



SHOREWOOD LIBRARY BOARD OF TRUSTEES  
April 13, 2022 Approved Minutes

Trustees Present: Alex Handelsman, Alex Dimitroff, Leslie Cooley, Donna Whittle, Jon Smucker, and Interim Superintendent JoAnn Sternke Excused: Elvira Craig de Silva

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

1. Call to order: at 5:15 PM the meeting of the Shorewood Public Library Board of Trustees was called to order by Board President Handelsman.

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

3. No Citizens to be heard on items not on the agenda

4. Consent Agenda:

**MOTION:** Trustee Dimitroff motioned for approval of the entire consent agenda. Trustee Cooley seconded. All voted to approve the consent agenda; motion carried.

5. Items pulled from the consent agenda: none

6. Additional topics not on the agenda

- Director Collins reported that the library will no longer have weather mat service for the lobby and interior entrance. The decision was prompted by an incident of a patron tripping and injuring themselves on the rippled edge of the mat. There are mats built into the lobby entrances that should suffice for collecting outside debris.
- The new Village Center AV system was discussed by a small committee to address concerns about public use of the equipment. Due to the complexity of the equipment and the need for staff assistance to operate it, the public will not be allowed to use the equipment in 2022.
- Assistant Director Vieyra reported that a request for quotes for new self-check-out units has gone out and quotes are expected to come in by the end of April.

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7. Action: Formation and Appointment of Director Search Committee

Article V, Section 3 of the Bylaws states that ad hoc committees can be "appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts."

**MOTION:** Trustee Cooley motioned move to approve Elvira Craig de Silva, Alexandra Dimitroff (chair), Donna Whittle, Laura Peracchio, Lisa Quintero, Emily Vieyra, and Rachel Collins to serve as an ad hoc committee to search and screen for a new SPL Director. Seconded by Trustee Smucker. All voted to approve; motion carried.

## 8. Informational: Library Director Job description

Director Collins presented an edited job description which updates the essential duties and responsibilities. This will serve as a starting point for the search committee. This will be posted as part of the job opening next Monday and the position will be listed for three weeks.

Trustee Cooley suggested including the handling of “repairs and renovation”. Trustee Whittle recommended mentioning other complexities involved in the job such as handling different funding streams (GMF; separate budgets). Trustee Smucker mentioned that there may be some confusion over “external/internal” customers in the first line of the description. This wording will be changed to “staff and community”.

## 9. Action: Lange Bequest request

The budget committee recommends that the Library Board approve expenditure of up to \$3,000 to support the in-person evaluation of as many as three final candidates. The funds will support a onetime opportunity with major implications for the future strategic planning initiatives for the Library, and therefore, may appropriately be drawn from the Board Directed Reserve Fund.

**MOTION:** Trustee Cooley motioned move to authorize the Shorewood Public Library Director to spend up to \$3,000, to be drawn from Board Directed Reserve Fund monies, for the purpose of supporting in-person interviews of three or fewer final candidates for the Shorewood Public Library Director position. Seconded by Trustee Handelsman. All voted to approve; motion carried.

## 10. Informational: Unspent 2021 Lange Bequest funds

Per the Unused funds from the Greater Milwaukee Foundation (Lange Bequest) Request Policy approved by the Library Board on March 11, 2020, the Library Director will report any unused monies from the Lange Bequest grant from the previous year. The report will also delineate the GMF fund of origin for the unused monies, which will be used in the current calendar year in a manner consistent with the Spending Policy and Fund Agreement that corresponds with the GMF fund of origin for the unused funds.

Director Collins shared the report which shows the actual costs compared to requested costs and the remaining that is undesignated for both Permanent Endowment and Board Directed funds. The spreadsheet also lists designated expenditures that have been delayed and deferred to a future year. The policy does not require reporting of the specifics of how remaining funds are spent; only that any future uses would be in the current year and would align with the fund that it's coming from.

After some discussion around reporting and recording expenditure of surplus funds; Assistant Director Vieyra suggested that the internal reporting form include documentation that the undesignated monies were spent responsibly.

### 11. Action: Unused library property policy

Assistant Director Vieyra presented the proposed document which helps document and establish a policy for what the library does with unused property. The procedure outlines exactly what is done with specific types of items no longer of use to the library.

President Handelsman acknowledged that the procedure does not require Board approval but suggested inclusion of language indicating that the items taken by staff must be for personal use, not personal gain.

Trustee Cooley requested that there be more clarity regarding who makes the decisions regarding what is done with the items. This is included in the policy but Ms. Vieyra agrees that this can also be added to the procedure.

Ms. Vieyra suggesting changing the language from “discard” to “disposal”. Superintendent Sternke suggested language describing what falls under the term “disposal”.

**MOTION:** Trustee Cooley moved to approve the Unused Library Property Policy as amended. Motion seconded by Superintendent Sternke and approved after a vote.

### 12. Action: Privacy and Confidentiality policy

This proposed change empowers library administration to share village center security camera footage with law enforcement officers during investigations related to criminal activity as well as dangerous and disruptive behavior in the library following established Wisconsin law and without delay.

The trustees suggested a change to the language in the first sentence under the Security cameras section of the policy.

**MOTION:** Trustee Whittle moved to approve the updated Privacy of Library Records and Library Use policy as amended. Motion seconded by Trustee Dimitroff and approved after a vote.

### 13. Possible Action: Selection Policy

Director Collins recommends the policy be changed to allow residents of Shorewood to submit a request for reconsideration of material in accordance with the Material Reconsideration Procedure. If approved, the Materials Reconsideration Procedure and Form will be updated to reflect this change.

**MOTION:** Trustee Smucker moved to approve the updated Selection policy requiring requests for reconsideration of materials be submitted by residents of Shorewood. Motion seconded by Trustee Handelsman and approved after a vote.

#### 14. Informational: Planning Committee report &

#### 15. Informational: Renovation Committee report

Trustee Cooley reported that both the Planning and the Renovation Committees evaluated the implications of proceeding with the originally planned renovation schedule versus delaying until a new Library Director was hired and familiarized with the renovation initiative.

Both Committees recommend delaying the renovation process taking into account the following considerations:

- The Library Board, Library Director and key staff need to focus the next few months on hiring a new Library Director and there isn't the "bandwidth" to also start the RFP process.
- We believe it is crucial that a new Director has time to get oriented to and gain ownership of the renovation initiative.
- High construction costs and supply chain issues are current challenges which may be eased with a delay.
- Staff involved in the planned website redesign could devote energy now to that initiative so that the website is up and running before construction when patrons would be more reliant on virtual library services.

The Committees, however, do not suggest delaying the renovation for too long. Both committees evaluated two revised timelines, either a 6 month or 12 month delay beyond the date of installation of the new director, before the renovation sequence would be initiated. Both committees favored the 6 month delay. The recommended timetable assumes the new Director would be hired July 2022 and six months later would issue the RFP in February 2023. Construction would then occur in the early months of 2024 and the renovation would be completed July 2024.

The committees suggest that the Library Board provide the direction and momentum to keep the renovation project within the recommended timeframes.

#### 16. Informational: Friends of the Library liaison report

Trustee Dimitroff reported that at their last meeting the Friends:

- approved purchase of logo banners (using Friends funds) and tablecloths (using library funds) to be used at Friends sponsored events
- discussed and voted on numerous bylaw changes
- approved funding of additional WiFi hotspots
- approved President Sacken's proposal for funding free period products in the library.
- welcomed two new members to their Board

#### 17. Informational: In-person meetings

The Village Board amended their policy on virtual attendance to acknowledge that there may be some situations when committee members, consultants, or vendors may want to participate

in meetings that are not posted as a hybrid meeting. The public would still be required to attend in person.

Director Collins recommends resuming in-person meetings and not pursuing a hybrid meeting format. There may be situations when virtual attendance would benefit the library board, such as having a non-local consultant participate in the meeting or accommodating a medical or familial situation.

Trustee Whittle mentioned that she recently conducted a successful hybrid meeting. She shared information about the equipment that was used which can be obtained at a significantly lower cost than the initially proposed OWL unit.

#### 18. Possible Action: Library COVID-19 Policy

No changes were suggested at this time.

#### 19. Informational: PLA Conference report

Virtual engagement librarian Lizzie Hjelle attended the Public Library Association Conference that was held in Portland, Oregon from March 23-25. She submitted a report on the sessions she attended and the ideas they sparked.

#### 20. Informational: 2021-2022 Equity Commitment report

Director Collins reported that despite the continued pandemic environment and significant staff changes, the library achieved multiple objectives related to our organizational Equity Commitment in 2021. These achievements were listed in a memo to the board along with the measurable objectives related to the 2022 Equity Commitment.

She also shared some of these annual highlights with the Village Board on Monday, April 4, 2022. Trustee Whittle and Superintendent Sternke commended Director Collins and Assistant Director Vieyra for the work they have put into the Library's commitment to equity.

#### 21. Informational: Quarterly subscription database report

Librarian Lizzie Hjelle is now compiling this report. The numbers indicate that Gale Courses is getting more traction with the county-wide promotional campaigns. The report shows the engagement numbers for Shorewood residents (tied to residency, not library of use).

**Adjournment:** Superintendent Sternke motioned to adjourn the meeting. Trustee Cooley seconded, the motion carried, and the meeting adjourned at 6:47pm.