



North Shore Library Board Meeting

Minutes

Thursday, June 18, 2020 9:00 a.m.

Online Meeting

<https://global.gotomeeting.com/join/831491837>

Call In: [\(646\) 749-3122](tel:6467493122)

Access Code: 831-491-837

1. ROLL CALL

President Glaisner called the meeting to order at 10:00 a.m.

Present: Bartels, Fonstad, Franklin, Pierner, Rindt, Shaw, Wadzinski, Zitzer, Glaisner

Excused: Seem

Also Present: Andy Pederson, Bayside Village Administrator, Pisarski, Assistant Director, Draeger-Anderson, Library Director

2. PUBLIC COMMENT

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: May 21, 2020

May Invoices

Monthly Statistics

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

UNFINISHED BUSINESS

4. Updates from Community Trustees

Zitzer reported: on June 10 the Finance Committee met to review the Capital Budget.

The Director and I met with Andy Pederson and staff at Bayside to discuss library finances and the financial health of the library.

Shaw – no report

Glaisner – reported that River Hills authorized looking at the Washington Building. Glaisner said he continues to push his president to continue discussions on the Joint Library Agreement. He is hoping the article will push our communities into working on the agreement. He questions if it will end in an Agreement or a Referendum.

Fonstad - Rachel Safstrom, Glendale City Manager, was invited to make a presentation at the June 9, 2020, meeting of the Fox Point Village Board about Glendale’s proposal to relocate the North Shore Library to the Washington Square building. Her presentation was the same as the one she made to the Library Board in closed session on May 21st.

After hearing her presentation and meeting in closed session, the Fox Point Village Board authorized President Frazer to state that the Village Board does not support pursuit of this alternative site and does support renovations of the current site.

I would be happy to end my report there because I think now is the time to focus on the renovation of our current space and helping our communities resolve the remaining issues on the joint library agreement but Kurt (Glaisner, Library Board President and River Hills Trustee) asked me to expand upon the reasons Fox Point is not interested in pursuing the Washington Square building. I cannot tell you what was said in closed session and I do not speak for the Village of Fox Point or the other Village trustees.

My personal view is that it would be a waste of time and money to look any further at the Washington Square building. I was initially intrigued by the idea and hopeful that it could help us break the logjam we have with the joint library agreement. After considering it, however, it is clear to me that trying to renovate that building into a library would cost more, take longer, and result in a library that is not as good as our current renovation plans.

The Washington Square building is clearly ill suited for the North Shore Library. It is substantially smaller than our current location. We should have a 24,000 square foot library to serve our communities. Our current library is 16,000. Washington Square is 14,400 and that space is located on three floors which would add to staffing costs. It does not have an elevator. The floor plan is chopped up into many hallways and offices. It has 8 foot ceilings and reinforced concrete floors that make it unattractive for a library.

Glendale's proposal lists the cost to renovate Washington Square at \$4 million because that is what we estimate it will cost to renovate our current space. But our current building is in much better shape than Washington Square. Even if that building were suitable for a library, the renovation costs would be higher than at our current location.

If the Washington Square building were torn down and the gas station to the North were purchased and torn down, there would be space to build a new library that is right-sized for the four communities. Josh (Wadzinski, Library Board member representing Glendale) told us last month that we could expect it to cost \$350 a square foot to build a new library. A new 24,000 square foot library would cost \$8.4 million to build, plus property acquisition, building demolition, and environmental remediation costs. That's getting into the \$10 to 12 million range. I don't see that happening. Meanwhile, we are all ready to renovate our current space, which we have basically rent free for another 16 years, for about \$4 million.

I asked Rachel Safstrom what Glendale was willing to pay the library in order to terminate the lease early. Her reply to me was "There is no buy out of the lease proposed." Glendale wants the library out of its current space so that Glendale can sell it, pocket the proceeds, and start collecting real estate taxes. I didn't know how much that was until I read the

article that came out yesterday. Glendale's mayor says they could sell the space for \$1.5 to 2 million and collect \$75,000 to \$80,000 a year in taxes. The space is worth a lot to Glendale if it can get rid of the library.

Last January, Fox Point sent a counter proposal for the joint library and lease to the other three communities. Fox Point also suggested using a consultant (like Rob Henken of the Wisconsin Policy Forum) to help the four communities reach a fair resolution of the rent issue. So far, none of the other communities have picked up this idea.

5. Director's Report

Draeger-Anderson reported:

Staff have worked hard to get the library open and plan a robust Summer Reading Program at the same time.

We are currently limiting patrons in the library to 30. We have only reached this a couple of times. Curbside continues to be popular. Returns have been very overwhelming. The June 15 due date resulted in a giant pile of returns last weekend and this week. Staff worked to get all of these items quarantined on our first day open. Monday and Tuesday we had 629 people through the doors. If you have not been in the library lately, the collection has been shifted forward so that we could store furniture in the last two rows. We blocked these rows off with plastic and caution tape. We removed upholstered furniture as it cannot be easily cleaned and we do not want to encourage patrons to spend a lot of time in the building.

Staffing issues are starting to emerge. We have lost 2 Circulation people (totaling 17-20 hours per week) and one shelver so far. The Circulation staff is the most problematic as they are customer facing and training new staff is out of the questions right now. This may cause a reduction in service hours in the future. One option might be: closing at 5 instead of 6 or perhaps not doing curbside on Saturdays. We may stay open until 6 one night per week and move the rest of the evenings to 5. It is too early to tell at this point and we want to limp in for a few weeks before making any changes.

Staff are settling into working with the public on the edge of a pandemic. We are enforcing mask use by patrons before offering one-on-one help and so far this has not been a problem. I have reinforced with staff that the reason for this is to keep staff healthy. If a staff member comes down with COVID, we may have to close.

Summer Reading kicked off with the Culvers Drive by which was wildly successful. We had at least 250 kids – that is how many cups of custard we gave away and they all came with parents, who did not take custard. Staff handed out craft kits, summer reading tracking sheets and summer calendars with all of our virtual programs. One surprise has been the teens, a group that is normally less active. We have crafts for pick up ahead of virtual programs. The teen fairy garden program ran out of supplies – with 20 teens picking these up. On a great day, we would get 7 teens in the past. There are about 250 kids and 50 adults signed up for Summer Reading so far.

As part of our 2020 Capital spending, we are replacing some of our computers. We have added two for circulation, one in the back room and an additional one in the Community room for check-ins. One of these will eventually be moved to the public area when things get back to normal. Others will be replacing old public computers and 2 older staff computers. I also ordered 4 laptops that will be

used by staff for remote work and eventually be used for check out to patrons (once furniture is added back into the library).

I cannot say enough about the Library's Management team. Alyssa, Melody and Lizzy have worked tirelessly during the pandemic to keep their staff active and involved. They have worked even harder preparing for reopening right as the Summer Reading Program is starting. This Library is lucky to have these three dedicated managers and I am proud to work with them.

NEW BUSINESS

6. Discussion/Action North Shore Library Covid-19 Policy

Motion made by Fonstad/Bartels to approve the Covid-19 Policy with provision that Library Director can require the public to wear masks at her discretion. Motion carried unanimously.

7. Discussion/Adoption of the Family and Medical Leave Policy and the Emergency Paid Sick Leave Policy required by the Families First Coronavirus Response Act (FFCRA)

Draeger-Anderson explained that these policies have been adopted and added to the Bayside FMLY Policy. They comply with the recently enacted FFCRA. Both provide employees with entitlement to paid leave of absence necessitated by the coronavirus. Motion made by Bartels/Zitzer to adopt both policies. Motion carried unanimously.

8. Discussion/Action on 2021-2025 Capital Budget

Motion was made by Shaw/Zitzer to approve the 2021-2025 Capital Budget Plan. Motion carried unanimously.

9. Discussion/Action: Acceptance of Director Resignation

Glaisner explained that he had set up a search committee with representation from each community (Pierner, Bartels, Fonstad and Glaisner). This group will do the first round of interviews and the full board will be involved in the second round. He suggested that anyone with questions reach out to him.

Motion made by Bartels/Fonstad that they accept the resignation with regret and deep appreciation. Motion carried unanimously.

10. Review/Action Director Job Description, Job Posting and plan for recruitment and interview

Motion made by Fonstad/Zitzer to approve the Director Job Description with correction and job posting. Motion carried unanimously.

11. Review and Action on Staff Wage Plan

Draeger-Anderson recommended moving to pay staff for hours worked as the Library is now open. She thanked the Board for their willingness to continue to pay staff during the pandemic and shared that both she and Glaisner had received emails from staff thanking them for this. Motion was made by Fonstad/Bartels to accept the recommendation to pay staff for hours worked effective 6.18.20.

12. Discussion/Action on how the Library will move forward with renovation

Glaisner stated that the Library Board is at the mercy of the Villages/City as our 2021-2025 Capital Plan shows. We must move forward. Draeger-Anderson explained that the Capital Plan is basically the same as last year's plan with an additional \$80,000. in case it is clear that the renovation is not imminent. There are minimum maintenance items that need to be done and can no longer be put off. Glaisner suggested that the Board needs to use the

momentum of the newspaper article to continue to push for action on the Joint Library Agreement. Pederson suggested that the last version of the Agreement be circulated for each Community to REDLINE. This might be a way to reopen the conversation. Using the agreement, each community can redline to state what their stand is. Then we could provide an alternative action. Fonstad said he was comfortable with the concept of defining the agreement issues. He stated that the issues are primarily financial and that the other issues are not insurmountable. Glaisner said that it seems like the whole thing is coming down to the 75K (rent amount). Glaisner said we need to get everyone in the room again for the big issues and then let the Administrators hammer it out.

13. Adjournment until July 16, 2020 at 9:00 a.m.

Motion made by Bartels/Fonstad to adjourn until July 16, 2020 at 9:00 a.m. Motion carried unanimously. Meeting was adjourned at 10:28 a.m.

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