



North Shore Library Board Minutes
Thursday, September 21, 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/81667944440?pwd=LzJpNnp4VHIwQ0RPN3FaRjlxejdXdz09>

Meeting ID: 816 6794 4440

Passcode: NSLSept23

Phone audio: 1 312 626 6799

Audio ONLY: 1 312 626 6799; Meeting ID: 816-6794-4440

1. Call to order and Roll Call

The meeting was called to order at 9:00 a.m. on Thursday, September 21, 2023.

Board Members Present

President: Zitzer

Vice President: Warwick

Treasurer: Arteaga-Derenne

Secretary: Kabara (Excused)

Librarian: Gould

Member: Anderson

Member: Grady

Member: Isaacson (Excused)

Member: Lane

Member: Smanz (Excused)

Attendees Present

Tammy La Borde (River Hills, Village Manager)

Heidi Muehlhausen (NSL Head of Circulation Services)

Haley Samuelson (NSL Assistant Director)

Amanda Caivano (NSL Head of Youth Services)

Robert Cronwell (City of Glendale resident)

Andy Pederson (Bayside, Village Manager)

Debbie Tomczyk (Reinhart Boemer Van Deuren s.c.)

Julie Cotter (McDonald Schaffer)

John Mann (MannsEdge)

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:

Robert Cronwell requested clarification regarding whether the agenda items in the closed session were a separate or combined item. He expressed concern if a donation should be classified under Sec. 19.85 (1)(e). The Library Board President reminded Mr Cronwell that Public Comment was for comments only and questions could not be addressed.

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

3. CONSENT AGENDA:

Minutes: Library Board: 08.17.23

August 2023 Invoices

2023 YTD Financials

Arteaga-Derenne made a motion to approve the consent agenda, seconded by Grady.

Motion passed unanimously.

UNFINISHED BUSINESS

4. Update Capital Campaign fundraising -

Fundraising consultant, Julie Cotter, gave an update on the current efforts to raise funds for the capital campaign including articles in newsletters and local publications, a Billboard on 43, and a Donor Recognition series on Social Media.

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

Friends are sending a newsletter to every household in the NSL service area to raise awareness of their efforts, library happenings, and the Capital Campaign. No update from Foundation.

6. Update from Community Trustees

a. Bayside:

Zitzer reported that the Bayside Fall Fest is Saturday, September 23 and there will be a library table.

Fox Point:

Anderson reported that Fox Point's Community Picnic will be Saturday, September 23 at Indian Creek Park and there will be a library table.

Glendale:

Warwick reported that Theresa Seem has been appointed to the NSL Board as the fourth representative from Glendale.

River Hills:

La Borde on behalf of Isaacson thanked NSL for attending the River Hills Meet & Greet at Schlitz Audubon. Zitzer and Gould commented on what an excellent job Peggy Russo did in planning the event.

7. Update from Nicolet School District

Nicolet outdoor construction will be completed in the next week with the addition of final landscaping. Indoor construction will continue throughout the year. Recreation Department reported record numbers last year and looks to expand programming after the construction project is completed.

8. Director's Report

Gould reported that she is still recovering from Covid and was sidelined for while ill.

She has been preparing the 2024 Budget and submitted information to the municipalities. She has been focusing on the Capital Campaign and Building Project logistics. Gould was very pleased with the increased participation in the Summer Library Program and with the success of the Inaugural Art Fair.

9. **Discussion/Action**

2024 Budget process update -

discussed during Director's Report. No action taken.

NEW BUSINESS

10. **Discussion/Action:**

Competitive bidding for Library Project

John Mann reviewed the three stages of a design process (schematics, design development, and construction documents. We are in stage three and will be entering the bidding phase with a General Contractor who will subsequently put the subcontracts out to competitive bids.

CLOSED SESSION

You are hereby notified that the North Shore Library Board will convene into closed session upon motion duly made and seconded as required under §19.85(1), Stats. The purpose of the closed session is for the following:

Pursuant to Sec. 19.85(1)(e) - Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds, or Conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Donation and New Building Agreement)

You are further notified that at the conclusion of the Closed Session, the Library Board may convene into open session pursuant to 19.85(2), Stats., for possible additional discussion and action concerning any matters discussed in closed session and for adjournment.

Motion to move to Closed Session: Motion made by Arteaga-Derenne to move to closed session. Seconded by Anderson. Motion carried unanimously.

Motion to Reconvene in Open Session: Motion made by Anderson. Seconded by Arteaga-Derenne. Motion carried unanimously.

No action taken on items discussed in Closed Session.

FUTURE AGENDA ITEMS

No future agenda items were discussed.

ADJOURNMENT until October 19, 2023 at 10:42 a.m.

Grady made a motion to adjourn. Second Anderson.

Motion passes unanimously.

Respectfully submitted,

Haley Samuelson, Assistant Director

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.