



North Shore Library Board Meeting Minutes

Thursday, January 21, 2021

9:00 a.m.

ONLINE MEETING:

<https://zoom.us/j/95152427839>

OR CALL: 1 312 626 6799

Meeting ID: 951 5242 7839

1. CALL TO ORDER AND ROLL CALL

Meeting was called to order by Glaisner at 9:00 a.m.

Present: Bartels, Fonstad, Glaisner, Kabara, Pierner, Rindt, Shaw, Wiese, Zitzer

Excused: Seem

Also Present: Andy Pederson, Bayside Village Manager, Scott Botcher, Fox Point Village Manager, Tammy LaBorde, River Hills Village Administrator and Alyssa Pisarski, Interim 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:

Minutes: 12.10.20 Personnel Committee, 12.17.20 Library Board

Invoices: December 2020

2020 YTD Financials

December 2020 Statistics

Motion made by Fonstad/Pierner to approve the consent agenda. Motion carried unanimously.

UNFINISHED BUSINESS

4. Update from Community Trustees

Shaw had nothing to report. Fonstad reported that the Village of Fox Point met on January 12 and no library report was given and no library related action was taken. Glaisner had nothing to report from River Hills. Glaisner stated that he is trying to encourage better communication between the library communities. Zitzer had not joined the meeting yet.

5. Director's Report

Pisarski reported that December was a busy month of curbside pickups at the Library. There were 2,143 curbside pickups in December. Staff are working hard to provide good customer service to patrons and assist with access to physical and digital library materials. Usage of the Library's electronic resources continues to be higher than 2019. December saw an increase of 38% of e-checkouts through the Hoopla, RB Digital, and Libby apps. Library staff are looking into more e-collections that would benefit our library users.

Library staff have started the work to implement the new VOIP phone system with Converged Technology Professionals. The IT Department at the Village of Bayside is sitting in on the meetings and will be providing support throughout this process. Heidi Muehlhausen, Interim Head of Circulation is playing a large role in the project and will be assisting me on a smooth transition.

The Library Director Job has been posted and we have started receiving applications. The Job was posted the ALA's national Job Board, WLA, and alumni job boards with the UWM SOIS, UW SLIS, and UMSI. The Selection Committee will start reviewing applications Feb 5.

Winter Reading

The Library is hosting a Winter Reading Challenge for adults and kids. Both reading challenges are hosted online through Beanstack, a service funded through an LSTA grant at the state level.

The Youth Services Department Started their Winter Reading Challenge in December and it runs through February. This year, kids and teens can write book reviews to earn entries into the grand prize drawing. Book reviews can be completed either online at northshorelibrary.beanstack.org or on paper, using forms that have been set outside of the library for families to pick up. The program has been very popular so far.

The Adult Services Department started their winter reading challenge on January 1. For Every four books read, patrons 18 and older will be entered into a drawing to receive a gift card to an area business. There will be two drawings, February 1 and March 1.

In December the Youth Services department hosted 13 programs, with 284 participants. The Youth Services Department has added a new collection to the library: Storytime Book Bundles are now available for check out. They promote early literacy practices in the home and include useful tools and tips. Each themed bundle includes books, music, activity guides, and props. In December, Youth services staff recorded quick, personalized story times for children upon request, adding special messages for each of them. This offering encouraged children to engage with books over the storytime break and keep a connection with patrons while we are not having weekly story times.

Youth Services Staff hosted a Noon Years Eve celebration on Wednesday, December 30. 60 craft kits were picked up and families played New Year's Bingo, heard stories about New Year's traditions and socialized while completing crafts during the event.

In December the Adult Services Department hosted 4 programs with 36 participants. Reference services continue to be available to the public and librarians have been assisting the circulation department with curbside pickup. The Adult Services Department started a new crafting series at the library. Patrons can sign up online or over the phone and pick up a craft kit the week of the program. Patrons then make the projects at home. This program has been very popular so far. This is a no-screen program that provides stress relief and promotes mental health. Research shows that crafts like jewelry making, knitting, and other art projects can help individuals manage anxiety and depression. The craft in January was bracelet making. February's planned activity is an art project using yarn and canvas.

Fonstad stated that he was impressed with how the library has continued to operate at a high level throughout the pandemic.

A motion made by Fonstad/Bartels to pass a resolution recognizing the hard work and dedication of North Shore Library staff throughout the pandemic that has kept the library operating at a high level and providing excellent service to the community. Motion passed unanimously.

6. COVID-19 Update and Discussion

Pisarski reported that North Shore Health Department's most recent COVID Burden went up to an average of 686 from 517 for our four communities. The seven day rolling average of COVID positive cases is beginning to trend downward. The most recent data from the Milwaukee County Dashboard for the week ending in January 8 shows an increase in percent positive rate. Current key indicators are all yellow, except for cases, is green. Pisarski has been in contact with the north shore area directors to coordinate changes in service. Pisarski is considering the risks to staff safety, recommendations from the North Shore Health Department, and the COVID Burden and seven day rolling average of cases in the North Shore Library's service area. Pisarski will be working with President Glaisner and the Library's leadership team to determine when to reopen the Library building to the public. The board discussed the new strain of the virus and if library staff have been impacted by quarantining or possible exposure.

7. North Shore Library Planning Committee: Discussion and Action.

Glaisner reviewed the information provided to the board by Pisarski and stated that he is unsure what the library should do given Bayside's resolution. Fonstad suggested staff can provide information and direction to village staff upon request. A motion was made by Shaw/Wiese to postpone this agenda item until the February Board meeting to refer to staff to gather more information on the formation of this committee. Motion carried with 6 yes, 1 no, and 1 abstain.

NEW BUSINESS

8. 2021 Capital Budget Discussion and Action, 9. Library Fund Balance Discussion, and 10.

Approval of 2020 Fund Balance Resolution

Fonstad requested that the board discuss items 8, 9, and 10 simultaneously. Glaisner agreed. Glaisner reviewed that only two of the four communities adopted the 2021 capital budget and the procedure based on the Joint Library Agreement. Fonstad requested information on the status of the 2021 Operating Budget. Pisarski reported that all four communities passed the 2021 Operating Budget without any changes. Glaisner suggested using Fund Balance towards library expenditures over the course of the next two budget cycles until the Fund Balance reaches the acceptable balance.

Zitzer joined the meeting at 9:42 a.m.

Fonstad stated that the Village of Fox Point trustees do not meet until February 8 and needs to discuss these issues with the Village Board before taking action on issues of the Fund Balance and Capital Budget. Fonstad stated there may be legal questions regarding the Fund Balance and the library may want to secure independent legal counsel. Pisarski clarified that the

Resolution presented in agenda item 10 is a yearly resolution passed by the Library Board and the purpose is to carry over surplus funds from 2020 to 2021. Zitzer requested that a typo in the resolution be fixed in the third paragraph: “statures” to “statutes”. Wiese stated that there is not a consensus on use of the fund balance.

A motion made by Zitzer/Bartels to pass resolution with the correction that was noted.

Pierner stated that as an appointee from Glendale she would like more guidance from Glendale on these issues. Bartels stated that this issue stands alone from items eight and nine on the agenda. The motion carried unanimously.

A motion made by Zitzer/Rindt to postpone agenda items eight and nine until the March Library Board meeting to refer to Village Boards and managers to gather more information. Motion carried with 8 yes, and 1 abstain.

11. New Items for Future Agenda

Fonstad requested that the board receive clarification on the Bayside Resolution to withdraw from the North Shore Library.

12. Adjournment until February 18, 2021 at 9:00 a.m.

Motion made by Rindt/Kabara to adjourn until February 18, 2021 at 9:00am. The motion carried unanimously. Meeting was adjourned at 10:02 a.m.

Respectfully submitted by Alyssa Pisarski, Interim Director and Recording Secretary