



North Shore Library Board Meeting
Minutes

Thursday, July 16, 2020 9:00 a.m.

Online Meeting

<https://global.gotomeeting.com/join/359438357>

Call In: (669) 224-3412

Access Code: 359-438-357

1. ROLL CALL

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

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

Excused: Seem, Rindt

Also Present: Andy Pederson, Bayside Village Administrator, Scott Botcher, Fox Point 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: June 18, 2020

June Invoices

YTD Expenses

Monthly Statistics

Fonstad requested a change to Library Board Minutes June 18, 2020 - "redlining" should be "defining"

Motion made by Bartels/Zitzer to approve the minutes of June 18, 2020 as corrected. Motion carried unanimously.

UNFINISHED BUSINESS

4. Updates from Community Trustees

Shaw: No report

Fonstad – Fonstad reported that he discussed the issue of rent in the Joint Library Agreement with Library Board President, Glaisner and the next steps needed. He also noted that the Village Administrators are meeting next week to discuss the rent issue.

Zitzer: No report

Glaisner - Reported that the Communities were asked to redline the Joint Library Agreement to encourage the reopening of discussions. He also reported that the Village Administrators have a meeting next week to discuss the Joint Library Agreement

5. Director's Report

Draeger-Anderson Reported:

Youth Services:

In June the YS Department held 34 virtual programs with 880 attendees and posted one interactive video with 72 views.

Summer Reading Program: *Our summer reading program, "Imagine Your Story" began on June 8. This year, the state of Wisconsin has purchased a statewide subscription to the summer reading program online software "Beanstack". Although this is a big change for our families and teens who are used to doing the program on paper, it has been received very positively.*

Kids Teaching Kids: *In June the youth services team held our first "Kids Teaching Kids" program with a local 4th grader who was able to show other kids how to expertly fold origami in an online event. Although we could not host an in-person event, the online event was very successful with 36 attendees including the teacher's grandparents who were happy to come and support. We look forward to continuing this program in the future.*

Virtual Programs for Kids: *Youth Services Staff continued to provide virtual programming during June including story times for three different age groups, Family Fun Nights, a virtual coding lesson, interactive Music & Movement, Online LEGO Club, Gardening programs, a virtual Escape Room and more. In addition, many of the performers switched to virtual and we were able to learn about science, magic and the Schlitz Audubon Raptors. This month, we introduced program "kits" for some programs which families could pick-up ahead of time and included everything they would need to do the activities along with us, but at home. The kits have been in high-demand and have been successfully used during several programs.*

We also hosted 3 virtual teen programs including a Teen Fairy Garden making program, a Writer's Workshop and a program where participants learned how to make a light-up bookmark using E-Textiles. Several of the programs included "kits" with materials to use during the virtual programs, which were in such high demand that Youth Services Staff had to create more to keep up. Teens were able to engage with library staff but also communicate with each other while they worked on their projects.

Summer Reading Statistics so far:

KIDS SRP 375 ADULTS 81

Adult Services:

In June Adult Services presented 4 programs with 25 attendees

The Adult Department has taken on the entire process of preparing curbside pickup holds, including accepting and scheduling requests, pulling items, checking items out and preparing orders, placing curbside pickup signs in the parking lot, and managing the schedule. In June: Total Curbside Pickup Appointments: 541

Staff have now taken on new regular tasks such as disinfecting computer stations and high-touch areas every 30 minutes, preparing curbside pickup orders, answering phones, and assisting patrons while maintaining a safe distance and ensuring everyone wears a mask.

Staff has also adjusted to a new service model, helping patrons from behind Plexiglas, using a pointer to offer computer help, and setting up a speaker and microphone while speaking with patrons who are struggling to hear. The task of reminding patrons to wear masks properly, practice social distancing, reserve chairs for computer usage, and keep their visit to the library short has fallen primarily to the adult reference department, who have maintained these policies with consistency and kindness.

Throughout the weeks following our reopening, procedures and responsibilities have changed on a constant basis Throughout all of this Staff have remained patient, reliable, and hard-working.

We are at about 50% patron count from last year. Our e-resource use is up and our physical item checkout is also at 50% from 2019. Total, physical and e-resource use are down about 35%.

I have been working on editing the Personnel Handbook to better reflect changes to our new Fiscal Agent. The Personnel Committee will meet next Thursday to review these edits and bring it to you in August. I will begin work on the 2021 Operating Budget next week. This will need to be approved by the Library Board in August as well. The finance Committee will need to meet before the August meeting to review the Operating budget.

Staffing: we have lost 2 Circulation Aides and 2 Shelves. This is working with our current hours but we will have to add staff if we hope to increase hours anytime soon. I intend to continue with the current hours through August/September. We continue to watch for school district plans.

6. Discussion/Action on Joint Library Agreement and work toward renovation

No further discussion.

7. 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": Evaluation of Library Director Search and salary range. Also Participating: Susan Draeger-Anderson

Motion made by Zitzer/Shaw 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 Shaw/Fonstad to reconvene into open session. Motion carried unanimously. No action was taken.

NEW BUSINESS

8. Discussion/Action: Bayside book drop

Pisarski presented the history, current usage and maintenance of the Bayside Book drop. Pisarski also discussed possible alternative services. Pisarski reported that Staff recommend to discontinue use of the Bayside book drop due to safety concerns for staff, cost of maintenance and low community impact. Bartels advised that no motion was necessary and that staff could make this change without Board approval. Zitzer appreciated that the report gives board members information if library stakeholders have questions. Board members discussed the feasibility of full service Curbside Pickup as an alternative service model and advised staff to make the necessary decisions regarding the book drop and alternative services.

9. Adjournment until August 20, 2020 at 9:00 a.m.

Motion made by Shaw/ Fonstad to adjourn until August 20, 2020 at 9:00 a.m. Motion carried unanimously. Meeting was adjourned at 9:40 a.m.

Respectfully submitted by Alyssa Pisarski, Assistant Director and Recording Secretary