



SPECIAL MEETING OF THE SHOREWOOD LIBRARY BOARD OF TRUSTEES
September 18, 2024 Meeting Minutes

Present: Trustee Alden, Trustee Linnane, Trustee Espera, Trustee Smucker, Trustee Couto, Trustee Warren (5:40 PM), Library Director Hayley Johnson, Library Office Manager/Confidential Secretary Angela Andre

Excused: Superintendent Burgos

1. Call to Order

President Smucker called the meeting to order at 5:30 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. Informational - Personnel Committee Report

Trustee Espera reported that the committee met on September 13th and reviewed the salary survey conducted by the Village of Shorewood. Director Johnson's provided various scenarios of library salary range changes examined how they might impact the budget. They discussed the possible promotional raise for one librarian.

5. Informational - Finance Committee Report

Trustee Smucker reported that the committee met on September 16th. He expressed gratitude for the work of Director Johnson and the Personnel Committee to examine the budget impact of potential changes to library staff wages. The committee agreed with the decision of the Personnel Committee and Director Johnson to prioritize salary and wages; citing the importance of retaining quality staff members and the confidence Director Johnson has in her team. They also believe that this to be a financially feasible option because of the collection budget adjustments.

The trustees reviewed the new salary data provided by the Village that includes the market rates and how library salaries would change if those rates were applied in 2025.

6. Action - 2025 Shorewood Public Library Proposed Budgets and Tax Levy Request

At the September Shorewood Public Library Board of Trustees meeting, trustees review and approve the upcoming year's proposed operating budget including the tax levy request from the Village of Shorewood. Trustees also review and approve the upcoming year's enhanced proposals and budget. At the regularly scheduled Shorewood Public Library Board of Trustees meeting on Wednesday, September 11th, 2024, the proposed budgets and tax levy request were tabled for a vote at

today's meeting.

The library is requesting a 2.1% increase or \$20,479.00 more in tax levy support from the Village of Shorewood for 2025. This request includes the COLA update, increase in professional education, and salary adjustments based on the Village salary survey,

MOTION: Trustee Linnane moved to approve the proposed 2025 Shorewood Public Library budget as submitted, including a request for \$983,845 in tax levy funds from the Village of Shorewood Board of Trustees. Trustee Espera seconded and motion passed after a vote of 6-0.

MOTION: Trustee Warren moved to approve the proposed 2025 Shorewood Public Library Enhanced Budget as presented, including the Greater Milwaukee Foundation/Lange Bequest Permanent Endowment Fund and the Greater Milwaukee Foundation/Lange Bequest Board Directed Reserve Fund requests. Trustee Couto seconded and motion passed after a vote of 6-0.

7. **Action - Greater Milwaukee Foundation/Lange Bequest Proposals**

This proposal acts to ensure that use of the Lange Bequest funds is in line with the Lange Bequest guidelines for use of money in each fund.

Funds will be spent by the library and paid by the Village of Shorewood. The library will quarterly request funds from the Greater Milwaukee Foundation and will reimburse the Village of Shorewood for these expenditures.

ACTION: Trustee Warren moved to approve the 2025 Greater Milwaukee Foundation/Lange Bequest Permanent Endowment Fund request for \$137,715 in support of Patron Access, Collection, Programming, and Technology Enhancements as well as Professional Education and Miscellaneous line item expenses described in the outlined proposal above. Trustee Espera seconded. All voted in favor. Motion passed 6-0.

ACTION: Trustee Couto moved to approve the 2025 Greater Milwaukee Foundation/Lange Bequest Board Directed Reserve Fund request for \$30,000 to fund Shorewood Public Library's website redesign. Trustee Smucker seconded and motion passed after a vote of 6-0.

8. **Action - 2025 Cost of Living Adjustment**

Each year, the Shorewood Public Library Board of Trustees makes a separate motion that sets the Cost of Living Adjustment (COLA) for library staff for the upcoming budget year. There are a few reasons for this separate action.

The Shorewood Public Library Board of Trustees asks the Village of Shorewood Board of Trustees for a tax levy request, not approval of the library budget. While the library shares details of the budget and uses the Village budget template, specific budget lines – like the Salaries and Wages line – are not approved by the Village of Shorewood Board of Trustees. Therefore, it is recommended that the Shorewood

Public Library Board of Trustees clearly move to adopt a designated COLA for the following year. This is best practice per municipal auditors, and also serves to authorize this pay increase in the Village payroll system.

Per the Shelver & Aide Compensation Policy (revised December 11, 2019), shelvers and the Youth Services Aide are compensated on a step system, and are not eligible for COLA. This year, the library budget and tax levy request include a \$1.00 an hour wage increase for shelvers and the Youth Services Aide. In December, the Shorewood Public Library Board of Trustees will approve the updated library pay ranges which will reflect the 2025 COLA.

ACTION: Trustee Couto motioned to increase wages 3% for all library staff, except shelvers and the Youth Services Aide, effective January 1, 2025 pending approval of the requested tax levy amount by the Village of Shorewood Board of Trustees. Trustee Warren seconded and motion passed after a vote of 6-0.

ACTION: Trustee Couto moved to increase library shelvers and the Youth Services Aide rate by \$1.00 an hour effective January 1, 2025 pending approval of the requested tax levy amount by the Village of Shorewood Board of Trustees. Trustee Warren seconded and motion passed after a vote of 6-0.

9. Closed Session - The Shorewood Library Board may adjourn into closed session

Trustee Warren 6:18 P.M. moved to convene into closed session under the provisions of Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Shorewood Public Library Board reserves the right to reconvene into open session to discuss and act relating to the subjects of the closed meeting discussions. Seconded by Trustee Couto. All voted in favor and motion passed by a vote of 6 - 0.

The Trustees and Director Johnson discussed compensation of library employees and the salary study provided by the Village of Shorewood.

10. Reconvene into open session and, if appropriate, act on matters discussed in closed session.

At 6:48 PM Trustee Couto motioned to end close session and reconvene the meeting in open session. Motion seconded by Trustee Warren. All voted in favor.

11. Adjourn

Trustee Couto motioned to adjourn the meeting at 6:50 PM; seconded by Trustee Smucker. Meeting adjourned.

Open session minutes recorded and submitted by Library Office Manager/Confidential Secretary Angela Andre on the 18th day of September, 2024

Closed session minutes recorded and submitted by Board President Smucker on the 18th day of September, 2024