



North Shore Library Board Agenda
Thursday, June 15, 2023
9:00 a.m.
Library Community Room and Zoom
Meeting is available in person and via Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/87566558677?pwd=clJUNIM3RkRKdFcrMXJvS29pOEtzUT09>

Meeting ID: 875 6655 8677

Passcode: NSLJune23

Phone audio: 1-312-626-6799

Audio ONLY: 1-312-626-6799; Meeting ID: 875 6655 8677

1. Call to order and Roll Call

The meeting was called to order at 9:00 a.m. on Thursday, June 15, 2023.

Board Members Present

President: Zitzer

Vice President: Warwick(Excused)

Treasurer: Arteaga-Derenne

Secretary: Kabara

Librarian: Gould

Member: Anderson

Member: Grady

Member: Isaacson

Member: Lane(Excused)

Member: Smanz

Attendees Present

Present: Robb Cronwell (City of Glendale resident)

Heidi Muehlhausen (NSL Head of Circulation Services)

Tammy LaBorde (River Hills)

Tessa Bartels (Bayside)

2. Public Comment

At this time, individuals can address the Library Board on any topic for a three minute time period per person, with extensions per the Library Board President's discretion. No action will be taken aside from the possible referral to committees and/or individuals.

Public Comment:

No public comments were shared.

THE NORTH SHORE LIBRARY BOARD RESERVES THE RIGHT TO TAKE "ACTION" ON ANY OF THE ITEMS LISTED BELOW:

3. CONSENT AGENDA:

Minutes: Library Board: 05.18.23

May 2023 Invoices

2023 YTD Financials

Sandy Grady made a motion to approve the consent agenda. Second by Roger Arteage-Derene.

Discussion - Suggested corrections from Margaret Zitzer to add the word "have" and spelling correction "dispersed" in minute notes.

Sandy Grady made a motion to approve the consent agenda with the corrections to the minutes, second by Roger Aretaga-Derene.

Motion passes unanimously.

UNFINISHED BUSINESS

4. Update Capital Campaign fundraising

Margaret Zitzer and Rhonda Gould reported that initial conversations were held with our honorary co-chairs. The meetings were very exciting, went well and the co-chairs responded well to our initial asks. We are waiting for responses from the co-chairs.

Campaign cabinet members are actively making their calls now.

A reception for the fundraising committee is scheduled on July 13, 2023 at 6:00 pm. All board members are invited to attend the presentation and tour. An estimated 20 cabinet members and others may attend.

Fundraising dashboard has been set - [Library Capital Campaign Dashboard](#)

A campaign update presentation was made at the Fox Point Board meeting on Tuesday June 13, 2023. The update was appreciated and helpful.

5. Update from the Friends of the Library and the Library Foundation

Friends of the Library - no summer meetings. Friends are allowing us to use their tax exempt number for library grants.

Note: \$25,000 grant was received from WE Energies

Library Foundation - A balance of \$820,000 is in the current library foundation accounts. The plan is to have those funds directed toward the library. \$650,000 was placed with the Foundation from the Friends with a specific donor name to be announced at a later date. A plan is being developed to share transparency of the Foundation funds. The Foundation plans to disband and share the funds with the library. More details to follow.

6. Update from Community Trustees

- a. Bayside: Zitzer reported No update
- b. Fox Point: No Update
- c. Glendale: Warwick reported No Update
- d. River Hills: Isaacson reported No Update

7. Update from Nicolet School District

Greg Kabara reported that due to the current renovations there will be one main entrance at

door #9 on Daphne Rd. to the building for summer programming which will be located in D Wing and the indoor athletic spaces.

8. Director's Report

Rhonda Gould reported that the summer reading program has started with 235 participants to date.

40 Nicolet high school students have enrolled in the summer reading program. The estimated door count is over 300. Compared to last year, high school enrollment has increased by 30 students. Reading participants during last summer was estimated at 300.

New virtual author talks are live with over 200 views for the author talks.

The Library website has photos of the building progress. Weekly updates will be posted on the website.

Regular meetings are being held with Rinka to finalize the design plans.

Regular meetings with Bayside on the budget and fiscal processes.

Campaign meetings have been productive.

Next week Rhonda is in Chicago for ALA. Library staff will be attending the exhibits to discuss furniture and technology with vendors.

9. Architectural plan from Rinka

Continued work is being done on the building design, final schematics should be ready for next month. Rinka is in the process of designing a fly through video of the new building for the library website. An updated estimate of the cost will follow the final schematic design.

10. Director's Evaluation

This topic will be delayed until the software training is completed June 16, 2023.

11. Updated Joint Agreement

River Hills is the last to finalize the updated Joint Agreement. Questions from the Village Board have been answered.

NEW BUSINESS

12. Discussion/Approval: Appointment of Personnel Committee Appointment of personnel committee chair and committee:

Sandy Grady volunteered to serve as the personnel committee chair.

Catie Anderson Knight made a motion to appoint Sandy Grady personnel committee chair, Second by Roger Arteagea-Derenne.

Motion passes unanimously.

Lyndsay Smanz volunteered to serve on the committee. Rhonda Gould will assist. Sandy Grady made a motion to accept Lyndsay Smanz to serve on the personnel committee. Second by Roger Arteagea-Derenne.

Motion passes unanimously.

13. Discussion/Approval: Budget timeline

Margaret Zitzer provided a review of the budget process timeline:

June 1 - meeting with the fiscal agent

June 15 - Board Meeting

June 16 - budget goals and recommendations due from library department heads

July 14 - recommendation from the Personnel Committee is due

Early August the fiscal agent will provide information on the levy limits

August meetings will be held to review budget and make recommendations to the board

August 17 - Board Meeting to review and approve recommendations

September 15 budget is due to the municipalities

The current plan is to build a 10 year capital improvement plan along with the budget.

Motion to approve Arteaga second Grady.

Motion to approved unanimously.

14. Discussion/Approval: Records retention schedule

Defer this topic until the July 2023 meeting.

Internal review of the schedule for next month.

15. Discussion: CAM charges

Condo and Maintenance (CAM) charges at the current building were shared by management. \$38,000 CAM charges for this year, budgeted amount was \$36,000.

Management will hold on current capital improvements such as parking lots and sidewalks.

Management proposed a CAM charge of \$40,000 and \$5000 contingency.

Management will prepare a more accurate estimate for next year. Internal estimate is \$45,000.

16. Discussion: Art Fair

New Library Art Fair

Information - Sunday, August 27, 2023 with visiting artists. The goal is to host 10-15 art vendors, participants would pay a \$50 entry fee and make a donation of one piece of art for the library to auction as a fundraiser. Including a Friends book sale and concessions. The art fair is based on the model in Greendale.

17. Discussion/Approval: NSL Board representative selection to NSL Foundation

NSL Foundation Board - past representation was Kurt Glaisner.

Librarian, Rhonda Gould is a current/voting member of the NSL Foundation Board.

Roger Arteaga-Derenne made a motion to approve Margaret Zitzer as representative to the NSL Foundation Board. Second by Sandy Grady.

Motion passes unanimously.

18. Discussion/Approval: Adoption of ALA's Freedom to Read and Freedom to View Statements, Library Bill of Rights

Mention - Illinois passed a no book ban based on the ALA Freedom to Read.

Roger Arteaga-Derenne made a motion to approve the Freedom to Read Statement, Freedom to View Statement and Library Bill of Rights. Second by Sandy Grady.

Motion passes unanimously.

Statements to be posted on the library website.

19. Discussion: NSL Board Bylaws

Questions:

- Add language "Members are expected to attend all meetings in person or virtually."
- Some boards limit length of terms for officers - current terms are set as a one year term. No suggestion to add term limits.
- Meetings Article - required to meet monthly by the Joint Agreement, board has selected not to meet in June and December which conflicts with the Joint Agreement.
- Section 7 Treasure - Prepare annual and "capital budget" add "capital budget"
- Discussion about the annual meeting in May, board member terms start in May, and municipal leaders start in May (after the April elections). This provides a difficult timeline and turnaround from elections. Option to move the annual meeting Solution -provide more clarity on roles and responsibilities and bylaws in advance to help newly elected members. No change, leave annual meeting in May.
- Special meetings - DPI recommends that 48 hours is recommended for additional meetings no less than 2 hours for emergency meetings. Leave the current language as is.
- Definition of a quorum can be defined as less than 5, currently 5. Leave the current quorum number at 5.
- Article 6 - "duty to cooperate and vital public relations" define vital public relations - Media relationships, public support for the library, communications with your community. Research the meaning and report back before making changes.
- Recommendation - correct "changed" to the Board to "changes" to the Board.
- Greatest number of library users ",", change to "."
- Article 8 - Annual report is submitted to MCFLS and then submitted to Division of Library and Information Services via MCFLS.
- Article 9 - Actions of the Board: discussion about 10 board members, a tie is possible. What do we do in the instance of a tie? Suggestion - Option to continue discussion and vote until tie is broken.
- Section 3 - current language "written notice mailed to all members of the Board at least 10 days prior to the meeting." Change "mailed" to "delivered".
- July of 1991 Board adopted a code of ethics, some are included in Article 8. Share the code of ethics with the Board. Proposal that the Board members sign the bylaws and/or code of ethics.
- Article 8 - change language to be non-gender specific and to be more inclusive.

20. Discussion/Action: Dineen legal fees

Question - Does the Board pay the fees to Dineen for the Rinka review.

The current budget is \$2500 with a bill for legal services of \$2924.00.

Point of clarity - The President alone cannot enter an agreement without board approval.

Sandy Grady made a motion to pay the bill to Dineen from capital funds. Second by Roger Areteaa-Derene.

Motion passed unanimously.

21. Discussion/Action: Hiring library counsel

Suggestion - Select and hire a representative for library legal services, separate from the municipalities. Preferred experience with libraries and foundations. Margaret Zitzer will continue to pursue viable options.

22. FUTURE AGENDA ITEMS

July 3, 2023 - Library will be closed for the July 4th holiday. Staff will use PTO, not a paid holiday.

ADJOURNMENT until July 20, 2023 at 10:15 a.m.

Sandy Grady made a motion to adjourn. Second Jon Isaacson.
Motion passes unanimously.

cc: Library Board, Library Director, Library Staff, Library Bulletin Board, Library Website, Community Newspapers, Bayside, Fox Point, River Hills and Glendale City and Village Halls.

NOTE: Issues that require public input or for which citizens are present will receive priority on the agenda. If you require special services, please notify the library director in advance of the meeting.