



## North Shore Library Board Meeting Minutes

Thursday, June 20, 2019

9:00 AM

North Shore Library Board Room  
6800 N Port Washington Rd, Glendale Wi 53217

### 1. Roll Call

Meeting was called to order by President Glaisner at 9:02 a.m.

Present: Bartels, Franklin, Fonstad, Rosenfeld, Schmidt, Shaw, Wadzinski, Glaisner

Excused: Pierner, Rindt

Also Present: North Shore Library Foundation President, Paul Pedersen, Library Director, Draeger-Anderson, Assistant Library Director, Pisarski

### 2. PUBLIC COMMENT

There was no public comment

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

### 3. CONSENT AGENDA:

Library Board Minutes: 5.16.19

Invoices: 5.22.19, 6.6.19

YTD Expenses: YDT 2019 Expenses, YTD 2019 Other Expenses, 2019-2020 FOL Expenses

Monthly Statistics

Motion was made by Franklin/Rosenfeld to approve the Consent Agenda. Motion carried with 6 yes votes and 1 abstention.

### 4. Friends of the Library and Foundation Reports

Draeger-Anderson reported that the Friends of the Library will not meet again until September.

Paul Pedersen reported that money is coming in from people and foundations. The Foundation has also received some matching contributions. Pedersen stated that the Bayside Development Option has caused a delay in fund raising and may cause issues with people who have donated funds for renovating the current location. Pedersen reported that he has purchased liability and criminal insurance for the Foundation Board Members.

### 5. Updates from Community Trustees

Rosenfeld stated that it is important for the communities to consider if the Library can be incorporated into the Bayside Development project. He believes that all of the Bayside trustees would be in favor of the Library being part of this project, if the project is approved. Dan said that the Communities will have to wait to see if the Developer makes a proposal to the Library and then the communities will each consider it.

Shaw stated that Glendale will be looking at all options for the library.

Fonstad stated that Fox Point has two large initiatives coming up, the Library and the Pool. Trustees reviewed the Capital budget plan at the June meeting and neither of these were in the Budget. Fonstad told the Village Administrator that we need to keep the library money in the Budget. The Administrator will add the Library project before the trustees review the Capital plan again. Fonstad said that it helps to have Draeger-Anderson come to meetings to give a brief update each month.

Glaisner stated that he has had to keep watching in order to keep the library on the Village Agenda each time.

## 6. Director's Report

Draeger-Anderson reported:

### Adult Services

- Adult Services hosted 19 programs with 354 attendees
- Additionally, Adult Services hosted "Letters of Gratitude" for patrons to send thank you letters to servicemen and women. This was in coordination with Operation Gratitude.
- Adult Services hosted an outreach event at Laurel Oaks Memory Center. There were 15 attendees
- The department received another letter of thanks for the Music & Memory Services. This will help the patron's husband who is battling dementia. He also used two of the Engagement Kits and enjoyed them.
- The department completed its Friday Films. It will resume after the summer Foreign Film fest this summer. There were 630 total attendees since September.
- The North Shore Library released its 15<sup>th</sup> podcast episode. To date, the podcast has received 1,067 listens.

### **Youth Services Department:**

- YS Department held 13 programs with 96 attendees and attended 9 outreach events, reaching 524 community members.
- The Youth Services Department began promoting our 2019 Summer Reading Program, "A Universe of Stories" to the elementary and middle school students. Staff visited Bayside Middle School, Stormonth Elementary School, St. Eugene School and Indian Hill Elementary School.
- Summer Reading has started with two kick off parties. We welcomed 200 people that day.
- **Outreach:**
- Staff have facilitated Outreach at the Farmer's Market, Fox Point Days and Nicolet Summer camp in the last few weeks. We are hearing comments from people saying how much they appreciate all of the adult programming we are now offering and that it is much more than other area libraries offer.
- **STAFF:**
- Staff are doing a great job with all the activity this summer and seem to be stable. A big part of this is due to Alyssa's leadership and excellent training of our new circulation staff members. Alyssa is also working on producing a Circulation Procedures Manual for staff. This is a huge project but one that staff will really appreciate.

- We have moved to adding photos to new and renewed Library Cards. This is a project that has been on the back burner but Alyssa was able to move forward.
- Alyssa will also be involved in the Budgeting process this year and will soon take over managing the invoices.
- Trustee online trainings are coming up again in August (12-16) There is a flyer in your packet. You can register for sessions, if you cannot make them, a recording will be sent to watch later.
- Glaisner and I met with City Administrators – Glaisner sat in for Tammy, River Hills Administrator, who could not make the meeting. Andy Pederson, Bayside, reviewed the Bayside Development information and presented a draft of a new joint library agreement. It is his intention to add the Library lease to this agreement. This piece is on hold right now but will be added in the future, depending on need. We are meeting again on July 23 and Administrator comments are due to Andy the week before.
- I am beginning work on the 2020 budget. The first piece of this is reviewing salaries again. The Personnel Committee will look at this plan next week. I would like to schedule a meeting with the finance committee for the first week of August as this Board needs to review the budget at the August meeting.

## **NEW BUSINESS**

### **7. Election of Library Board Officers**

Slate of Officers:

President: Glaisner

Vice President: Bartels

Treasurer: Shaw

Secretary: Fonstad

Motion was made by Franklin/Schmidt to approve the slate of officers. Motion carried unanimously.

### **8. Discussion/Action on potential Bayside Development at Brown Deer and Port Washington Roads and developer interest in Library location at this development.**

Draeger-Anderson passed out the schedule of meetings on the Bayside Development to the Board members. We discussed that one of the partners in the development owns the library's current building. Glaisner stated that he and Draeger-Anderson had met with the Developer two times to discuss the possibility of the Library in this development. The Developer asked for permission to reach out to HGA for information so that they can come up with a proposal. Franklin asked how we can communicate our parallel plans to the community. Franklin has been asked by community members about the renovation and development and feels it is important to provide an answer for community members. There was discussion about this and it was decided that Draeger-Anderson would prepare a press release to be posted on the website and shared with Board members and staff so that all are providing the same answers. We discussed that the message should include that our communities and the Library Board are considering all available options for the Library.

**9. Review of Memorandum of Intention Draft**

Fonstad reviewed the Memorandum of Intention Draft that he had prepared. We discussed that it is important to continue moving forward with the steps needed for the renovation so that we do not continue to lose time on the project if the Bayside Development option is not approved by our communities. Fonstad answered questions from Board members and Pedersen and members felt like this was a good first draft.

**10. Adjournment until July 18, 2019 at 9:00 a.m.**

Motion was made by Bartels/Fonstad to adjourn. Motion carried unanimously. The meeting was adjourned at 10:26 a.m. until July 18, 2019 at 9:00 a.m.

Respectfully submitted by Susan Draeger-Anderson, Library Director and Recording Secretary