



North Shore Library Board Meeting Minutes

Thursday, January 20, 2022

9:00 a.m.

Library Community Room

Zoom Access: <https://us02web.zoom.us/j/2590527806>

Meeting ID: 259 052 7806 Passcode: UFqi1RL3

Phone access: 1 312 626 6799 US (Chicago)

1. CALL TO ORDER AND ROLL CALL

Meeting called to order by President, Glaisner at 9:00 a.m.

Present: Anderson-Knight, Bartels, Glaisner, Grady, Kabara, Smanz, Wiese, Zitzer

Excused: Seem, Shaw

Also present: Andy Pederson, Village of Bayside 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.

NEW BUSINESS

3. Presentation by Baker Street Consulting Group via Zoom

Jim Radford from Baker Street joined the meeting at 10:00 a.m. He let the Library Board know that his company has done work for a number of Wisconsin Libraries as well as a \$20M project for St. Louis Central Library. They have also done work for other non-profits in Wisconsin. He stated that the North Shore Library project will have three phases:

January/February Phase 1: Organize and Advance Gifts

February-June Phase 2: Leadership Gift Phase

May-June Phase 3: Public Phase

4. CONSENT AGENDA:

Minutes: 12.16.21 Library Board

2021 YTD Financials

Motion was made by Zitzer/Bartels to accept the consent agenda. Motion carried unanimously.

UNFINISHED BUSINESS

5. Library Board President's Report

Glaisner reported that Library Director, Annie Bahringer, resigned her position on December 29, 2021. Alice Sedgwick was brought in as Interim Director on January 3. Dreager-Anderson was brought in as Interim Director on January 7. Glaisner reported that he and Draeger-Anderson, John Mann and the Rinka Architect group had toured five MCFLS Libraries in order to help educate the architects on the needs of Libraries. Rinka stressed the need for at least 24,000 SF for the library at the last Developer meeting with Cobalt. Glaisner and Friends of the Library Board Member, Barb Rossi refinished the badly worn Circulation and Reference desk areas while the library was closed.

6. Update from Community Trustees

Anderson-Knight – no report from Fox Point

Zitzer – no report from Bayside

Glaisner – no report from River Hills

Wiese – asked for an update on the Fundraising plan from Baker Street to take to Glendale Council Meeting. Andy Pederson will put the schedule together and provide this to Draeger-Anderson to distribute to the Library Board members.

7. Director's Report

Alice Sedgwick served as Interim Director January 3-7. On the morning of January 3rd, two staff members called in to report they had tested positive for Covid and one staff member reported that their child had tested positive for Covid. As it would have been impossible to staff the reference desk and difficult to staff Circulation, Glaisner and Sedgwick made the call to close the library to the public January 3-January 9. Curbside service and telephone reference were available from 10-7 Monday-Thursday, 10-5 Friday and Saturday and 1-5:00 on Sunday. The Library reopened for regular service on Monday, January 10th.

Staff: With the leadership change, staff have had many questions concerning day-to-day and future operations. I met with the Department Heads on January 7th and on Monday the 10th to work out all of the staffing and operational questions. The former director had a couple of shifts that she worked on the Reference desk that needed to be staffed and a 20 hour Youth Services Librarian will be gone for 10 weeks for Marine Reserve Officer Training. A substitute librarian we have used in the past was hired to fill in some immediate shifts. The decision was made to hire a current Circulation employee to serve as a long term temporary substitute to work at both the Adult and Youth Services Reference Desks. He will start this position on January 24th. The Circulation Department already had an open position and this meant that more hiring would need to happen quickly. Muehlhausen was able to hire three part-time staff to fill all of the vacancies. Training has already started for one of the new hires.

Draeger-Anderson reported that she has worked with Bayside and completed necessary paperwork for 2022 staff wage increases. Draeger-Anderson has also been reviewing both the 2021 and 2022 budgets and will be working with Bayside on identifying any necessary changes. Appropriate Budget Amendments/Resolutions will be presented to the Board at the February meeting. Yearly statistics and December and January Invoices will also be presented at the February meeting. Draeger-Anderson reported that she is meeting regularly with staff to manage any individual and departmental concerns.

NEW BUSINESS

8. Discussion/Action – approval of North Shore Library Interim Director Agreement with Susan Draeger-Anderson

Motion was made by Bartels/Grady to approve the North Shore Library Interim Director Agreement with Susan Draeger-Anderson. Motion carried unanimously.

9. Discussion/Action - approval of North Shore Library Consultant Agreement with Susan Draeger-Anderson

Motion was made by Zitzer/Grady to approve the North Shore Library Consultant Agreement with Susan Draeger-Anderson. Motion carried unanimously.

10. Discussion Action – Adoption of revised 2022 North Shore Library Operating Budget

Increase Fund Balance Applied line by \$2,500.00 to \$60,128.79 to balance the 2022 Operating Budget.

Motion was made by Bartels/Grady to approve the adoption of the revised 2022 North Shore

Library Operating Budget, increasing the fund balance applied line by \$2,500.00 to \$60,128.79.
Motion carried unanimously.

11. Discussion/Action: Timeline and plan for hiring Library Director

Draeger-Anderson recommended that the Personnel Committee be given the authority to make any needed changes to the Library Director Job description, job posting and to develop an appropriate salary range in order to get the Library Director position posted in a timely manner.

Motion was made by Bartels/Anderson-Knight to authorize the Personnel Committee to update the Library Director Job Description, Job Posting and to increase the Library Director Salary range to match comparable libraries. Motion carried unanimously.

12. New Items for Future Agendas.

It was requested that any available plans for the new library be added to future agendas.

13. Adjournment until February 17, 2022 at 9:00 a.m.

Motion was made by Bartels/Zitzer to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 10:17 a.m.

Respectfully submitted by Susan Draeger-Anderson, Interim Director and Recording Secretary