



North Shore Library Board Minutes

Thursday, December 16th, 2021

9:00 AM

North Shore Library Community Room
6800 N Port Washington Rd. Glendale, WI 53217

1. ROLL CALL

The Meeting was called to order by the North Shore Library Board President, Kurt Glaisner, at 9:00 a.m.

Present: Anderson-Knight, Bartels, Glaisner, Grady, Kabara, Safstrom, Seem, Zitzer

Excused: Shaw, Wiese

Also present: Andy Pederson, Bayside Village Administrator

2. PUBLIC COMMENT .

There was no public comment

3. CONSENT AGENDA:

Library Board Minutes: 10.21.2021; 11.22.2021

Personnel Committee Meeting Minutes: 10.28.2021

Invoices

YTD Expenses

Monthly Statistics

(There were no notes on this agenda item – Susan Draeger-Anderson)

UNFINISHED BUSINESS

4. Friends of the Library and Foundation Reports

5. Updates from Community Trustees

Anderson-Knight reported that Fox Point President signed the MOU.

Safstrom reported that Glendale Council voted to reject the resolution but there is talk of extending resolution in light of new information about Baker Street fundraising campaign.

Glaisner reported that River Hills will be signing the agreement, it does not require Board action.

Bayside signed MOU.

6. Director's Report

Director Annie Bahringer reported:

Virtual Food Drive: The library raised \$200 for the Hunger Task Force this month!

Mary Nohl and the Witch's House Event: 16 people attend the library's author talk from Barbara Manger, author of *Mary Nohl, Inside and Outside*. Barbara's book explores the life of local artist Mary Nohl, her work, and her house, "The Witch's House", a well-known landmark in Fox Point.

Share Shed Visibility: Some Share Shed items have been moved to a more visible location and we have noticed patron interest in board games on display.

Take & Make Kits: Our Kits have been extremely popular! We make about 50 kits every month and every month we run out!

Family Fun Night: We had 10 families join in the fun! We made 40 fun activity kits, and everyone had the opportunity to take one.

Virtual Story Time: Our story time is still virtual, but we have had consistent attendance and participation.

Cooking class on Tuesday, December 7th was a lot of fun, we had 5 participants and they were all interested in coming to more cooking classes.

Altered Art: Book Snowmen had 13 people sign up, the most a single class had registered since before the pandemic.

Staff Development day- December 10th: We had Sharon Dossett from Rogers Behavioral Health come in and talk about Compassion Resilience. We had a great team building exercise with an Escape Room, and everyone who attended was treated to lunch from City Market. All of the employees got a North Shore Library Coffee mug from the library and a packet of cocoa and a peppermint stick from me.

We have two new Circulation Aides and two new shelvers starting.

NEW BUSINESS

7. Discussion and Action on Baker Street Consulting Group fundraising campaign proposal

Bayside President, Walny, researched Fund Raisers. Baker Street has presented a 6 month contract, \$16,500 /month to launch campaign. Walny is confident that they can help library raise \$4Million. Safstrom pointed out if this does not pass, there will be no new information to take to Glendale Council. Motion was made by Bartels/Seem to approve North Shore Library Board agreement with Baker Street for their services planning and executing a fundraising plan to support the new Library build out. Motion passed unanimously.

It was discussed that a budget resolution to support the Baker Street invoices be presented to the Board in January:

\$16,500 in 2021 paid out of fund balance

\$82,500 moved from fund balance to a budget line on the 2022 budget

8. Discussion and Action regarding the Mannedge Agreement

John Mann of Mannedge was recommended by Bayside and Glendale, who used him for projects.

Motion was made by Safstrom/Zitzer to hire John Mann, of Mannedge, to support the library building project. Motion passed unanimously.

9. Discussion and Action regarding Approval of 2022 Holiday Closings *(There were no notes on this agenda item. Susan Draeger-Anderson)*

10. Discussion and Action regarding the elimination of the Assistant Director position

Motion was made by Bartels/Grady to eliminate the Assistant Director position. Motion carried unanimously.

11. Discussion and Action regarding updated job descriptions.

Motion was made by Bartels/Grady to approve the new job descriptions for Head of Circulation and Circulation Aide. Motion passed unanimously.

12. Discussion and Action regarding the creation of Head of Circulation position

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": Employment Recruitment-Head of Circulation.

MOTION TO RECONVENE INTO OPEN SESSION: To consider or act upon matters discussed in Closed Session.

Motion was made by Bartels/Anderson-Knight to move into closed session. Board went into Closed Session at 10:18 a.m.

Motion was made by Bartels/Seem to move into Open Session. Board moved into Open Session at 10:28

Motion was made by Bartels/Anderson-Knight to promote Heidi Muehlhausen to the position of Head of Circulation as of November 15, 2021 at the current top range of pay. Motion carried unanimously

13. Adjournment until January 20th, 2022 at 9:00 AM

Motion was made by Safstrom/Zitzer to adjourn. Meeting was adjourned at 10:30 a.m.

Minutes respectfully prepared by Susan Draeger-Anderson from hand written notes of Annie Bahringer.