



## North Shore Library Board Meeting Minutes

Thursday, August 20, 2020

9:00 a.m.

### ONLINE MEETING

<https://us02web.zoom.us/j/89748238954>

Call in: 301-715-8592

Meeting ID: 897 4823 8954

#### 1. ROLL CALL

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

Present: Bartels, Fonstad, Franklin, Pierner, Rindt, Seem Shaw, Wadzinski, Zitzer, Glaisner  
Also Present, Rachel Safstrom, Glendale City Administrator, Tammy LaBorde, River Hills Village Administrator, Scott Botcher, Fox Point Village Administrator, Paul Pedersen, President of North Shore Library Foundation, 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: 7.16.20 Library Board Minutes, 6.12.20 Personnel Committee Minutes, 6.10.20 Finance Committee Minutes  
July, 2020 Invoices  
YTD Expenses  
Monthly Statistics

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

#### UNFINISHED BUSINESS

##### 4. Update on Director Search from Community Trustees

Draeger-Anderson asked to take this item off the agenda as it is a duplication of item 7 of the agenda.

##### 5. Update from Community Trustees

**Glaisner** – nothing new to report

**Zitzer** – Finance Committee met on August 13 to review the 2021 Operating Budget. They will meet again on September 10.

**Fonstad** – reported that he understood there was another spreadsheet that all of the Communities were reviewing. Botcher confirmed this.

**Shaw** – excused – arrived after this item

## **6. Report on Joint Library Agreement Meeting**

Draeger-Anderson reported that the City Administrators met with her on August 13<sup>th</sup>. They reviewed the quotes each had requested from Commercial Relators for SF rental of the Library Space. Draeger-Anderson reported that Bayside quote was \$10-12/SF, Fox Point was \$10-12/SF, Glendale was \$15/SF and River Hills was \$4.42/SF. The average was \$10.85/SF. The Administrators discussed the length of the lease – noting that in the future it should be for as long as the North Shore Library exists. The administrators discussed the Fox Point spreadsheet. For Fox Point, the fundamental issue seems to be the lease, which exists until 2036. Fox Point is willing to pay rent after the lease expires and is willing to spread rent payments that start in 2036 out into current years but they are not willing to pay more than \$1./year until lease expires. Rachel agreed to take the Fox Point spreadsheet to her council. All agreed that it would be a waste of time to talk to trustees until Glendale confirms interest. We will meet again on August 26<sup>th</sup>.

## **7. Selection Committee Report**

The selection committee reported that they have identified 6 candidates out of 16 applicants. Initial interviews are scheduled for next week. Bartels reported that they expect to select 2-3 candidates for a second interview. They expect that the full board will interview these final candidates and they also plan to have staff leadership meet the candidates as well.

## **8. Director Report**

### ***Youth Services Department***

*In July the YS Department held 36 virtual programs with 570 attendees and gave away 90 take-and-make kits.*

- Weekly Summer Performances:*** *Weekly performers continued in July and North Shore Library Patrons had virtual access to a dance class from Bembé Drum and Dance, a comedy show from Kidsplay and a magic show from Magician Great Scott. Although virtual, kids could be seen dancing, laughing and following along. At the end of the shows, kids opportunities to talk to performers, show off their moves, ask questions and tell jokes with each other.*
- Glendale Green Summer Kits & DIY Pop-Socket Kits:*** *The Glendale Green Summer initiative reached out to library staff in July in order to give away native flower planting kits as part of their summer initiative, partially run by MMSD and the City of Glendale. They supplied 50 kits for kids to take home that included native seeds, soil and planter, as well as an activity book and crayons. Youth Services Staff made DIY Pop-Socket Kits for Teens, which included a blank pop-socket - a handle that teens can put on their phone or other devices. Teens could design their own and then put it on their phones. Staff made several kits but quickly sold out and will bring back the kit for August. Although teens did this work on their own, many brought their pop-sockets in to show staff what their designs were.*
- Summer Reading 2020:*** *During the month of July, Youth Services had 74 more participants sign-up for Summer Reading This brings the total to 433 Kids participants.*

### **Adult Services and Reference Department**

**3 Virtual Programs – 37 participants**

**54 SRP participants**

1. *The library expanded its Friday hours, starting July 24<sup>th</sup>. The library is now open on Fridays from 10:00 AM-5:00 PM.*
2. *In July, adult services again changed the Curbside Pick up service. They moved from an appointment for next day service to same day pickup of holds. This new system saves staff time and seems to be well liked by patrons. We do continue to offer librarian selected collections for those that request it.*
3. *The Adult Services team are working to order, catalog, and process new materials quickly and efficiently to refill the new materials shelves, which have become empty due to high demand in conjunction with ordering and cataloging delays caused by the library's closing.*
4. *The Memory Connection Center has been updated. The staff have pulled together books, DVDs and kits into one area for easier access. Staff are working to order new materials to increase the size of the collection.*

### **Circulation**

*MCFLs Directors have agreed to quarantine materials for 4 rather than 3 days before handling. This was in response to new data on how long the virus stays active on book covers and materials. The circulation team is doing a great job of managing the flow of materials, time and date stamping bins of returns to track quarantine and backdating so that patrons do not accrue fines. This is a big change in process for our staff and they are handling it well thanks to Alyssa's leadership.*

*Alyssa has been busy hiring 2 shelvers and one Circulation Aide to replace staff that have left. This does not replace all staff we lost but it is the staff we currently need for the hours we are open.*

### **Staff**

*Draeger-Anderson reported laying off one part-time Youth Services Librarian this month. This was a very talented staff member we shared with another library. As our hours have changed, and summer reading was winding down, we found that we no longer needed an additional person during the hours she was available. She had previously worked some evening and weekend hours that we do not currently offer. This change was made to save money and help build up the fund balance for the future. I do anticipate needing this position post-Covid and would plan to fill it in March of 2021.*

### **School Communications**

*At the end of your packet are four documents that we have been providing to our North Shore School districts. Lizzy is excited to offer Virtual Class Visits, staff training and teacher collections of books for classroom units. Lizzy has also put together lists of online resources for students and information about how to get access to those resources with an online card.*

*Alyssa is working with Jen from MCFLS to set North Shore up to do online card renewals. The Privacy Policy we will be looking at today is needed to finish this project.*

### **Hours**

*We continue to evaluate the hours we are open and what the needs of the community might be. As we move into the school year, we will be talking to families about how we can best serve them. Staff is currently looking at eliminating Saturday curbside service and replacing it with open service hours. We*

are moving a bit slower than usual as we want to be sure the Circulation Department has the staff needed to handle this shift.

**Friends of the Library** have started coming in most days to replenish their shelves. They are not planning on having a fall booksale and are not sure Spring will happen either. They do not meet in the summer- their next meeting will be September 1<sup>st</sup>.

#### **Foundation**

As Paul Pedersen was at the meeting, Draeger-Anderson asked him to report on the Foundation. Pedersen reported that his board has not met since March. Donations continue to drizzle in. He is considering purchasing a 3-D printer for the library and charging for use (like the copier) to raise funds. Pedersen also said he would like to update the staff areas and may work with the Friends Group to do this. Seem suggested a partnership with Nicolet Fear might work for supporting the 3-D printer.

### **NEW BUSINESS**

#### **9. Update/Discussion on 2021 Library Operating Budget**

Draeger-Anderson reported that the four City Administrators agreed that due to the pandemic and the discussions with the building owner over CAM charges, the library budget approval should be delayed until next month when more information may be available. The Finance Committee will meet on September 10<sup>th</sup> and have a recommendation for the Library Board at the next meeting.

#### **10. Discussion/Action: Directing Library Director to request funds being held by the Building Owner when appropriate per Glendale City Administrator**

This was held over until Glendale's negotiations with the building owner over CAM charges have been completed. Terry Rindt stated that as he works for Alan Markowitz's firm, he may need to recuse himself from decisions on this in the future. Alan Marcuvitz is the lawyer working for the Building owner.

#### **11. Discussion/Action Privacy Policy**

Motion made by Bartels/Seem to approve the Privacy Policy. Fonstad pointed out 2 areas that needed to be amended: He suggested amending "Library Photos" section to read, "The Library **may** take photos, videos and other recordings of patrons/visitors and use them **with consent from the individual patron.**" Language was discussed by Fonstad and Seem and the above was agreed upon. Secondly, Fonstad suggested changing the "Policy Changes" section – adding that the "Policy may be revised by the Library Board". Seem suggested adding that "changes may be required by law". The language agreed upon: The Privacy Policy may be revised **by the North Shore Library Board** to reflect changes in the Library's policies and practices or to reflect new services and content provided by the Library **or as required by law. . . .**" (New wording is bolded).

Shaw led discussion that the policy should include language in the Photo Section to control actions of patrons taking photos of others.

Motion was made by Fonstad/Rindt to amend the motion to approve the Privacy Policy as discussed above. This motion carried. The earlier motion, now amended, was made by

Bartels/Seem to approve the Privacy Policy as discussed carried with nine yes votes and one no vote.

**12. Discussion/Action Personnel Handbook**

Fonstad stated that the updates to the Personnel Handbook are consistent with our efforts work with our new fiscal agent and to provide good benefits to our employees. Motion made by Fonstad/Bartels to approve the Personnel Handbook revisions. Motion carried unanimously.

Motion made by Fonstad/Bartels to approve one Personal Day for eligible staff for the remainder of 2020 and two Personal Days per year for eligible staff starting in 2021.

**13. Adjournment until September 17, 2020 at 9:00 a.m.**

Motion made by Fonstad/Rindt to adjourn. Motion carried unanimously. Meeting was adjourned at 10:03 a.m. until September 17, 2020 at 9:00 a.m.

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