



North Shore Library Board Agenda Thursday, December 21, 2023

9:00 a.m.

Library Community Room and Zoom

Meeting is available in person and via Zoom

Zoom Access

<https://us02web.zoom.us/j/2590527806?omn=81003824685>

Meeting ID: 259 052 7806

Phone audio: 1 312 626 6799

Audio ONLY: 1 312 626 6799; Meeting ID: 259 052 7806

1. Call to order and Roll Call

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

Board Members Present

President: Zitzer

Vice President: Warwick

Treasurer: Arteaga-Derenne

Secretary: Kabara

Librarian: Gould

Member: Anderson

Member: Grady

Member: Isaacson

Member: Lane

Member: Smanz

Member: Seem

Attendees Present

Heidi Muehlhausen (NSL Staff)

Amanda Caivano (NSL Staff)

Haley Samuelson (NSL Staff)

Tammy Laborde (River Hills)

Robert Cronwell (Glendale)

Julie Cotter - McDonald Schafer

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: 11.16.23
November 2023 Invoices
2023 YTD Financials

Kabara made a motion to approve the consent agenda. Second by Arteaga-Derenne

Discussion - None

Motion passes unanimously

UNFINISHED BUSINESS

4. Update Capital Campaign fundraising

Julie Cotter reported new fundraising totals \$9.6M of \$13M approximately 75%. Significant pledge of \$500,000.00 from the Uihlein family. 117 total donors, 8 recent visits and 16 pending asks. Request from the board to see the average donation after removing the \$4M original donation. A possible ask to the state for money (\$4M) available. Notification as early as April from the state funding. Current work with the foundation to acquire the donations collected by the foundation. Working on promotional posts for the recent donations. Construction is on time. Tours for the library portion of the building available.

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

Friends

No report. Off in December.

6. Update from Community Trustees

a. Bayside:

- Zitzer - Bayside passed budget

b. Fox Point:

- Anderson - Fox Point passed budget

c. Glendale:

- Warwick - Chipotle is open.

d. River Hills:

- Laborde - River Hills construction is moving forward. River Hills Foundation donated \$20,000 to the library foundation in 2022.

7. Update from Nicolet School District

- Kabara reported that school construction continues slightly ahead of schedule. FEAR Robotics is kicking off another season. 1st place finish in Wisconsin Art Competition - recognition at the State Education Convention. A Nicolet student was accepted to MIT for the second consecutive year.

8. Director's Report

- Staff development day was a success: policy review and lesson on passion fatigue. Review of finances and year end bill payment. Preview of strategic planning. Furniture acquired from the UWM warehouse: 100 chairs for \$10 dollars, tables, conference room table.
- Book sale - \$4,500.00 generated.

- Employee Assistance Program - Wellness forms for full time employees through Bayside.
Review of the EAP program options.

NEW BUSINESS

9. Discussion/Action: Unattended and Missing Child(ren) Policy

Review of other policies and adjusted to meet the needs of the library. Change language to be generic for reference to law enforcement, add positive items first before unattended child, consistency with parent/guardian throughout, clarification about how to obtain the library card. Define child and caregiver in the policy.

Second reading in January.

10. Discussion/Action: Sunday Hours

Potential for Sunday hours to be discontinued as a cost savings. \$14,000-\$18,000/year in savings if closed on Sundays. Questions/concerns about being closed on Sunday. Options for outdoor lockers for pick up cost approximately \$30,000.

Continue library closure on Sunday. No action or change to current hours.

11. Discussion/Action: 2024 Meeting Schedule

Meeting review for the 2024 schedule. January and February need to be adjusted to 8:00 am start time from the 9:00 am start

Seem made a motion to approve the start time changes. Second by Arteaga-Derenne
Motion passes unanimously

FUTURE AGENDA ITEMS

Unattended Child Policy.

ADJOURNMENT until January 18, 2024 at 8:00 a.m. pending board approval.

Kabara made a motion to adjourn. Second by Seem

Discussion - None

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.