



North Shore Library Board Minutes
Thursday, August 17, 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=cIJUNIM3RkRKdFcrMXJvS29pOEtzUT09>

Meeting ID: 875 6655 8677

Passcode: Aug23NSL

Phone audio: 1 312 626 6799

Audio ONLY: 1 312 626 6799; Meeting ID: 848 3913 3407

1. Call to order and Roll Call

The meeting was called to order at 9:00 a.m. on Thursday, August 17, 2023.

Board Members Present

- | | |
|---|--|
| <input checked="" type="checkbox"/> President: Zitzer | <input checked="" type="checkbox"/> Member: Anderson |
| <input checked="" type="checkbox"/> Vice President: Warwick | <input checked="" type="checkbox"/> Member: Grady |
| <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(Zoom) |
| <input checked="" type="checkbox"/> Librarian: Gould | <input checked="" type="checkbox"/> Member: Smanz |

Attendees Present

Robert Cronwell (Glendale)

Tessa Bartels (Bayside)

Amanda Caivano (Library Staff)

Haley Samuelson (Library Staff)

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:

Tessa Bartels - commented that she was very pleased with the pen pal program this summer. She shared her success story about her connection with her pen pal.

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

3. CONSENT AGENDA:

Minutes: Library Board: 07.20.23

July 2023 Invoices

2023YTD Financials

Grady made a motion to accept the consent agenda items, seconded by Anderson
Motion passed unanimously.

UNFINISHED BUSINESS

UNFINISHED BUSINESS

4. Update Capital Campaign fundraising

Zitzer provided an update on the project donor meetings. The capital campaign has reached 69% of the goal. The team is currently working with the construction team and architectural team to reduce costs; suggestions included HVAC relocation and reviewing ceiling and floor finishes. The campaign committee is planning another informal committee gathering and tour of the current facility. Co-Chairs did commit to a dollar figure. These donations are not public at this time. Announcement regarding the donations will be made shortly. Pledges of note: Jenny Scholz \$55,000.00 donation, Peck Foundation \$200,000.00 donation. The campaign committee has ongoing work with multiple potential donors. Team members are working on their contact list. Other: \$605,000.00 from the Friends of the Library has moved to the Library Foundation in the form of a CD. Potential opportunities include grant writing. Other fundraising attempts: Bradley Foundation does not contribute to capital campaigns. Looking for 100% participation from the Library Board and Library Staff. Trifold and materials were shared with 605 people at the 2023 Glendale Root Beer Bash.

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

Friends will be helping out with the Art Festival.

Friends will hold their first next meeting on September 5th. Meetings are scheduled for the first Tuesday of the month.

Art Festival - book sale and 10 art vendors on August 27th from 9:00 am until 2:00 pm

Vendors will donate an item for auction

6. Update from Community Trustees

- Fox point - September 23 Fall Fest 11:30 am - 3:00 pm
- Glendale - Cardinal Stritch property was sold to a school based organization currently running St. Augustine Prep. The dorms to be demolished. Construction will possibly be a high school or k-12 facility with small additions and renovations to the athletic fields.
- Bayside - Fall festival September 23, 2023 12:00 - 2:00 pm, Library attended the My Blue Night and met with 100 people, Lunch and Learn TBD
- River Hills - September 14 5:30 - 7:30 pm River Hills Resident meet and greet.

7. Update from Nicolet School District

Construction update - Fields are near complete, the final touches will be added in the next few weeks. Indoor construction nearing completion for the start of school September 5.

8. Director's Report

Summer reading program wrapped up, data to be available next month. The teen evening lock in was a success. Budget work continues. Work was started on initial costs, and estimations of the last third of the year costs. Budget Due Date - September 15. A personnel committee meeting was held on August 16. Haley is working on a three part workshop for students attending college. Building agreement is being reviewed, ongoing discussions with the attorney.

9. Architectural plan from Rinka

Discussion included reducing some of the staff spaces in the construction to lower costs. This could include the loss of a zoom room and study room as a result of relocating HVAC systems. Work will continue on value engineering the project to meet the budget. Note: Stevens original estimate \$7 million construction, new estimate \$9 million. Public bidding is not required but could be considered to help with cost reduction.

10. Discussion/Action: Records Retention Schedule

The library staff reviewed the records retention policy options and recommended the 7 year records retention schedule. This would be the best for library operations. Kabara motioned to approve the staff proposal for the records retention schedule, seconded by Grady. Motion passed unanimously

NEW BUSINESS**11. Discussion/Action: Community Room Policy**

Staff recommended updates to the community room policy. Changes - groups could reserve 18 months in advance, changed to reserve four months in advance with rolling reservations. The library staff will revisit the policy with the new building. Anderson motioned to accept the Community Room Policy updates as proposed by staff, second by Warwick. Motion passed unanimously.

12. Discussion/Action: 2024 Budget process update

Update: Budget will be shared with the finance committee for approval during the last week of August or early September.

13. Discussion/Action: Capital Campaign Dashboard

The Capital Campaign Dashboard will go public when pledges reach 70% or more.

14. FUTURE AGENDA ITEMS

Board members requested an estimate for the future costs for municipalities for the new building operations.

**Motion to adjourn the meeting by Grady, Second by Anderson. Motion passed unanimously
ADJOURNMENT until September 21, 2023 at 9:00 a.m.**

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.

Respectfully submitted,

Dr. Greg Kabara, Board Secretary