



North Shore Library Board Meeting Minutes

Thursday, May 20th, 2021

9:00 AM

ZOOM

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Meeting ID: 936 0084 6922 Passcode: 346800

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1. Meeting called to order at 9:08 A.M.

Present: Bartels, Fonstad, Glaisner, Kabara, Safstrom, Seem, Shaw, Zitzer

Excused: Rindt, Wiese

Also Present: Bahringer, Library Director, Pisarski, Assistant Director, Botcher, Fox Point Village Manager, Pederson, Bayside Village Manager

2. PUBLIC COMMENT

No Public Comment.

3. Welcome new Library Board Member: Rachel Safstrom.

Glaisner welcomed Safstrom to the Library Board.

4. Motion to Approve a Resolution for Carol Pierner for Her Years of Service

A motion made by Shaw/Zitzer to approve a Resolution for Carol Pierner for her years of service on the library board. The motion carried unanimously.

5. CONSENT AGENDA:

Minutes: Finance Committee 9.10.20 ; Library Board 4.15.21

YTD Financials

April Invoices

Monthly Statistics

A motion made by Safstrom/Fonstad to approve the consent agenda. The motion carried unanimously.

6. Friends of the Library Report

Bahringer reported that the Friends of the Library Board met in May. They are sponsoring WiFi HotSpots for patrons to checkout. They approved sponsoring Kanopy, a movie streaming service, and new return bins for the circulation department. They will be putting a table in the hallway to sell books near the circulation desk. They are again taking donations.

7. NSL Foundation Report

Glaisner reported that the Foundation has not been meeting or in a position to be fundraising.

5. Updates from Community Trustees

Glaisner stated that as a River Hills trustee it is his job to represent the library here on the board and carry the library's agenda back to the village board.

Shaw stated that the Joint Library agreement needs to be addressed before any change can happen.

Fonstad reported that he updated the Fox Point Board on the Fund Balance information shared at the finance committee meeting.

Zitzer stated there will be an in-depth report from the Finance Committee later in the meeting.

OLD BUSINESS

6. Director's Report

Bahringer reported that the Library ended material quarantine and opened inside book drop. Community room and Study rooms are still not for use. All though patrons can reserve a study room if they want to use one of the library's equipment pieces like the scanner and VHS to DVD Kit. We are slowly introducing furniture back into the library, kept 6 feet apart with signs encouraging that patrons keep chairs at tables 6 feet apart too. We are also encouraging patrons to keep their visit short but welcome them to be comfortable while they are here. We've extended computer use to 3 hours; 2 hours automatically with a third optional hour. Eliminated senior and high-risk hours on Friday: they were not being used anyway. Curbside pick-up is still available and encouraged for anyone who does not want to come in. Mask Policy is still in effect* which we will talk about a little later in the meeting. Magazines and Newspapers are back out for browsing.

Implemented a new dress code: Staff have responded positively to this: to make time a little more comfortable, to have fun and enjoy a little unity.

For the 35th anniversary of the library this week, Melody put together a timeline of the growth of the library. You can find the link on our webpage or you can stop in the library- she printed everything out and made a wonderful display of it all. She did a fantastic job!

WAPL in first week of May: Melody presented on a panel that talked about How to do Pod Casts at the Library: she did a great job!

We hired a new Head of Youth Services: Hannah Kane; comes from West Bend Community Memorial Library. She started Monday, May 17, Alyssa helped with training on her first day, and I will be working with her to hire two new part-time youth service librarians.

In April the Adult Services Department, hosted 5 programs and 28 people attended. They hosted 2 outreach events with a total of 8 participants. After one year of offering virtual and remote programs only, Melody, Head of Adult Services, hosted an in person outreach book club at the Elizabeth Residence. Participants were thrilled to participate in the program in-person with the safety of being vaccinated for COVID-19.

In April, the YS Department held 22 virtual programs and 289 people attended. Youth services staff provided 3 librarian picks during the month of April. The Youth Services Department wrapped up their spring programs in April. Library Take-and-Make kits were incredibly popular in April with 179 kits picked up by kids and teens in less than 3 days! Take-and- Make include an age-appropriate maker activity for preschoolers, elementary-school children and teens and can be completed independently. This month's activities featured planting seeds and other fun spring learning topics! Youth Services Staff continued a monthly Homeschool Story-time for homeschool families with children 6 and up. This virtual program features hands on learning activities that explore a specific learning topic. Kits are available for pick up at the library a week before the story-time meets online.

Bahringer reported that the projects she is working on include learning the budget: will be working with Bayside to configure some streamline processes for the budget. Working with Lynn at Bayside to create a budget line item for Book Replacement money: expenditure and income: more on that in a few minutes. Working on developing a comprehensive Collection Development Policy. Doing some small tweaking here and there to help make things easier for staff to do or to access. Bahringer is working with the Department Heads to pursue a Freedom to

Read Foundation Grant: \$1000-2500 grant for Banned Books Week Celebration, to make a program or display. Deadline is June 4th, so we are acting fast on this. (National grant)

Bahringer reported on the April 2021 statistics. People coming in the library: We are 500 down from March of this year; A little over half of the numbers we had in April 2019; 5,289 vs 9,557 Collection Circulation; 800 down from March but very close to pre-COVID numbers: 12,064 vs 15,467. Total circulation: almost to pre-COVID numbers, 19,961 vs 21,696

Finance Committee review

Zitzer reported that the Finance Committee met on May 5 and reviewed the presentation from that meeting. Zitzer reported that as of April 30, the library spent about 26% of their budget, but is one third through the year. Based on personnel shortages and spending, the Library can anticipate another surplus at the end of 2021. The Library will receive a CAM (Common Area and Maintenance) credit from the building owner in 2021, but there will be building improvements that the library will need to fund. The library will owe approximately \$125,853 towards CAM fees in 2021.

The Library Board discussed the need for clear definitions of and directions for spending capital funds. The Library Board discussed using Bayside's financial policies as established in the MOU approving Bayside to take over as the Library's Fiscal Agent.

7. Capital Fund Resolution/Budget Amendment

Fonstad presented a resolution regarding classification of expenses to clarify and define capital vs. operating expenses as outlined in the Joint Library Agreement and Bayside's financial policies.

Motion made by Fonstad/Zitzer to approve Resolution 21-03 regarding classification of expenses with the blank space removed in paragraph seven. Bartels requested more information about the non-resident usage fees the Library collects. Pisarski explained that the funds to be reimbursed to the communities is based on West Milwaukee Payments for contracted library services with MCFLS, Reciprocal borrowing revenue, and Fee card payments from residents living outside of Milwaukee County. Motion carried unanimously.

Motion made by Zitzer/Kabara to approve resolution 21-04 to amend the 2021 Budget to reflect changes in revenues and expenditures. Motion carried unanimously.

8. Operating and Capital Fund Balance Policy

Motion made by Safstrom/Zitzer to approve resolution 21-05 to create fund 60, NSL Capital Reserve Fund and transfer funds into it. Motion carried unanimously.

9. Non-resident Usage Fee Refund/Credit

NEW BUSINESS

10. Nominations for Library Board Officers- Discussion and Action

Shaw presented the slate of candidates:

Glaisner: President

Bartels: Vice President

Zitzer: Treasurer

Fonstad: Secretary

Motion made by Shaw/Safstrom to approve the slate of candidates. Motion carried unanimously.

11. Creation of budget line item and deposit account for Book Replacement money income /expenditures

Bahringer reported that fees for lost or damaged books were being processed as a donation account, but they should be collected as revenue and an account to purchase replacement books should be created to maintain the collection.

Motion made by Fonstad/Bartels to approve the creation of budget line item and revenue account for the purchasing of replacement books and the collection of lost or damaged book fees. Bartels asked if there would still be a donation account for patrons to donate money to the library. Bahringer confirmed there would be. The motion carried unanimously.

12. COVID-19 Mask Policy

Bahringer reviewed the library's current mask policy, area library's mask policies, and CDC guidelines. As we head into summer reading and kids under 12 will not be vaccinated the Director recommends maintaining our current mask policy and revisiting the decision at the end of June. The Library Board discussed what business are doing, vaccination rates in the North Shore, staff vs. patron mask requirements, local health official recommendations, DPI and MCFLS recommendations, and staff viewpoints on masks. The Board stated that Annie has the authority to make this decision.

13. New Items for Future Agenda

No new items were discussed.

14. Adjournment

Motion made by Fonstad/Seem to adjourn until June 17th at 9:00 a.m. The motion carried unanimously. The meeting adjourned at 10:20 a.m.

Respectfully submitted by Alyssa Pisarski, Assistant Director.