



**North Shore Library Board
Meeting Minutes
Thursday, March 18, 2021 9:00 a.m.**

ONLINE MEETING: <https://zoom.us/j/93523427485>
OR CALL: 1 312 626 6799 Meeting ID: 935 2342 7485

1. CALL TO ORDER AND ROLL CALL

Glaisner called the meeting to order at 9:02 a.m.

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

Excused: Seem

Also Present: Pisarski, Interim Library Director, Botcher, Fox Point Village Manager, Pederson, Bayside Village Manager, Safstrom, Glendale City Administrator

2. PUBLIC COMMENT

There was no public comment.

3. CONSENT AGENDA:

Minutes: 2.18.21 Library Board, 2.8.2021, 2.25.21, 2.26.21, 3.8.21, 3.11.21 Selection Committee

Invoices: February 2021

2021 YTD Financials

February 2021 Statistics

Pierner requested more information on the \$43,000 payment to the Milwaukee County Federated Library System. Pisarski clarified that this was a yearly expense to the county system.

Motion made by Pierner/Zitzer to approve the consent agenda. Motion carried with 7 yes and 1 abstain.

Bartels arrived at 9:06 a.m.

UNFINISHED BUSINESS

4. Update from Community Trustees

Glaisner reported that he tried to coordinate a meeting between the three Village Presidents and the Library Board Trustees that are also on the village boards. The response from the Village Presidents was that they are meeting and discussing the Library internally but are not ready to discuss directly with the Library. Glaisner requested that Library Board Trustees ask for updates from their Village Presidents.

Fonstad reported that the Village Presidents from Fox Point, River Hills, and Bayside have been talking and want to wait before meeting with the Library.

Glaisner added that he would like to include Glendale in those discussions if they are interested.

Zitzer reported that the Village presidents are speaking, but they are not ready to discuss the topic with the library yet.

Shaw has nothing to report.

5. Director's Report

Pisarski reported that the Library reopened on February 8. Curbside remained very popular in February, with 777 curbside requests. The library was open 24 days in February and that is an average of 32 requests per day. To date since reopening, 205 people visit the library on average every day, with an increase of visitors/day in recent weeks. This is about a third of what our visits were during this same time frame in 2020.

The leadership team is looking forward to expanding service options once all library staff are provided access to the vaccine. Some staff have gotten access to the vaccine, but not all. Library workers are not included in any of the eligible groups. Eligibility is expected May 1 for the general public. Staff who are 65 and older have been vaccinated. The Health Department has also added staff who qualify in group 1c to their waitlist if extra doses need to be used. 13 of the library's 21 staff have received at least 1 dose of the vaccine. Some library workers in the state have received the vaccine through their local health department, but the North Shore Health Department has not been receiving enough from the state to allow for this.

The Library has wrapped up the Winer Reading Challenge that ran from December – February. We received 153 entries from readers of all ages and awarded prizes to 12 participants.

In February the Youth Services Department held 21 classes and 272 people attended.

The Youth Services Department has started another new collection, STEAM To Go Kits. STEAM stands for Science, Technology, Engineering, Art, and Math. There are 10 kits and each one features a topic/theme, learning activities and a book that encourages inquiry based learning and exploration of science at home. These new kits have been very popular and we've received very good patron feedback – they are constantly being checked out and are rarely on the shelf. Each kit is available for checkout for 1 week and only circulates from our library. In the 4 weeks since they have been available, the 10 kits have been borrowed a cumulative 20 times.

Also in February, the Youth Services Department received a grant from the Mensa of Wi Foundation for a 6 week early literacy program focused on kindergarten readiness. This program will be offered this summer for children entering Kindergarten along with their parents. Each session, the children will receive a free book and learn a new early literacy or science skill. Thank you to Library Board Member Bartels for making this grant happen!

Our Head of Youth Services, Lizzy Lowrey's last day was March 4. I have posted the job opening for Head of Youth Services on local and statewide job lists, as well as on our website and in the county. The job will close on April 9. My goal is for the next Director to be ready to move forward with the process as soon as possible. Ideally, the library will want someone in place before June. We've been adjusting to being down this leadership position, but staff are working hard to eliminate any impacts on services or customer experience.

In December the Adult Services hosted 9 programs with 73 participants. This included two outreach events; our homebound delivery service and a book club at the Elizabethan residence.

The adult services team has done a lot of collection maintenance in February. They have shifted the adult media collection. Audiobooks on CD have been very popular in our community the past several years and the collection has grown out of its space. Other material has been shifted to make room for the growing collection.

They have also started a weeding project of the nonfiction collection to remove titles that are outdated or no longer being used. Our part time reference librarian has taken the lead on this project and is being managed by the Head of Adult services.

Adult Services staff have also attended professional development training to improve reference services in February and include "Labor Market Tools" and "Trauma-Informed Communication".

The Circulation Department has hired a new part-time circulation aide. The new hire is a student at UWM pursuing a dual masters degree in Library Science and Music. He's been a great addition to the circulation team. The circulation department has been working extremely hard and have been enjoying the slow down in curbside requests, which was a very labor intensive process for them when the building was closed. They have been assisting the adult services department with their collection maintenance projects.

The Circulation staff have also adapted to new procedures using the RFID pads for check in. This is in preparation of the RFID gates which should be arriving by the end of next week. Heidi handled the implantation and training of the RFID pads and has done an excellent job.

Lastly, March 15 marked one year since the library originally closed in response to the COVID pandemic. Since then, the library has offered different versions of curbside service, expanded access to electronic library resources, offer online library card signup and renewal, and changed our service model in many other ways. We've closed our doors to the public twice and transitioned to all virtual programs. The library staff has been exceptionally resilient, handling all these changes incredibly well. They are also very grateful for the support of this library board this past year. Thank you.

Surprisingly, with the expansion of virtual programs, the youth services department offered 18% more classes with 1,003 more participants in 2020 compared to 2019. We know our programs have made a difference in our community this year. We have received a lot of feedback from parents and care givers. Last week, one patron told a staff member that our youth programs have "been a life saver this year". Though this year has been a challenge, we've been able to connect with community members in new and creative ways and we've been very grateful to serve such a compassionate and resilient community.

6. 2021 Capital Budget Discussion/Action

Fonstad reviewed that only 2 communities adopted the 2021 capital budget and the Joint Library Agreement states that the budget amount defaults to the last approved budget. Fonstad requested

clarification that the 2020 capital budget was approved and that the fiscal agent bill member communities monthly, as stated in the Joint Agreement, not quarterly which is the current practice. Pisarski stated that the 2020 capital budget was approved. Zitzer stated that Bayside did not approve the 2020 capital budget. Clarification was requested. Shaw stated that computers and RFID technology should be part of the operating budget, not capital. Pederson clarified that several years ago the Village Managers agreed to move to a quarterly invoices like all other consolidated services on the North Shore and that given the unique circumstances in 2020 the Village managers informed Susan to move forward with the smaller purchases on the 2020 capital budget. Rindt stated that from an accounting point of view, typically copiers and computers would be part of a capital budget. There was a discussion about the capital budget being new since 2017, the need for a consensus on capital vs operating expenses, and a need for clarification on what budgets have been approved in the past as it relates to the joint agreement and what capital budget is currently valid.

A motion was made by Shaw/Wiese to postpone agenda item 6. 2021 Capital Budget Discussion and Action, one month to refer staff to gather clarification from the fiscal agent on the 2020 and most recent 2021 operating and capital billings to the member communities, per Library Board Trustee Fonstad's recommendation and the most recently approved capital and operating budgets. The motion carried unanimously.

7. Library Fund Balance Discussion

Glaisner asked the Library Board Trustees who had spoken to their Village President regarding the issue of Fund Balance. Fonstad stated that the Fox Point Village board believes the North Shore Library will continue in some form and the Fund Balance shouldn't be used given recent events. Pisarski stated that WI State Statutes give the Library Board authority of use of Library Funds, not municipalities. Fonstad requested a specific citation of that statute. Pisarski did not have that information available but would report back.

A motion made by Shaw/Wiese to postpone fund balance discussion to refer staff to clarify citation on the statute pertaining to Library Board control of funds and the Library's past use of Fund Balance. Pederson provided the citation of WI State Statute 43.58(1). Wiese stated a need for a consensus of what the Fund Balance is and how to use it. Shaw suggested a Fund Balance policy. The Motion carried unanimously.

Wiese suggested the Fiscal agent provide a recommendation on what a Fund Balance is and appropriate utilization of Fund Balance. There was discussion on the need for an independent auditor. Saftstrom suggested using the language included in a Joint Library Agreement that was approved by two of the three communities. Wiese asked for that to be circulated.

NEW BUSINESS

8. Budget Resolution 21- XX amending the 2021 Operating Budget. Discussion/Action

Pisarski explained that this resolution was to amend the 2021 Operating budget to be in compliance with the Village of Bayside's fiscal policies and was a logistical change to the budget.

Bartels/Pierner made a motion to approve Budget Resolution 21-02 to amend the 2021 operating budget. The motion carried unanimously.

9. 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 - North Shore Library Director, Interim Library Director, and Interim Head of Circulation. Also participating: Alyssa Pisarski, Interim Library Director.

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

Wiese left the meeting at 10:06 a.m.

Rindt left the meeting at 10:15 a.m.

A motion made by Fonstad/Zitzer to move into closed session. Motion carried unanimously. The Library Board moved into closed session at 10:06 a.m.

A motion made by Bartels/Zitzer to move out of closed session at 10:23 a.m.

A motion made by Bartels/Fonstad to extend the job offer to the Library Director position to the recommended candidate. Motion carried unanimously.

A motion made by Bartels/Pierner to extend the two interim positions to Pisarski and Muehlhausen. Motion carried unanimously.

A motion made by Bartels/Pierner to pay Susan Draeger-Anderson a consultant fee of \$500 for her time assisting the Selection Committee with the Library Director Search. Motion carried unanimously.

10. New Items for Future Agenda.

No new items were suggested.

11. Adjournment.

Motion made by Fonstad/Pierner to adjourn until April 15, 2021 at 9:00am. The motion carried unanimously. Meeting adjourned at 10:26 a.m.

Respectfully submitted by Alyssa Pisarski, Interim Director and Recording Secretary.