



SHOREWOOD LIBRARY BOARD OF TRUSTEES
February 13, 2019 Approved Minutes

Trustees Present: Alex Handelsman, Elvira Craig de Silva, Megan O'Brien, Alex Dimitroff, Donna Whittle; Leslie Cooley, and Bryan Davis

Others Present: Library Director Rachel Collins, Assistant Library Director Emily Vieyra, Administrative Assistant Angela Andre

Call to order: at 5:16p.m. the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

Statement of Public Notice: Ms. Andre confirmed that the meeting had been posted and noticed according to law.

Consent Agenda:

- *Statistics report:* Some vital statistics were impacted by the library closing for three days in January.
- *Director's report:* The village will be going forward with installation of a key fob system for the lower level of the village center only. If the Library considers installing the system on its doors in the future, we will have the quote as a cost reference.
- Mr. Handelsman asked if there was any more information about the missing civic information center documents. Director Collins stated that no one knows what happened to the materials that were taken from both the library and from village hall. She is working with the Village to come up with another way to provide hard copies of village documents to the public.

Action: Annual Report

MOTION: Leslie Cooley motioned and Bryan Davis seconded to approve answering 'yes' to the question of whether MCFLS provided effective leadership and adequately met the needs of the library in 2018. All voted in favor. Approved.

Informational: Sub Committee Report

Alex Handelsman reported on the committee's review of potential investment vehicles for the Lange bequest. The committee has narrowed down the options to forming a library foundation or working with a community foundation.

The committee conferred with outside legal counsel to determine administrative and financial implications of both options. Counsel advised against set up of a library foundation as it is not

consistent with the committee's envisioned spending policy. The committee also met with representatives from Wells Fargo.

Action: Resolution authorizing execution of documents for gift

MOTION: Megan O'Brien motioned that (until March 13, 2019) President Handelsman may execute documents to authorize the Lange gift in the event that action is time-sensitive; all voted in favor; approved.

Action: Community foundation relationship

Based on all variables, the subcommittee recommends moving forward with pursuing a community foundation.

MOTION: Leslie Cooley moved that the subcommittee be allowed to meet with community foundations with the purpose of negotiating terms for management of the Lange Bequest funds. Seconded by Bryan Davis. All voted in favor; approved.

Action: Approve spending policy

Megan O'Brien reported that the strategic and planning committee met and established spending guidelines related to the Lange bequest. The spending policy draft was shared with counsel and reviewed by the committee a final time.

The document recommends three different funds – each meant to achieve certain purposes:

- 2040 Fund – focuses on the facility. It is a long-term fund that can grow.
- Board Directed Reserve Fund – intended to provide long-term source of funds for larger, one-time projects and special opportunities including library strategic planning initiatives and facility work. The entire amount can be drawn down.
- Permanent Endowment Fund – intended to provide ongoing support and to preserve a portion of the bequest to continue goals set forth by the library strategic plan. The fund may not be spent down but will remain available to support the library as long as the library exists.

This policy will be used in conversation with community foundations.

MOTION: Donna Whittle moved approval of the Funds and Spending Guidelines for the Lange Bequest. Seconded by Alex Handelsman. All voted in favor; approved.

Informational: Friends liaison report

Alex Dimitroff reported that her reports will be minimal going forward because the Friends Board is now conducting budget discussions in closed session.

Informational: Unexpected expenditure

The monitor on one of the library's self-check stations stopped working in January 2019. Staff determined that because 65 – 70% of our check-outs are done on the self-check units, it is essential to maintain four working stations. The monitor was replaced for \$927 plus \$12

shipping with an emergency expenditure from the fund balance, which was approved by President Handelsman. Tech assistance and labor was covered by our annual maintenance plan with the vendor.

Informational: Library closed three days

On January 26, the extreme cold contributed to a pipe bursting in the southeast side of the library around 9:00 am. The library was closed to the public that day and closed for staff and public the following day to allow for clean-up. No damage resulted from this incident except a small amount of drywall damage around a ceiling mounted sprinkler head.

After learning that Milwaukee County and the Village were closing all non-essential services due to the impending snow storm, Director Collins decided to also close the Library on Monday, January 28.

Director Collins noted that the days closed greatly impacted January's statistics, however it did allow time for the area impacted by the burst pipe to dry completely. It was also a good opportunity to put their recently completed Emergency closing procedure into action. They learned that some things needed to be added to the procedure.

Informational: Communications audit

Assistant Director Emily Vieyra spoke further with the graduate student from Marquette who will be conducting a communications audit on the Shorewood Public Library. The student provided a project outline and questions for focus groups. Ms. Vieyra worked with the student to reword the questions to help focus on communication elements. The graduate student is also working with Atwater Elementary school parents of English language learning students.

The project is due this April and the student will present her results at a future board meeting.

Informational: Library Director Performance review (closed session)

At 6:15 p.m. President Handelsman motioned that the Board adjourn into closed session under the provisions of sec. 19.85(1)(c), Stats., for the purpose of discussing performance evaluation of the library director. With a roll call, all trustees voted in favor.

Elvira Craig de Silva was excused at 6:22 p.m.

Brian Davis moved that the Board return to open session at 6:52 p.m. Seconded by Leslie Cooley; all approved.

Informational

Donna Whittle motioned to adjourn the meeting at 6:53 p.m. Seconded by Bryan Davis. All approved.