



North Shore Library Board Minutes
Thursday, July 20, 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/89447295752?pwd=MXdtdc0dqZzJLOTNXSVpOYjFjWjRBdz09>

Meeting ID: 894 4729 5752

Passcode: NSLJuly23

Phone audio: 1-312-626-6799

Audio ONLY: 1-312-626-6799; Meeting ID: 894 47729 5752

1. Call to order and Roll Call

The meeting was called to order at 9:00 a.m. on Thursday, July 20, 2023.

Board Members Present

- | | |
|--|--|
| <input checked="" type="checkbox"/> President: Zitzer | <input checked="" type="checkbox"/> Member: Anderson |
| <input checked="" type="checkbox"/> Vice President: Warwick | <input type="checkbox"/> Member: Grady(Excused) |
| <input type="checkbox"/> Treasurer: Arteaga-Derenne(Excused) | <input type="checkbox"/> Member: Isaacson(Excused) |
| <input checked="" type="checkbox"/> Secretary: Kabara | <input checked="" type="checkbox"/> Member: Lane |
| <input checked="" type="checkbox"/> Librarian: Gould | <input checked="" type="checkbox"/> Member: Smanz |

Attendees Present

Tessa Bartels (Bayside)

Heidi Muehlhausen (NSL Head of Circulation Services)

Robert Cronwell (City of Glendale resident)

Liz Aelion (Fox Point)

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: 06.15.23

June 2023 Invoices

2023 YTD Financials

Kabara made a motion to approve the consent agenda. Second by Anderson
 Discussion -
 Anderson - Correction change and Smanz to Anderson
 Motion with suggested changes passed unanimously.

UNFINISHED BUSINESS

4. Update Capital Campaign fundraising - The capital campaign team provided tours, updates, and shared tools for the committee to use during the recent gathering. Currently the project is at almost 70% of the goal. Co-Chairs have shared their commitment level. Currently we are working hard to reach the goal. Question: do we have a strong plan to reach our goal? Yes and we have a strong back up plan if we do not reach the goal. We are focused on having cash in hand vs. just pledges. Meeting with Julie Cotter regarding fundraising on 7/20/23. Have we been invoiced from McDonald Schaeffer. Yes. Monthly invoices are being paid.

Friends of the Library - No summer meetings. Putting out new books for purchase. Assisting with the art fair.

Library Foundation - No updates

6. Update from Community Trustees

a. Bayside:

- Zitzer reported that we are in negotiations with the agreement of ownership of the condo space.
- Bayside's July Board meeting is on 7/20.
- August 3 (6-8pm) festival - meet the police and dispatch. The North Shore Library will be represented at the event.

b. Fox Point:

- Anderson reported the village is meeting about the Fox Point pool. A committee has been established to complete a land use study for village buildings, pool and discuss fundraising options. An exact dollar goal for construction and operation will be finalized. Fundraising should not overlap with the library fundraising

c. Glendale:

- Warwick reported construction continues in Glendale. Port Washington Road is partially opened. Jean Nicolet Rd will be closing due to railroad construction, Bender Rd under the overpass will be closed for about a month. Alternate routes are Green Tree Rd or Silver Spring Dr.
- Saturday July 22 will be the first Glendale Country Night.
- Contamination in the Lydell apartment buildings due to landfill.

d. River Hills: No Update

7. Update from Nicolet School District

Kabara reported that current renovations are on schedule, athletic facilities are scheduled to be completed by August 1st and the first phase of building renovations are scheduled to be completed by September 1st. Construction will continue through summer of 2024.

8. Director's Report

- Rhonda Gould reported that fundraising meetings continue, building project meetings continue. Rinka has shared schematic designs for the new library. An additional exit will be added to the reading room.
- Attended ALA conference which included workshops, vendors on furniture and technology.
- Summer reading program is going very well, summer attendance exceeded room capacity. New ticketing system has been implemented.
- Circulation and foot traffic are approaching pre-pandemic levels. Single day attendance approached 500 on the day of the event. Pen pal program is going well this year with good feedback.
- Community room policy is under review.
- Details of the art fair are being finalized.

9. Architectural plan from Rinka

- We currently have schematic designs from Rinka, Stevens Construction Corp. is estimating costs for the design. Floors, ceilings and other aspects are being value enhanced/engineered for cost savings.
- Meeting on July 25th to review the agreement draft. Looking for specific details about condo fees. Library will own the first floor of the new building. The library will have dedicated HVAC for the library building. The Library Board will be able to review the agreement. Communities will be able to review the agreement.

10. Director's Evaluation

- NEOGOV will be implemented to onboard, evaluate, hire, and offboard library staff. Initial training is completed, additional training is scheduled. Working on uploading staff data.
- The executive committee will conduct the evaluation for Rhonda. Online components will be shared with the committee via NEOGOV.
- Staff evaluations planned to be conducted at six months and on the employee anniversary date. Evaluations will be conducted with Neogov.
- The Library has an employee handbook and uses parts of Village of Baysides.

11. Discussion/Action: Records Retention Schedule

Deferring the action on the records retention schedule.

12. Discussion/Action: NSL Board Bylaws

Thanks to Sandy Grady for completing the updates.

Motion to approve the North Shore Library Board Bylaws made by Warwick second Smanz.

Motion passed unanimously.

NEW BUSINESS

13. FUTURE AGENDA ITEMS

- Consider a Capital campaign fundraising progress dashboard for the public.
- Operating and Capital Budget approval during the August meeting.
- Zitzer attended the ALA - collected a number of book resources.

ADJOURNMENT until August 17, 2023 at 9:00 a.m.

Anderson made a motion to adjourn. Second Lane.

Motion passes unanimously.

Respectfully submitted,

Dr. Greg Kabara, Board Secretary