

# North Shore Library Board Minutes

March 19, 2020 9:00 AM

North Shore Library Community Room

and via GoTO Meeting Phone Conference due to Covid-19

6800 N Port Washington Rd, Glendale WI 53217

## 1. Roll Call

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

Present via GoToMeeting phone conference: Bartels, Franklin, Pierner, Rosenfeld, Schmidt, Shaw, and Glaisner

Excused: Fonstad, Rindt, Wadzinski

Also Present via GoToMeeting: Andy Pederson, Village Administrator, Bayside and Alyssa Pisarski, Assistant Director. Present at the Library: Susan Draeger-Anderson, Library Director.

## 2. PUBLIC COMMENT

There was no public comment. No public in attendance at the library or via GoToMeeting

## 3. CONSENT AGENDA:

Library Board Minutes: 2/20/2020

February Invoices

2019-2020 FOL Expenses

Monthly Statistics

Motion made by Bartels/Schmidt to approve the Consent Agenda. Motion carried unanimously.

## UNFINISHED BUSINESS

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

Draeger-Anderson reported that the Friends of the Library Book Sale was cancelled due to COVID-19. Glaisner reported that the Foundation has not taken new action – they are waiting for the municipalities to commit to agree on the Joint Library Agreement and commit to the renovation.

### 5. Director Report

Draeger-Anderson reported that Assistant Director Alyssa Pisarski returned from Maternity Leave on March 4. Heidi Muehlhausen did a great job keeping the Circulation Team moving during her absence but all staff were happy to have Alyssa return. Since her return all activity has centered on the library response to the coronavirus.

### 6. Updates from Community Trustees

Glaisner reported that he would work with Steve Anderson from River Hills, encouraging him to work with President Frazer from Fox Point to make a recommendation.

Rosenfeld reported that Bayside had approved the Joint Library Agreement  
Shaw reported that Glendale has approved two versions of the Joint Library Agreement

**7. Joint Library Agreement Update - no other news**

**NEW BUSINESS**

**8. Approval of Budget Adjustment to support the Fiscal Agent Fee increase**

Draeger-Anderson reviewed the adjustments that would be made to the 2020 Budget to in order to increase the Fiscal Agent Line. Amounts are indicated below

<b>Account Number</b>	<b>Account Name</b>	<b>Reduce by</b>	<b>Move to</b>
50-61000-310	Supplies	1000.00	50-61000-111
50-61000-500	Contingency	1062.00	Overtime
50-61000-230	Maintenance	1000.00	Fiscal Agent Fee
50-61000-233	Equip Maintenance	900.00	
50-49300	Fund Balance	1359.00	
	<b>TOTAL</b>	<b>5321.00</b>	

Motion was made by Bartels/Shaw to adjust the 2020 Operating Budget as outlined by Draeger-Anderson. A roll call vote was taken with Bartels, Franklin, Pierner, Rindt, Rosenfeld, Schmidt, Shaw, and Glaisner voting in favor of the motion. The vote was unanimous.

**9. Covid-19 planning (Continuity of Operations Plan – COOP) discussion and possible action**

Draeger-Anderson reviewed the actions the library had taken to protect the health of both Staff and patrons, including extra cleaning effort, encouraging staff to wear gloves when handling materials, use of hand sanitizer and hand washing. Staff were also encouraged to stay home if sick. She reported that all programming and use of the Community Room had been cancelled. She reported that the Library was open through March 14. With encouragement from City/Village Administrators, the decision was made by Glaisner and Draeger-Anderson to close to the public on March 15 and 16 and reopen offering only telephone reference and Curbside Pickup of holds, requests and special librarian facilitated collections on March 17. On March 17, after two staff members went home sick, it was decided that the Library would close at 6:00 p.m. on March 17 until April 1, with a decision to be re-evaluated on March 30.

**10. Staff sick time and emergency closing policy discussion and possible action**

Draeger-Anderson reviewed that current Emergency Closing policy does not address long-time closure. It pays all staff on duty when the library closes through their shift and pays full time employees while the library is closed. Draeger-Anderson suggested that an Emergency Policy is needed in response to the coronavirus pandemic that addresses issues of employee compensation. Dreager-Anderson reviewed work that staff would be doing remotely including updating website, managing social media, creating and facilitating virtual programming, creating order carts, recording instructional Videos,

doing podcasts, creating book lists, doing planning for future programming and doing webinars, trainings, readings and discussions.

Motion was made by Pierner/Bartels to pay all full time and part-time staff, their regular wages while the library is closed for the pandemic through April 30<sup>th</sup>. Motion carried unanimously.

Draeger-Anderson reported that some libraries are getting requests for library staff to work in municipal departments during closure. If they do not comply, they are told to take PTO or go without pay. Draeger-Anderson requested guidance on this issue.

Draeger-Anderson reported that many of the library staff are in high risk category due to age, pre-existing conditions or have a family member at high risk and/or have children at home.

Motion was made by Schmidt/Bartels that during the pandemic library closing, North Shore Library employees will work at their discretion and at the Director's direction on site, remotely, at another municipal department or not at all with compensation. Motion carried unanimously.

**11. Curbside Pickup Service**

Draeger-Anderson reported that Curbside pick up was popular and worked well when used on March 17. This is a service that staff would like to continue when the library reopens.

**12. Adjournment until April 16, 2020 at 9:00 a.m.**

Motion was made by Rosenfeld/Bartels to adjourn. Motion carried unanimously. Meeting adjourned at 10:02 a.m. until April 16, 2020 at 9:00 a.m.

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