Library now circulates a collection of Switch games which is being funded by the Lange Bequest. They have been extremely popular.

SUMMER PROGRAMMING

- *Adventure Begins at Your Library* Summer Reading for adults, children, and teens concluded on Friday, August 23rd, 2024 and was conducted all online this year. There were 170 children and 46 teens who completed the challenge.
- Terrific Tuesdays, including Art Studio Truck with Artists Working in Education (AWE), Pint Size Polkas, and Schlitz Audubon Reptiles and Amphibians, were also offered as part of summer reading programming.
- All three summer reading challenges as well as the Terrific Tuesday programs were sponsored by the Friends of the Shorewood Public Library.
- The annual Summer Celebration held on Thursday, July 25th, 2024 was a big success. This year, each professional team member contributed to the event which added a new approach to favorite traditions:
 - *Abigail Ott, Youth Services Librarian* - Contracted with Kid Boogie Down, a local DJ who provided family-friendly entertainment and bubbles
 - *Angela Andre, Office Manager/Confidential Secretary* - Worked with Pete's Pops to offer attendees a dairy-free treat and helped with face painting
 - *Kate Strattner, Library Associate* - *Balloon Twisting* – we weren't going to offer it this year, but Kate took it on!
 - *Kayla LaGrossa, Community and Adult Services Librarian* - Contracted with the Milwaukee Brewers Famous Racing Sausages and brought yard games from home to share
 - *Hayley Johnson, Director of Library Services* - Rerouted the Trolley Tour to accommodate Village construction projects; the condensed tour route allowed more people to ride.
 - *Megan Lohrenz, Virtual Engagement Librarian* - Organized face painting and worked with volunteers to keep the line moving
 - *Quinn Brakob, Inclusive Services Librarian* - Helped coordinate yard games and staffed the information desk so other team members could work the event
 - *The Friends of the Shorewood Public Library, Shorewood Water Project, and the Shorewood Women's club also participated in the event.*
- Library Associate Kate Strattner, Youth Services Librarian Abigail Ott, and Director Johnson attended National Night Out on August 6th, 2024. This annual event, organized by the Shorewood Police Department, was a great way to interact with the Shorewood community and beyond. Staff was able to connect with approximately 150 attendees, and we issued five library cards to new patrons.

LIBRARY ONBOARDS 30 KID LIBRARIANS

This summer, kids ages eight through 12 were invited to apply to be "Kid Librarians." Kid Librarians, overseen by Youth Services Librarian Abigail Ott, will have the opportunity to create their own book shelf display featuring all of their favorite reads.

This project will give kids the chance to share their love of reading with their peers and the larger Shorewood Public Library community while interacting with professional library staff. Thirty applications were completed, and all 30 kids will be

able to share their custom-made displays for one week starting this fall. Be sure to check out the books our young patrons are reading when you visit the library.

LIBRARY AND STAFF RECOGNIZED IN JOURNAL ARTICLE

Wazir C. Vasudeva, former Professor of Chemistry at the University of Khartoum, Sudan recognized the library and staff in the acknowledgments of a recently published article:

“Yoga Overcomes Type 2 Diabetes.” International Journal of Complementary and Alternative Medicine, Volume 17, Issue 4, pages 184-197. Published August 5th, 2024.

Professor Vasudeva included the following acknowledgment:

“Thanks are also due to the staff of Shorewood Public Library, 3920 North Murray Avenue, Shorewood, WI 53211 for providing some necessary literature for the current article.”

6. Informational - Finance Committee Report

Trustee Smucker reported that when the committee met they did not have the full numbers that are provided by the Village of Shorewood. Village Manager Rebecca Ewald came to the meeting to explain some of the 2025 Village projects that may impact this year’s budget. She invited all trustees to subscribe to the Village Manager’s memo to stay informed about upcoming projects.

7. Informational - 2025-2028 MCFLS Membership Agreement Considerations

In a memo to the Trustees, Director Johnson stated that the current Milwaukee County Federated Library System (MCFLS) ILS, Resource Sharing and Technology Membership Agreement expires on Tuesday, December 31st, 2024, and Shorewood Public Library will have to sign the 2025-2028 MCFLS Membership Agreement by the end of the year.

Ultimately the MCFLS Board will make the final decisions as to what goes into the member agreement, but they have asked for input from staff and Boards of member libraries. There are several proposals for Shorewood Public Library Board of Trustees to consider. Director Johnson is asking for trustee comment and feedback on each item. Shorewood Library Board’s recommendations and comments will be shared with MCFLS as they draft their member agreement.

Director Johnson reviewed the proposals to consider in the 2024 MCFLS Member agreement and offered her recommendations.

- *Proposed changes to reciprocal borrowing payments* | Staff recommendation: no change to current system.
- *Hoopla or Infrastructure Cost* | Staff recommendation: Infrastructure.
- *Adding a maintenance of effort clause requiring members to maintain investments in their collections* | Staff recommendation: no.

- *Using loan rules of the circulating library rather than the owning library when materials are checked out. A majority of Wisconsin systems use this model to improve and simplify the user experience for patrons* | Staff recommendation: no.
- *A system-wide fee card issued by all libraries allowing access to all physical collections in the county where owning libraries are reimbursed for use of their materials* | Staff recommendation: no.

Trustees' opinion is in line with staff's recommendations for all of the above items.

8. Action Item - 2025 Shorewood Public Library Proposed Budgets and Tax Levy Request - Tabled

Trustee Couto motioned to table agenda items 8, 9, and 10 for a future meeting. Motion seconded by Trustee Linnane and passed 6 - 0 after a vote.

9. Action - 2025 Greater Milwaukee Foundation /Lange Bequest Proposals - Tabled

10. Action - 2025 Cost of Living Adjustment - Tabled

11. Discussion - Planning Committee - No report

12. Discussion Item - Amendments to the Shorewood Public Library Board of Trustees Bylaws

Director Johnson proposed two amendments to clarify Finance Committee and Personnel Committee meetings. Below is suggested language to not only clarify the timeline of standing committee meetings, but also to ensure that trustees serving on the Finance and Personnel Committees can fully participate in making recommendations to the Shorewood Public Library Board of Trustees:

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

These proposed amendments will go to a formal vote at the October Library Board meeting.

13. Information Item - Personnel Committee Report

No report

14. Information Item - Trustees Essential Handbook - 11: Planning for the Library's Future

15. Items for Future Consideration

- **Hoopla**
- **Streaming meetings**

16. Adjourn

Trustee Couto motioned to adjourn the meeting at 7:35 PM; seconded by Trustee Smucker. Meeting adjourned.

Recorded and submitted by Library Office Manager/Confidential Secretary Angela
Andre on the 12th day of September, 2024