

# North Shore Library Board Meeting Minutes

Thursday, August 15, 2019

9:00 AM

North Shore Library Board Room

6800 N Port Washington Rd, Glendale Wi 53217

## 1. ROLL CALL

President Glaisner called the meeting to order at 9:00 a.m.

Present: Franklin, Fonstad, Pierner, Rindt, Rosenfeld, Schmidt, Wadzinski, Glaisner

Excused: Bartels and Shaw

Also Present: Paul Pedersen, North Shore Library Foundation President, Alyssa Pisarski, Assistant Director, Susan Draeger-Anderson, Library Director

## 2. PUBLIC COMMENT

*At this time, individuals can address the Library Board on any topic for a three minute time period per person, with extensions per the Library Board President's discretion. No action will be taken aside from the possible referral to committees and/or individuals.*

There was no public comment.

**THE NORTH SHORE LIBRARY BOARD RESERVES THE RIGHT TO TAKE "ACTION" ON ANY OF THE ITEMS LISTED BELOW.**

**3. CONSENT AGENDA:** Library Board Minutes: 6.20.19,

Personnel Committee Minutes: 3.28.19, 6.27.19

Invoices: 6.19.19, 7.1.19, 7.17.19, 7.31.19

YTD Expenses: YTD 2019 Expenses, YTD 2019 Other Expenses, 2019-2020 FOL Expenses

Monthly Statistics

Motion made by Fonstad/Pierner to approve the Consent Agenda. Motion carried unanimously.

## UNFINISHED BUSINESS

### 4. Friends of the Library and Foundation Reports

Draeger-Anderson reported that although the Friends have not met they have been busy at work selling books in the library.

Paul Pedersen, Foundation President, reported that the Foundation met on July 25, 2019. They have added two new Board members: Bob Porsche and Robert Frisch both with extensive fundraising experience. Thanks to Dale Schmidt from the Glendale Chamber for reaching out to both of them. Rob Sanderson was also at the last meeting. He is the creative designer that the Foundation has used for all of the previous promotions. The Foundation

meeting discussion was two-fold: fundraising to relocate the library and fund raising to renovate. Now the Foundation is ready to move forward to fundraise for the renovation.

## **5. Updates from Community Trustees**

Fonstad reported that Draeger-Anderson reported to the Fox Point Board that the Library is now moving forward with a renovation, that she is working with the City Administrators to rewrite the Joint Library Agreement and that the 2020 Library Operating and Capital Budgets will be sent to the communities by next week. Glaisner reported that he has kept his trustees up to date on the Bayside Development and the current plan to renovate.

## **6. Update on potential Bayside Development at Brown Deer and Port Washington Roads and developer interest in Library location at this development.**

Rosenfeld reported that the Bayside Planning Commission Meeting had some vocal opposition to the development which resulted in the Developers withdrawing their proposal with no plans for presenting a proposal again.

## **7. Director's Report**

Draeger-Anderson reported:

In July the **Youth Services** Department held 31 programs with 585 attendees and attended 6 outreach events, bringing the library to 208 community members.

- 1. Outreach to the Nicolet Summer Camp:** Youth Services staff has been visiting the Nicolet Summer Camp (serving children from grades K-4<sup>th</sup>) twice a week during June and July. Each session starts with a read aloud and continues with an educational extension activity. The library visited a total of 10 times with an attendance of 254 for all the visits.
- 2. Teen Programs:** Youth Services Staff held four programs in July geared towards teens, including making galaxy prints on fabric, a showing of a movie, a Nintendo Switch program and an obstacle course with a robot.
- 3. Summer Reading:** There were 145 more sign-ups in July for our Early Readers, Kids and Teen Summer Reading, bringing our total number for the summer to 966. This was a slight increase from last year, a 6 percent increase. Although we had the about the same number of sign-ups for kid and teen participants, our Early Readers (those under 3) grew by 67 percent!
- 4. Weekly Family Entertainment:** Our weekly family performers in July continued to enjoy large crowds, seeing 227 people for our three performances. Performances included a musical by Sunset Playhouse, Magic with Rick Allen and storytelling with Chris Fascione.

**Adult Services** hosted 18 programs with 397 attendees

- Dermot hosted an Armchair Travel to Ireland program that was a great success. There were 13 attendees who learned about Irish history, culture, and customs.
- Adult Services continued Summer Reading Club with 118 entries into that month's raffle drawing. This brings the total to 118 entries this summer. The final drawing will be on August 16.
- Adult Services participated in Fox Point Farmer's Market with 200 interactions
- One of the programs in July was "Understanding Opioids" with a representative from the Medical College of Wisconsin. This is part of a new effort to bring educational programs on difficult topics to the North Shore Library
- The North Shore Library released its 17<sup>th</sup> episode. To date, the podcast has received 1,333 listens

## **Staff**

We have posted for the Reference Librarian position and plan to schedule 4-5 interviews for next week. In the meantime, Barbara continues to work 20 hours per week remotely, ordering books, planning programs and doing marketing. We have a sub working 3 evenings per week and 2 Sundays per month.

## **RFID Tagging Project**

The adult collection is complete. Youth Services plans to start tagging next week. We expect this to take 6-8 weeks to complete.

## **MCFLS**

MCFLS has recently completed a strategic plan in preparation for renewal of Library Agreements. I will be bringing these library agreements to you in October/November.

The plan identified several areas of improvement:

- The need for a new County Cat Mobil App  
MCFLS is currently moving forward with a new product called Communico. The cost to member libraries is just a bit higher but the benefits will be incredible. They have a very aggressive implementation plan with the app going live by October 15. This new app with better functionality will cost NSL an additional \$150./year
- Another Area identified by the Strategic plan is the need for increased continuity in electronic resources. Funding from MCFLS is primarily supporting Hoopla, which needs additional funding to be sustainable. Current funding is \$110K, MCFLS will add an additional; 25-45K each year. Even with increased MCFLS funding, North Shore Library will see an increase in Hoopla cost from \$3,350. To \$6,400 (91% increase) due to our increasing usage – still 3<sup>rd</sup> in MCFLS after Milwaukee Public Library and Wauwatosa Public Library. We have seen real growth in e-audiobook usage in Hoopla with almost 3,000 circulations through July while we had 4,043 in all of 2018.
- Additional staff capacity for consulting services for data collection and marketing/advocacy development.

MCFLS is partnering with Bridges and Lakeshore systems to promote September Library Card Sign up. The goal is to increase the number of new card holders and increase circulation in each system. The marketing plan includes bill boards, radio ads, posters, social media marketing, as well as a web component that will take people directly to the Milwaukee County Library sign up page. We will be looking at all card usage, including e-resources and computer use to gauge increases.

## **NEW BUSINESS**

### **8. MOTION TO MOVE INTO CLOSED SESSION**

Pursuant to Wisconsin Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility": Review and Consideration of 2020-2024 Salary Plan, presented by Tessa Bartels, chair of the Personnel Committee and Susan Draeger-Anderson, Library Director

Motion made by Rindt/Franklin to move into closed session. Motion carried unanimously.

**MOTION TO RECONVENE INTO OPEN SESSION:** To consider or act upon matters discussed in closed session.

Motion made by Rosenfeld/Rindt to move into open session. Motion carried unanimously.

**8. Review and Approval of 2020 Operating Budget**

Draeger-Anderson reviewed changes made to 202 budget as compared to 2019. Motion made by Rosenfeld/Fonstad to approve the 2020 Operating Budget. Motion carried unanimously.

**9. Review and Approval of 2020 Capital Budget**

Draeger-Anderson reviewed changes made to Capital Plan as compared to 2019. There was discussion that the sign expense should not be put off until 2021 as keeping the public updated on the renovation and transition space will be important. Motion was made by Rosenfeld/Fonstad to approve the 2020-2024 Capital Budget Plan with the change of moving \$60,000 for signage to 2020. Motion carried unanimously. There was discussion that if the renovation is put off 1-1.5 years there are items, especially carpet, that are presenting a danger to the public and staff and need updating. Motion made by Fonstad/Rindt to amend the 2020-2024 Capital Budget Plan to add \$10,000. To Misc. Capital Replacements. Motion carried unanimously.

**10. Discussion/Action North Shore Library Renovation Project** This item laid over to next meeting.

**11. Adjournment until September 19, 2019 at 9:00 a.m.** Motion made by Rindt/Schmidt to adjourn. Motion carried unanimously. Meeting was adjourned at 10:14 a.m. until September 19, 2019 at 9:00 a.m.

Respectfully submitted by Susan Draeger-Anderson, Library Director and Recording Secretary