



**North Shore Library Board  
Meeting Minutes  
Thursday, September 16<sup>th</sup> 2021  
9:00 a.m.  
Community Room**

**1. ROLL CALL**

Meeting was called to order at 9:00 a.m.

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

Excused: Wiese

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

**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:**

Library Board Minutes: 8.19.2021

Invoices

YTD Expenses

Monthly Statistics

Zitzer requested corrections to the 8.19.2021 Library Board Minutes.

A motion by Zitzer, seconded by Shaw to approve the consent agenda as amended. No discussion. Motion carried unanimously.

**UNFINISHED BUSINESS**

**4. Friends of the Library and Foundation Reports**

Bahringer reported the Friends of the Library canceled their fall book sale and are preparing to put out a newsletter mailing.

**5. Update from Community Trustees**

Anderson Knight reported no updates other than the Fox Point Village Board is arranging a special meeting to discuss the amended Library Agreement.

Shaw reported a special meeting will be held in closed session to discuss the amended Library Agreement.

Zitzer reported that there will be a special meeting on September 29 and upcoming Plan Commission meetings.

Glaisner reported the River Hills Village board will hold a special meeting on September

29 to discuss the amended Library Agreement.

### **7. Director's Report**

Bahringer Reported that Adult reference staff took on a large shelf shifting project this August, moving the paperback collection to a new location and shifting the genre collection to a new location as well.

The Youth Services department had a wonderful summer reading program. They offered several outdoor, in-person programs. Over six Friday afternoons, we distributed 216 popsicles to our dedicated summer readers! Each month, we held an Art in the Park event at Ellsworth Park in Bayside; between the two events, 138 people showed up to do crafts and spend time together outside. Our presence at the Fox Point Farmers Market was also appreciated - our monthly Saturday morning outdoor story times at the market proved very popular, with 55 people attending our July event.

In addition to in-person and virtual events, the Youth Services department offered various take-and-make kits for patrons to explore on their own time. Some of these accompanied virtual programs - craft kits for Family Fun Nights, STEAM activity kits for Library Makers, etc. Other kits, like our monthly Teen Craft Kits, are meant for patrons to assemble on their own, at their own pace - we distributed a total of 75 craft kits in two months. We also distributed 50-75 different bingo sheets each week, all with different activities to continue to challenge readers to be more active and engaged.

August 30 was Mary Evers' last day as a Youth Services Librarian here at North Shore. Mary worked at the library in various capacities for 15 years. Her position has been filled by Bernadette Parker who began on September 2.

RFID gates were installed in August and staff are training patrons to accurately check out items using RFID technology at the self-checkouts instead of scanning the barcodes. Pisarski hired a new Circulation Desk Library Aide, Jennifer, and has started the on-boarding and training process. Pisarski implemented a staff review process in the Circulation Department. Reviews will take place at the 6 month anniversary and one year anniversary or at the end of the calendar year.

The Library is operating at our pre-Covid Hours, Monday thru Thursday 10am-8pm, Friday-Saturday 10am-5pm, and Sunday 1-5pm

We're able to hold programs in the community room again. The capacity limit is set at 25 and all in attendance must wear masks. The speaker does not have to wear a mask while they are speaking/presenting.

Author talk with Laurie Halse Anderson will take place on Thursday, September 30th at 7pm. This talk will take place on Zoom.

MCFLS hired a new marketing manager, Deb Marett. She'll be working 20 hours a week and will offer marketing, campaigning, branding, support, etc. to member libraries. The library may use this service to help promote our expanded hours and current services.

Other projects have been put on temporary hold until we find out the Communities' decisions about the agreement.

#### **NEW BUSINESS**

##### **8. Discuss/Action 2022 Operating Budget**

Bahringer reviewed the budget, which included changes in anticipated revenues, updates to account lines to better align with the fiscal agent's accounts, and changes in anticipated personnel costs based on prior year's final numbers. The library board discussed the account changes, prior compensation studies, and previous wage adjustment initiatives. The library board discussed Common Area Maintenance fees and potential costs in 2021 and 2022.

A motion by Seem, seconded by Kabara to approve the 2022 budget proposal as presented. The motion carried unanimously.

##### **9. Adjournment until October 21, 2021 at 9:00 a.m.**

A motion by Bartels, seconded by Safstrom to adjourn until October 21, at 9:00 am. Motion carried unanimously. Meeting adjourned at 9:49 a.m.

Respectfully submitted by Alyssa Pisarski, Assistant Director.