



## North Shore Library Board Meeting Minutes

Thursday, February 17, 2022

9:00 a.m.

Library Community Room

### 1. CALL TO ORDER AND ROLL CALL

Meeting was called to order by President Glaisner at 9:06 A.M.

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

Excused: Shaw, Wiese

Also present: Andy Pederson, Village of Bayside Administrator, Susan Draeger-Anderson, Library Director

### 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: 1.20.22 Library Board, 12.16.21 Personnel Committee

2021 YTD Financials, 2022 YTD Financials

December 2021, January 2022 Invoices

Motion was made by Seems/Zitzer to accept the Consent Agenda. Motion carried unanimously

### UNFINISHED BUSINESS

#### 4. Update from the Friends of the Library and the Library Foundation

Glaisner reported that the Foundation has a donation of \$650,000. for naming rights to the meeting room of the new building. The donation is anonymous until it is given, when shovels are in the ground

#### 5. Update from Community Trustees

Zitzer – no update, Glaisner- no update, Anderson-Knight-no update. Kabara reported on the Nicolet Referendum, upcoming meetings and shared information with the board about needed improvements and costs.

#### 6. Director's Report

Draeger-Anderson report that this has been a month of rebuilding. Head of Circulation, Heidi Muehlhausen has on-boarded two circulation aides and two shelvers this month. She has also interviewed for and hired another shelver, who will start soon. In total, she has added six new staff members since December. She is doing a great job of balancing all of this training while learning her own new job duties.

Head of Adult Services, Melody Schuetz has been reviewing and updating the Reference Binder, which is so important for our part-time weekend staff. It is filled with emergency procedures, equipment instructions and phone numbers. Melody has also on-boarded the long term substitute we hired last month, coordinating his training in both the Adult and Youth Services departments.

Head of Youth Services, Hannah Kane, has been working on Summer Reading Program plans. She has reserved Ellsworth Park in Bayside for performances and other events. We are planning to keep most programming outside unless the need for Covid restrictions changes drastically.

Draeger-Anderson reported that she has completed the Annual Report and have been reviewing the 2022 Operating Budget. Draeger-Anderson met with the fiscal agent to review this in detail and will have a Budget Amendment for the March meeting. Draeger-Anderson has created Objectives for the three department heads

and reviewed those in person. There will have a check-in in April/May with the new director. The Department Heads will be creating objectives for their staff and meeting with each staff member individually within the next month.

**7. Report on Library Director Search**

Draeger-Anderson reported that resumes are coming in slower than hoped. She reached out to a recruiter who said he was too busy to help. Some possible candidates have asked questions about Glendale leaving the joint library and about the law suit over the development. Things should improve when announcements come out about fundraising.

**NEW BUSINESS**

**8. Discussion/Action: Approval of the 2021 State Annual Report**

Motion was made by Zitzer/Kabara to approve the Annual Report. Motion carried unanimously

**9. Discussion/Action: Board Meetings hybrid or only in person moving forward**

Board discussed if meetings should be in person or hybrid (Zoom and in person using the library OWL). All agreed that offering hybrid meetings would offer more opportunity for the general public to attend. No vote was taken but all present agreed that hybrid meetings would be a good way to go in the future. Kabara suggested that some policy updates about roll call votes if board members are attending via zoom may be needed.

**10. Discussion/Action: Changes to the North Shore Library 2022 Operating and/or Capital Budgets per recommendations of Fiscal Agent**

This item was held over as Draeger-Anderson and Fiscal Agent have work to do to present this. It will be on the March Agenda.

**11. Discussion of Baker Street suggestion to consider changing library name**

Draeger-Anderson reported that Baker Street had recommended that the Library change its name to the North Shore Community Library. Legal issues and public confusion that this change might cause were discussed. There was no support for this name change.

**12. Discussion/Action: Approval of naming rights/amounts for library spaces in new library**

Motion was made by Seems/Kabara to approve the Naming Rights/Amounts for library spaces in the new library as updated during the discussion. Motion carried unanimously.

**13. MOTION TO MOVE INTO CLOSED SESSION**

Motion to move into closed session was made by Seems/Bartels. Motion carried unanimously.

Pursuant to Wisconsin Statutes 19.85(1)(c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility": Review and consideration of staff wages with Susan Draeger-Anderson

**RECONVENE INTO OPEN SESSION:** To consider or act upon matters discussed in closed session.

Motion was made by Seems/Bartels to move into open session. Motion carried unanimously.

Motion was made by Seems/Zitzer to increase the minimum Head of Department wage from \$24.90 to \$25.90. Motion carried unanimously.

**14. Review of initial drawings of new library space from Rinka**

Board members looked at the latest rough drawings from Rinka.

**15. Adjournment until March 17, 2022 at 9:00 a.m.**

**Motion was made by Grady/Seems to adjourn. Motion was carried unanimously. Meeting was adjourned at 10:30 a.m.**

Respectfully submitted by Susan Draeger-Anderson, Library Director and recording secretary