

North Shore Library Board Meeting Minutes

Thursday, January 16, 2020

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 9:01 AM.

Present: Bartells, Franklin, Fonstad, Pierner, Rindt, Shaw, Wadzinski, Glaisner

Excused: Rosenfeld, Schmidt

Also Present: Andy Pederson, Village Administrator, Bayside and Melody Schuetz, Head of Adult Services, North Shore Library

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA

Invoices: 11.20.19, 12.18.19, 12.26.19, 12.31.19, 1.8.2020

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

Monthly Statistics

Motion made by Rindt/Shaw to approve the Consent Agenda. Motion carried unanimously.

UNFINISHED BUSINESS

4. Friends of the Library and Foundation Reports

Glaisner report that Friends of the Library Board Member Susan Walter passed away.

Glaisner reported that the NSL Foundation is waiting for the Communities approve the Joint Library Agreement and agree to a renovation date. They generated about \$30,000 from that open house.

5. Updates from Community Trustees

Shaw reported that Glendale approved the new agreement formula dated January 7, 2020. She explained that they are now looking for Library solvency. Draeger-Anderson was at the council meeting and part of the discussions.

Andy Peterson explained that the first formula developed was approved by Glendale and Bayside. It seems that Fox Point and River Hills are not going to take up that

agreement. Peterson will be meeting with River Hills to try to come up with a revised formula/agreement. There was a change to reduce the reliance on the fixed fee, and minor changes to the fiscal agent, which is now Bayside. All those changes were revised.

6. Joint Library Agreement Update

In the meeting on Friday with Village Presidents and Mayor, some in the group had seen the new agreement; some hadn't. It smooths out the numbers over 5 years. As one community had not seen that draft, the conversation evolved into the financial solvency of the library. The library is using \$40,000 a year in fund balance, which runs out in 2020. Peterson explained that in this case, the library would be getting more money, because the communities would be giving more money - an additional \$20,000 a year. There wasn't a specific direction for financial solvency. Draeger-Anderson had thanked Peterson for bringing up the library and its needs in the conversation. Peterson, Glaisner and Draeger-Anderson will meet on Friday to review the assumptions.

Glaisner reported that there was no mention of the Agreement at the recent Fox Point Meeting in open or closed session. Peterson explained that Bayside will meet tonight. After the President/Mayor meeting on Friday, there was no specific direction planned. Glaisner explained that Peterson has been doing different analyses of the numbers. He and Glaisner were playing with about 2% inflation and rate of increase. The variable not in the picture is inflation. The next steps are unsure; direction is needed from 2 communities. Glaisner thinks this will take getting all 4 back together again. The meeting was meant to come to an agreement and ended with a fear of the library being insolvent. Glaisner explained that the meeting moved from the Join Library Agreement to a Library Solvency discussion. He wants to bring back the focus to the Agreement.

Fonstad reported that the Fox Point board has not placed the Joint Agreement on the agenda yet. He's been meeting with the Village Manager and President to come up with constructive recommendations. The two major concerns are that a year ago, they asked the Managers to make a recommendation to move forward with the renovation that would address all the issues - the lease, financing, etc. That turned out to be a rewrite of the Joint Agreement. He still hasn't released the extension. The focus has moved from the renovation to redoing the joint library agreement. However, the end objective is the renovation. The other concern for Fox Point is the formula. Doug Fraser proposed that the communities engage a facilitator to resolve the issues. The elected heads of the communities will be meet to discuss. Glaisner is not aware of a date for a mediator. Peterson's impression is that the meeting concluded that a mediator was not needed.

7. Director's Report

Schuetz read the following report to the group.

In December the YS Department held 17 programs and 355 people attended.

- 1) The Youth Services Department received a mini-grant for \$990 to purchase materials for the monthly Homeschool Hands-on Learning program. The mini-grant was part of the Sequences & Stories training and is funded by Library Services and Technology Act (LSTA). Grant funds will be used to purchase technology tools to teach computer coding and sequential learning to kids of multiple ages who are homeschooled.
- 2) On Friday, December 27 Youth Services and Adult Services co-hosted a "Noon-Years Eve" party. Among the 69 attendees were kids, families and adults. Attendees created kids and adult crafts, played New Year's Bingo and counted down to noon with a balloon drop!
- 3) The Teen Advisory Board (TAB) hosted a bake sale on Friday, December 27 that generated \$68.00. They will decide what to do with the funds during their January meeting. Last year they gave bake sale funds to Summer Reading Program.
- 4) On Monday, December 30 the YS Department held a Life-Sized Candyland with 86 attendees. Families came and played as the game pieces and made their way through stations from the game, including Lollipop Woods, the Ice Cream Sea and the Gum Drop Pass. Finishers ended up in the Candy Castle at the end, winning the game. Many families stayed an hour or more, playing the game together many times.

Adult Services hosted 6 events with 34 participants.

The Annual Staff Professional Development Day took place on Friday, December 6. 24 of 25 staff attended. We started the day with the Color Personality Presentation. This helped us analyze our own personalities as well as those of our co-workers with a goal of fostering understanding and cooperation. We had a fire drill, lunch, a surprise baby shower for Alyssa and Department Meetings with trainings. The day was busy and fun.

Two new staff, Stacey Houke and Carol Crowley joined the Circulation Services team in December.

The transition to our new fiscal agent is going well. We had our first payroll this week and will begin paying invoices Friday and Monday. There has been a lot of paperwork

for staff to fill out and many details. It has been a very busy few weeks setting things up. Lynn at Bayside has been very welcoming and patient.

NEW BUSINESS

8. Library Digital Sign Report

Wadzinski explained the design for the new sign. The base would have metal panels. They want to coordinate fonts for future signs, and the red color for both signs. The discussion asked whether they wanted a metal base on the sign. Josh feels that as this is a public building, the base should be stone or masonry that will have a sense of permanence.

Wadzinski explained that there are 3 options for location. The current location isn't good. A location on the south end wouldn't generate much mileage. The north side has probably the best exposure. There will be commercial tenants in this area. With the new stop light, the sign can be angled to catch the eye of everyone at that stop light. The only drawback is that this is in front of Cardinal Stritch, which may cause confusion. Maybe another entrance to the library could be added to the Stritch entryway. It's unclear whether the Stritch entryway is a private drive or if there is enough to finance the extra entryway. Glaisner to contact Stritch. With this location, a second sign would be needed to indicate the other library entrance.

Current costs are estimated at \$3,500-4,000 and \$1,500-2,500 for masonry base. The original expected cost was \$6,000.

Carol suggested that Josh should go for the stone foundation. It would last longer and ensure that the library will stay in one location as well. Marilyn asked about the price, Josh said he has the impression that this is a good price. Kurt said the Fairfield sign was \$6,000. Marilyn asked if we're creating a situation where there are too many signs in this location - with the stoplight. Josh said the new stoplight sets up the sign to get more attention. Tessa asked about the flagpole. Josh thinks it would be more appropriate next to the breakout space. Carol asked what it will take to get this moving along. Josh said with a stone base, we'll need a separate contractor. Josh will need to talk to Stritch, Glendale, and understand the cost. The question came up on whether the board will need to vote on it. Josh says most likely, things won't move fast enough that anything happens before the next meeting. Carol wants to make sure the sign is up by the end of 2020. Josh will ask some contractors and get the price.

Terry asked if there's any chance we could get a sponsor for the sign for funding. He's not saying he likes the idea, but wanted to ask. Josh explains that he's been using the \$60000 as his budget as allotted. Eric would be concerned that a sponsored sign might be too much verbiage. Eric suggested that we can sell advertising on the sign potentially. Josh doesn't know if Glendale is on board with that.

9. Review and possible approval of two week loan period for NEW and Lucky Day items

Melody explained the proposed two-week loan period for NEW and Lucky Day items. Eric and Terry moved to approve. All were in favor.

10. MOTION TO MOVE INTO CLOSED SESSION

Motion made by Bartels/Wadzinski to move into closed session. Motion carried unanimously.

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 interim salary increase for Library Assistant II who will be taking on additional duties during Assistant Director Maternity Leave and discussion of Director Job Description presented by Susan Draeger-Anderson, Library Director, and Tessa Bartels, chair of the Personnel Committee

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

Motion made by Fonstad/Bartels to move into open session. Motion carried unanimously.

Motion made by Bartels/Rindt to temporarily increase the wage of the Librarian Assistant II to reflect extra responsibility during the Maternity Leave of the Assistant Director. Motion carried unanimously.

11. Adjournment until February 20, 2020 at 9:00 AM

Motion made by Fonstad/Rindt to adjourn the meeting. Motion carried unanimously. Meet was adjourned at 10:20 a.m. until February 20, 2020 at 9:00 a.m.

Respectfully submitted by Melody Schuetz, Head of Adult Services