



**North Shore Library  
Board Meeting Minutes  
Thursday, June 17<sup>th</sup>, 2021  
9:00 a.m.  
ONLINE MEETING:**

Join Zoom Meeting

<https://us02web.zoom.us/j/88944857760?pwd=citWWEsYXFQK1dDZHViNkduUndZZz09>

Meeting ID: 889 4485 7760

Passcode: XFTw1vsF

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**1. CALL TO ORDER AND ROLL CALL**

Meeting was called to order at 9:01 a.m.

Present: Bartels, Glaisner, Grady, Kabara, Knight, Safstrom, Seem, Shaw, Wiese, Zitzer

Also Present: Bahringer, Library Director, Pisarski, Assistant Director, Botcher, Fox Point Village Manager, LaBorde, River Hills Village Manager

**2. PUBLIC COMMENT**

Seem shared that she has received emails and phone calls about how individuals can “save” the library. Seem suggested that the Board offer suggestions for action or comments to the public on the topic.

Kabara stated that members of the public who want to know the Library’s plans for the future have also contacted him.

Glaisner suggested handling this at the next meeting or assigning a group of people to handle this on a committee.

Bartels shared that she tells individuals to contact their elected officials to tell them how much the library means to them.

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

**3. Welcoming of new Board Members Sandy Grady and Catie Anderson Knight**

Grady shared that she has lived in Fox Point for over 40 years, has volunteered with the Friends of the North Shore Library and is a library user.

Knight shared that she is a newly elected Trustee for the Village of Fox Point, is married with children who use the library, and works for Johnson Controls.

**a. Resolutions for Eric Fonstad and Terry Rindt**

Glaisner would like to have resolutions ready for the next meeting.

**4. CONSENT AGENDA:**

Minutes: 5.20.21 Library Board

Invoices: May 2021

2021 YTD Financials

May 2021 Statistics

Safstrom/Zitzer made a motion to approve the consent agenda. Motion carried unanimously.

## **UNFINISHED BUSINESS**

### **5. Update from Community Trustees**

Glaisner reported that he has not received an update from the Presidents or Boards regarding Glendale and Bayside potentially leaving the Joint Library Agreement.

Shaw reported that the City of Glendale is looking to educate Glendale Citizens about their library options.

Zitzer has no update, but the Bayside Trustee meeting is tonight and she will be touching base with the Bayside Village President on the status of the Library and the Joint Library Agreement.

### **6. Director's Report**

Curbside visits have gone down, but our library visits have been going up. New library card sign up and library circulation continues to increase.

The library celebrated its 35<sup>th</sup> birthday on May 18<sup>th</sup>, 2021. Library staff hosted a celebration with passive activities the week of May 17-21<sup>st</sup>. Melody created a wonderful timeline that displayed the library's history, both on line and for patrons in the library. Free buttons were given out and artifacts from the opening ceremony were put on display. A total of 139 patrons received a button to participate in the program.

Masks will no longer be required of vaccinated patrons starting Monday, June 14<sup>th</sup>. Masks are always encouraged, but we will not be asking patrons who do not wear a mask if they are vaccinated or not. The Library will be slowly adding more furniture and computers to the library floor over the next two months. The Library is also underway getting our electric fixed so that we can finally install the RFID gates and the new Self Checkout for the Children's room. I have chosen LMS Electrical from Milwaukee to do the job. Their price was slightly lower, but they were also in contact with me throughout the process, whereas another place never responded to my emails or phone calls. They will be starting work as soon as we submit a 50% deposit.

And once we have the equipment out of the community room, we will be preparing it for in-person and hybrid programs coming this September.

Summer reading has started for both Adults and Kids on June 7<sup>th</sup>. They can register either online or in person. Prizes will be displayed in the case by checkout.

The Friends of the Library has reserved the community room for their book sale in mid-October, so hopefully they will be able to put that on this year.

#### **Adult Services:**

The head of Adult Services and the full-time Adult Services librarian attended the Wisconsin Association of Public Libraries' 2021 annual conference online, May 4-7<sup>th</sup>. Staff members Melody and Maren attended sessions that offered tips on how to engage an audience in virtual programming, improve online research, conduct hybrid programming, improve a non-traditional circulation collection, seek grant funding, increase market research, and more.

#### **Children's Services:**

In addition to the summer reading challenge, the library is offering 10 recurring literacy events and 16 one-time programs. Most of these will take place virtually, but they are also having in-person events at Ellsworth Park in Bayside and a story time once a month at the Fox Point Farmer's Market.

New this summer, teens will be offered a short story writing contest and bookmark design contest. The winning short story will be available to read at the library, and the winning bookmark design will be made into bookmarks for our patrons to take home and use. The last day for entries for both contests is August 6<sup>th</sup>.

We have also extended a job offer to a part-time YS librarian. She should be starting in July.

**Circulation:**

The Circulation Department is fully transitioned out of the community room, thanks to Heidi Muehlhausen. The work area behind the circulation desk is now for screening and checking in all returned material, as material is no longer being quarantined.

The Circulation staff has implemented the RFID pads into their workflow. With funds donated from the Friends of the Library, we will be purchasing two additional RFID pads for the checkout area so the security on the items can properly be activated at check in and deactivated at checkout.

The Circulation Department has also been assisting Adult Services Librarian, Melody Schuetz, in developing procedures and best practices for the circulation of HotSpots that will be added to the library's collection. This will allow efficient processing of returned HotSpots and proper maintenance of that collection.

**Staff:**

Bahringer reported that she received praise for two of our staff the other day. A frustrated patron came in to talk to me and said that she saw Melody handle an older lady with patience and was so impressed that she remained calm and helpful. Something similar she had witnessed with Maren, our full-time Adult Services Librarian, who also showed poise when dealing with a difficult patron.

**Director's projects:**

Bahringer reported that she has been working on the Capitol budget, though there isn't much to put on there. We are looking at a key-less entry pad, however, for the front door and for some of the locked doors inside. I am waiting on 2 quotes for that.

We received a \$250 donation to go towards the staff last fall, and we would like to use that money to fix up the staff room. There has been feedback about getting a Keurig coffee maker and a 32 inch tv that will be mounted to the wall. Staff can hook up to the Bluetooth on it and watch their subscriptions on it. We are also looking to painting, but that may be put on hold for a while.

Bahringer reported that she was on the Morning Blend promoting the library, will be attending the GABA event, and will be attending the Fox Point Farmer's Market.

**NEW BUSINESS**

**7. Collection Development Policy**

Bahringer presented the Collection Development Policy that consist of the Material Selection Policy, reconsideration form, and challenged book policy. She stated that she is looking for approval so the policy can be implemented.

Safstrom/Bartels made a motion to approve the collection development policy as presented. Seem asked if there are current or expected challenges to library materials. Bahringer stated that most libraries receive challenges. Glaisner stated that he knew of a recent issue regarding older Dr. Seuss books. The motion carried unanimously.

**8. New Items for Future Agenda**

Bartels requested the Board look at the makeup of the committees because of the recent appointments of Library Board Trustees.

Shaw requested that the Board redo the slate of officers and vote for officers.

Safstrom and Grady volunteered for the Personnel committee.

Seem requested the need for a communications committee regarding the community questions about "saving the library". Seem volunteered for serving on the committee.

Seem, Knight, Greg, and Tessa volunteered for a potential Communications Committee.

**9. Adjournment until July 15<sup>th</sup>, 2021 at 9:00 a.m.**

Seem/Shaw made a motion to adjourn the meeting until July 15 at 9:00 a.m.. The motion carried unanimously. Meeting adjourned at 9:32 a.m.

Respectfully submitted by Alyssa Pisarski, Assistant Director.