



SHOREWOOD LIBRARY BOARD OF TRUSTEES
May 13, 2020 Approved Minutes

Trustees Present: Jonathan Smucker, Donna Whittle, Alex Handelsman, Alex Dimitroff, Elvira Craig de Silva, and Leslie Cooley

All participants attended remotely. Excused: Bryan Davis

Others Present: Library Director Rachel Collins, Assistant Director Emily Vieyra, Administrative Assistant Angela Andre, Mark Maurice - Greater Milwaukee Foundation, Joel Ottenstein- citizen to be heard on items not on the agenda. All participants attended remotely.

Call to order: at 5:23 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.

Citizen to be heard on items not on the agenda:

Joel Ottenstein identified himself as an ardent library user and supporter. He hopes the Shorewood Library can and will provide a diversity of services for the public going forward.

In response to Mr. Ottenstein's statement, Director Collins indicated that the library will be phasing in more services over the next few weeks.

Consent Agenda: Trustee Whittle motioned and Trustee Cooley seconded for approval of the entire consent agenda. Trustee Dimitroff abstained from the vote. Consent agenda approved.

Informational: [First Quarter financial report - GMF](#)

Mark Maurice of the Greater Milwaukee Foundation joined the meeting to present the first quarter financial report for Shorewood Library's three endowments. He explained the details of each account statement and noted that the numbers show the effect of March 2020's falling markets. He stated that the markets should pick up with the April numbers.

Informational: [First Quarter financial report - Village](#)

Director Collins noted the budget lines that are fully expended at the beginning of the year and therefore appear to be over budget in the first quarter.

The Professional Education line is over due to unbudgeted items. In addition to two staff members attending the Nashville Public Library Association Conference, the Assistant Director will be a facilitator for the Research Institute for Public Libraries, which is held out of state.

The library was asked to provide the Village with a COVID-19 fiscal impact report. Since the library was only closed for fifteen days in the first quarter; the full impacts are not yet apparent. Director Collins is projecting a decrease in revenue from fines, fees, and print payment that will likely be evident in the 2Q report. Two shelvers have resigned since the closures so those vacancies could result in some savings.

Director Collins also anticipates Shorewood will follow the trend of an increase in library use during economic downturns.

Use of electronic materials is up and funds will likely be reallocated from print materials to cover the cost of Hoopla.

When asked about a possible increase in cleaning costs Director Collins explained that she will be meeting with our contracted cleaners to determine that and that supplies will be ordered in bulk by the Village and distributed amongst the departments based on need.

Informational: Enhanced budget item status

Director Collins reported on several items already completed or in progress:

- Complete: Replacement of two staff computers and six public computers
- In Progress:
 - Replacement of staff task chairs,
 - LED lighting support,
 - replacement of conference room desk chairs,
 - reference desk task chairs,
 - remaining staff area task chairs,
 - replacement of public printer,
 - new AWE learning stations,
 - print tower enhancements.

Informational: Planning committee report

Trustee Cooley reported that the committee has been assisting the director with

- The Village annual report and initiative forms
- The Request for Proposals for the renovation masterplan. Director Collins has done a lot of work on this on her own over the last six weeks and it's ready to be released this week. Architects will be invited to tour the library and the RFP will be posted on the Village and Library websites.

Action: Ad-hoc committee formation

A committee will form to review proposals received for the renovation. It will be comprised of the DPW Director, the Library Director and Assistant Director, Trustee Cooley and one other Library Board Trustee.

MOTION: Trustee Cooley motioned that the Library Board President appoint a Renovation masterplan proposal review committee, which will serve until their final report is submitted to the full library board. Seconded by Trustee Dimitroff and approved after a vote.

Informational: Personnel committee report

Trustee Craig de Silva reported that the committee met at the end of April and followed up on creating a form for the circulation team to use during the Assistant Director annual performance evaluation process.

Informational: COVID-19 update

Staff is following the recommendations of the North Shore Health Department and in adherence to both Safer at Home orders issued by the State of Wisconsin, the Shorewood Public Library building has been closed to the public since March 16, 2020 and will remain closed through Monday, May 25. As we get closer to that date and with guidance and in consultation with the above listed agencies and individuals, we will determine if we will open the building to the public on Tuesday, May 26 and, if so, what safety measures will be in place for staff and patrons.

Director Collins outlined the Library services that will be offered to the public during building closure.

- Digital resources are available and patrons are being directed to and encouraged to use Hoopla, a platform for ebook, digital audiobook, music, graphic novels, film and TV shows that provides immediate access to materials (versus wait lists.)
- Digital Preschool programming launched
- Teen Librarian started a library podcast "Shorewood Stacks"
- Curbside pickup service began April 24. In the first four days of service, we delivered 600+ items to patrons outside of the building.
- Library staff also helped the Village on election day and before and after the election

Informational: Collection report

Item tabled to June meeting

Informational: Annual meeting

Per Wisconsin State Statute 43.54 and as stated in the Library Board of Trustee Bylaws, Article III, the officers of President and Secretary shall be elected from among the appointed trustees at the Annual Board meeting, which occurs each June. The nominating committee will present a slate of officers next month at the annual meeting and additional nominations may be made from the floor at that time.

Adjournment: President Handelsman motioned to adjourn the meeting at 7:05 p.m. All voted in favor.