



North Shore Library Board Minutes Thursday, April 15, 2021 9:00 a.m.

ONLINE MEETING:

<https://zoom.us/j/98651866105>

OR CALL: 1 312 626 6799 Meeting ID: 986 5186 6105

1. CALL TO ORDER AND ROLL CALL

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

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

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.

THE NORTH SHORE LIBRARY BOARD RESERVES THE RIGHT TO TAKE “ACTION” ON ANY OF THE ITEMS LISTED BELOW.

3. CONSENT AGENDA:

Minutes: 3.18.21 Library Board

Invoices: March 2021

2021 YTD Financials

March 2021 Statistics

Shaw requested grammatical errors be corrected in the March 18 Library Board minutes.

A motion made by Zitzer/Pierner to approve the consent agenda with the corrections mentioned. The motion carried unanimously.

Kabara joined the meeting.

UNFINISHED BUSINESS

4. Director's Report

Library usage has increased in March 2021 and community usage is nearing pre-pandemic levels. Total circulation of library materials in **March 2021 is 3% higher** than in February 2020 and only 2% lower than the 2019 monthly average of checkouts across all formats. Physical circulation continues to be lower than previous years, but e-circulation is considerably higher.

In March, the Library announced Annie Bahringer as the next library Director! Library staff and I are excited to welcome Annie onboard on April 26! Annie has already started working with staff on filling the vacant Head of Youth Services position. She's been wonderful to work with and I look forward to officially welcoming her in couple of weeks.

The Youth Services Department has been busy despite being understaffed. The Adult Services department is helping with one storytime a week and staff the children's reference desk. The Children's Department offered 23 programs in March 293 children and parents attended.

Highlights from this March include My First Book Club, a book club for young children, k4-1st grade and our 1-3rd grade book club! This book club supports and encourages emerging readers. All participants can pick up a free copy of that month's book club book at the circulation desk. These books are supported by the Friends of the North Shore Library.

The Adult Services Department offered 8 classes with 47 participants in March. Our adult services programs continue to be significantly lower than expected for our in-person programs. Our non-virtual programs continue to be our most popular, we currently offer a monthly take and make program for adults. Our Head of Adult Services has booked Ellsworth Park in Bayside and will be hosting several outdoor, in person programs there this summer. Masks and social distancing will be required at the events. Thank you to Bayside for helping book the space and waiving the usual fee. The Adult Services department has been in contact with senior living facilities and will be resuming our outreach book lending program soon.

Program highlights from March include the History Book Club featuring *The Library Book* by Susan Orlean, Star Wars Trivia Night, and our long running Rita Gecht book club that meets monthly read *In the Darkroom* by Susan Faludi.

Heidi Muehlhausen has reorganized the work area behind the front circulation desk in preparation of migrating the circulation work area out of the community room. She has reorganized the layout of the room to make it more spacious and improve the workflow of circulation. Right now, staff process all returns and put them onto carts for shelving in the community room. The library also quarantines all returned library material for 24 hours before staff process the holds. We use the community room to store these materials. Once a quarantine period is no longer considered necessary, we will be able to move this work out of the community room and back into the circulation area.

All Library staff are now eligible for vaccine access. The library is not planning on making any service level changes until Annie is on board, but the leadership team is brainstorming options for expanded services once at least 80% of staff are fully vaccinated. Some ideas staff are considering are more seating options – with one person or family unit to a table, increased computer time, and limited in-person computer help.

Our Friends of the Library purchased new shelving for their workroom in February and the shelves were installed over the last couple of weeks. The previous shelves were buckling and required wooden supports for stability. The Circulation department removed the books from three walls of the workroom in preparation of the shelves being taken down. River Hills DPW installed the new shelves for us – they did a great job and both the Friends and I are very grateful for their work!

Another update from our Friends of the North Shore Library, their Board approved the library's "wishlist" for 2021-2022 at their April meeting. This year's wishlist included funds for the 2021 Summer Reading program for babies, children, teens, and adults, funds to supplement the Juvenile, YA, and Adult collections, and funds to purchase circulating Hot Spots for the collection. The circulation department

requested two RFID pads for use at the checkout desks. They approved a donation of \$25,700 to support our request.

5. 2021 Capital Budget Discussion/Action: Refer to Finance Committee

Glaisner recommended that the discussion of the Capital Budget and Fund Balance be referred to the finance committee so they can work through the questions presented to the board and make a recommendation to the full board. Fonstad reported that Pisarski had done preliminary information gathering and supports the recommendation to refer this discussion to the finance committee.

Motion made by Fonstad/Zitzer to refer agenda items 5 and 6 to the finance committee. Motion carried unanimously.

6. Library Fund Balance Discussion/Action: Refer to Finance Committee

NEW BUSINESS

7. Joint Library Agreement: Payment of Expenses 12.1-12.3 Discussion/Action

Glaisner stated that he would also like to refer this topic to the finance committee for discussion. He discussed the history of reciprocal borrowing with Steve Hesel, the Director of MCFLS. Net Lender libraries are paid from that funds, which is not the case at North Shore. Historically, North Shore are net borrowers. New building project or renovation could change that.

A motion made by Fonstad/Zitzer to refer the Discussion of the Joint Library Agreement Payment of Expenses 12.1-12.3 to the Finance Committee. Motion carried unanimously.

8. New Items for Future Agenda

Glaisner requested that the election of officers be on the May agenda. Shaw offered to chair the election committee.

Pierner announced that this would be her last meeting on the Library Board and thanked the board members for their hard work and commitment to the North Shore Library.

9. Adjournment.

Motion made by Fonstad/Wiese to adjourn until May 20, 2021 at 9:00am. The motion carried unanimously. Meeting adjourned at 9:36 a.m.

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