

LIBRARY BOARD MEETING
TUESDAY SEP 20, 2022, 6:30 pm



Join via computer, tablet or smartphone at Zoom.us or by clicking the link.

<https://us02web.zoom.us/j/82878944071?pwd=OVRrUXdiS0YvYWNIejJ3V2llankrQT09>

Join via phone: +1 312 626 6799; you will hear the meeting but not be able to see visual presentation.
Meeting ID: 828 7894 4071; Passcode: 67471454

Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	
Sarah Leinweber, Vice President, 2023	
Jay Balachandran, Village Board Representative, n/a	
Sandy Saltzstein, School District Representative, 2023	
Claire Flannery, Member, 2023	
Erin Jelenchick, Member, 2024	
Ellie Gettinger, Member, 2025	
Staff	
Nyama Reed, Library Director	

Time	Item	Action Desired	1st	2nd	Pass
	CALL TO ORDER				
6:30	1. Statement of Public Notice	n/a			
6:30-6:31	2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
	TOPICS REQUIRING DISCUSSION & APPROVAL				
6:31-6:33	3. Minutes of Aug 23, 2022 meeting (JL)	Motion			
6:33-6:40	4. Finance Report Through SEP 16, 2022 (NYR)	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
6:40-7:10	5. Library Board Bylaws Review (NYR)	Discuss			
7:10-7:30	6. Informational Items (NYR)	Discuss			
	ADJOURNMENT	Motion			

IMPORTANT DATES

September 28, Wednesday, 4:30pm – Anniversary Event Committee

October, Monday, 6:00 pm - Village of WFB Board of Trustees

- 10/3 – Initial Budget Review
- 10/14 – Detailed Budget Review
- 11/21 – Public Hearing on Budget

October 10, Monday, 6:00pm – WFBPL Foundation Board of Directors

October 19, Wednesday, 6:00 pm - Friends of the Library Board of Directors

October 25, Tuesday, 6:30 pm - Library Board of Trustees

LIBRARY BOARD MEETING
 Minutes of AUG 23, 2022, 6:30 pm
 Pending at SEP 20, 2022 Mtg
 Location Zoom



Board of Trustees	Attended
<i>Name, Position Title, Year Board Term Expires</i>	
Jennifer Livingston, President, 2024	X
Sarah Leinweber, Vice President, 2023	X
Jay Balachandran, Village Board Representative, n/a	Absent
Sandy Saltzstein, School District Representative, 2023	x
Claire Flannery, Member, 2023	x
Erin Jelenchick, Member, 2024	x
Ellie Gettinger, Member, 2025	x
Staff	
Nyama Reed, Library Director	x

Katie Muellenbach, Guest

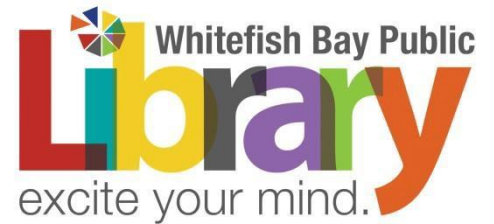
Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:33pm				
1. Statement of Public Notice	n/a			
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. Minutes of Aug 02, 2022 meeting (JL)	Motion	Flannery	Saltzstein	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Through AUG 21, 2022 (NYR)	Motion	Leinweber	Flannery	Unanimous
Motion to approve finance report as presented.				
5. Staff Wage Adjustments (NYR)	Motion	Livingston	Leinweber	Unanimous
Extensive discussion of options presented in Board packet memo. Board firmly supports adjusting staff wage to MCFLS average for each position, with a range based on longevity. Motion to approve wage ranges in Option B, dependent on full budget funding by Village Board.				
6. Capital Request for 2023 Budget	Motion	No motion		
No motion due to focus on achieving Village funding for wage adjustments and operating budget as submitted. Potential for funding of RFID/Self-checkout project by Friends of WFBPL.				
TOPICS REQUIRING DISCUSSION ONLY				
7. Informational Items (NYR)	Discuss			
Director Reed presented informational items per memo in packet.				
ADJOURNMENT 7:43pm	Motion	Saltzstein	Flannery	Unanimous

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2021	ORIGINAL	9/16/22	BALANCE		
Taxes			YTD: 73%	Above Target: 84%+	On Target: 63-83%	Under Target: 62%-	
13-00000-41100	PROPERTY TAXES	700,833	716,744	-	716,744	-	OK
Taxes		700,833	716,744	-	716,744	-	
Intergovernmental Revenue							
13-00000-43793	Library MCFLS RB Payment	58,754	30,949	31,181	(232)	101	OK
Intergovernmental Revenue		58,754	30,949	31,181	(232)	101	
	Set Reveue	759,587	747,693	31,181	716,512	4	OK
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	20,644	20,000	15,138	4,862	76	OK
13-00000-45210	Library Replacement Cards	155	50	110	(60)	220	
13-00000-45224	LIBRARY DAMAGE RECOVERY	1,045	1,000	62	938	6	Combined with Fines Mid Year
Fines, Fees, Penalties		21,843	21,050	15,310	5,740	73	OK
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	225	1,000	1,016	(16)	102	OK
13-00000-46713	LIBRARY COPY AND FAX FEES	2,419	2,000	2,213	(213)	111	
13-00000-46714	LIBRARY DVD RENTALS	-	-	267	(267)	100	Throws off Total
Public Charges for Services		2,644	3,000	3,496	(496)	117	Really 108%
			3,000	3,229	(229)	108	
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	3,494	2,000	2,940	(940)	147	Great
13-00000-48901	MISC REV	616	-	1,637	(1,637)	100	\$1100, grant reimbursement for continuing ed
Miscellaneous Revenue		4,110	2,000	4,577	(2,577)	229	OK
	Variable Reveue	28,598	26,050	23,383	2,667	86	Awesome!
Unclassified							
13-00000-49600	FUND BALANCE ADJUSTMENT	-	28,599	-	28,599	-	
Unclassified		-	28,599	-	28,599	-	
TOTAL REVENUES		788,185	802,342	54,564	747,778	7	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	9/16/22	BALANCE		
			YTD: 73%	Above Target: 84%+	On Target: 63-83%	Under Target: 62%-	
Dept 93000 - LIBRARY SALARIES							
13-93000-50100	Salaries	453,253	480,661	328,018	152,643	68	36 of 52 weeks = 69%
13-93000-50150	FICA Tax	34,481	36,771	24,853	11,918	68	3 Pay Periods in Dec
13-93000-50160	Health/Dental Insurance Premium	41,834	44,777	29,734	15,043	66	
13-93000-50161	Health Insurance Deductible (Direc	270	1,290	255	1,035	20	
13-93000-50170	Retirement Contribution - ER porti	22,602	21,957	15,908	6,049	72	
13-93000-50180	Group Life Insurance Premium	773	828	761	67	92	
13-93000-50181	Disability Insurance Premium	-	828	-	828	-	
Total Dept 93000 - LIBRARY SALARIES		553,213	587,112	399,529	187,583	68	OK
Dept 93200 - LIBRARY ADM EXP							
13-93200-50190	Training/Meetings/Travel	5,547	4,500	2,706	1,794	60	Reimbursed \$1,100 via grant for continuing ed.
13-93200-50191	Membership Dues	1,156	980	568	412	58	
13-93200-50194	Personnel Related Expenses	485	735	481	254	65	
13-93200-50200	Professional/consulting serv	5,067	-	7,500	(7,500)	100	Board Approved
13-93200-50220	Attorney Contract	6,336	-	-	-	-	
13-93200-50250	Utilities	41,349	42,140	25,760	16,380	61	43k projected
13-93200-50251	Telephone/Internet	6,297	8,000	3,583	4,417	45	5,200 projected
13-93200-50300	Office Supplies	2,012	2,000	1,548	452	77	
13-93200-50301	Printing/Publishing/Copies	590	1,470	-	1,470	-	
13-93200-50302	Postage	15	200	11	189	6	
13-93200-50303	Covid Supplies	1,038	-	303	(303)	100	
13-93200-50360	Building Maintenance	6,167	9,800	6,790	3,010	69	
13-93200-50760	Sales Tax	118	200	145	55	72	
Total Dept 93200 - LIBRARY ADM EXP		76,176	70,025	49,394	20,631	71	OK
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Services	15,388	17,000	13,930	3,070	82	OK
13-93300-50311	Copier Maintenance/Repair	2,537	2,500	1,905	595	76	
13-93300-50312	Material Processing/Repairs	2,173	3,000	3,047	(47)	102	OK
13-93300-50350	Maintenance Service & Supplies	27,088	27,000	15,293	11,707	57	Projected \$34k; Board approved
13-93300-50351	Custodial Supplies	1,465	2,000	1,822	178	91	More library use = more supplies used. \$2,500 projected
13-93300-50400	MCFLS Supplies	2,117	1,470	745	725	51	
Total Dept 93300 - LIBRARY EQUIPMENT		50,768	52,970	36,742	16,228	69	OK

Fund 13 - Library Special Revenue Fund		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
DESCRIPTION		12/31/2021	ORIGINAL	9/16/22	BALANCE		
Dept 93400 - LIBR PROG/SERVICES			YTD: 73%	Above Target: 84%+	On Target: 63-83%	Under Target: 62%-	
13-93400-50401	MCFLS Membership	21,716	22,235	20,915	1,320	94	OK
13-93400-50402	Programs - Adult	119	-	373	(373)	100	OK
13-93400-50403	Programs - Children	38	-	-	-	-	
Total Dept 93400 - LIBR PROG/SERVICES		21,873	22,235	21,288	947	96	OK
Dept 93500 - LIBRARY COLLECTIONS							
13-93500-50410	Library Collection Materials	79,621	70,000	67,016	2,984	96	
	Adult DVDs	-	-	457	(457)		
Total Dept 93500 - LIBRARY COLLECTIONS		79,621	70,000	67,473	2,527		
	Fund 22	26,448	31,000	7,784.40	23,216		
	Balance with Fund 22	106,069	101,000	75,257	25,743	75	OK
TOTAL EXPENDITURES		781,651	802,342	574,426	227,916	72	OK
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		788,185	802,342	54,564	747,778	7	OK
TOTAL EXPENDITURES		781,651	802,342	574,426	227,916	72	OK
NET OF REVENUES & EXPENDITURES		6,534					
BEG. FUND BALANCE		65,416					
END FUND BALANCE		71,950					
Fund 22 - LIBRARY EXPANSION FUND							
DESCRIPTION		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
		12/31/2021	ORIGINAL	9/16/22	BALANCE		
TOTAL REVENUES		150		1,291			\$31k collections
TOTAL EXPENDITURES		26,448		40,284			\$25k GMF Fund
NET OF REVENUES & EXPENDITURES		(26,298)		(38,994)			\$7,500 S&B Admin
BEG. FUND BALANCE		159,163	132,865	132,865			\$63,500 Total
END FUND BALANCE		132,865		93,872			\$70k Proj Year End
Fund 01 - VILLAGE GENERAL FUND							
DESCRIPTION		END BALANCE	2022	YTD BALANCE	AVAILABLE	% BDGT	NOTES
		12/31/2021	ORIGINAL	9/16/22	BALANCE		
01-55500-50350-1001	Maintenance Services (Contracts)	14,038		9,836			
01-55500-50360-1001	Building Maintenance (Repairs)	38,612		21,143			

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: September 20, 2022 Meeting
Re: Library Board Bylaws Review



WFB Library Mission Statement

The Whitefish Bay Public Library, as a cornerstone of the community, is dedicated to connecting all people, inspiring a love of learning and providing access to ideas, information and resources.

Background

The WFBPL Board of Trustees Bylaws were approved May 10, 2011. In 2022, the terms limits for Board officers were found to be restrictive, necessitating a review and possible revisions.

Review

Director Reed consulted Wisconsin's Department of Public Instruction's sample library board bylaws, plus current bylaws for the public libraries of Madison, Mequon-Thiensville, Milwaukee, Shorewood, and Wauwatosa. Salient variations added using inserted comments in current WFBPL BoT Bylaws. Additional sections from other libraries added to end of WFBPL BoT Bylaws for consideration.

Next Steps

Director Reed will compile revised Bylaws based on discussion at 9/20/22 meeting. Will bring to October 2022 meeting for review and will ask attorney Jaekels to review based on current law. After such reviews, will bring final revision to November 2022 meeting, unless more discussion and revision ensues.

Reviewed Bylaws

- WI DPI:
 - https://dpi.wi.gov/sites/default/files/imce/libraries/Publib/Gov-Admin/Sample_Bylaws.doc
- Madison:
 - <https://www.madisonpubliclibrary.org/files/media/BYLAWS%20OF%20THE%20MADISON%20PUBLIC%20LIBRARY%202018%20v2.pdf>
- Mequon-Thiensville:
 - <https://www.flwlib.org/DocumentCenter/View/2630>
- Milwaukee:
 - https://www.mpl.org/content/pdfs/Board/Board_Bylaws_190423.pdf
- Shorewood:
 - <https://www.shorewoodlibrary.org/content/GOV-2%20Library%20Board%20Bylaws.pdf>
- Wauwatosa:
 - <https://www.wauwatosalibrary.org/home/showpublisheddocument/3179/63738297358360000>

**WHITEFISH BAY PUBLIC LIBRARY
BOARD OF TRUSTEES
BY-LAWS**

**Article I
IDENTIFICATION**

This organization shall be identified as “The Board of Trustees of the Whitefish Bay Public Library” existing by virtue of the provisions of Chapter 43 of the Laws of the State of Wisconsin, and exercising the powers and authority and assuming the responsibilities delegated to it under the said statute.

**Article II
BOARD OF TRUSTEES**

Section 1. Number and Qualifications. Subsection 2.02 (12) of the Village Code. Library Board. (a) The Library Board shall consist of seven (7) members appointed by the Village President with the approval of the Village Board as provided by Section 43.54 (1)(b), Wisconsin Statutes and Village Resolution 1531.

Section 2. Term of Office. The term of office of trustees shall be three (3) years and not exceed the provisions in Village Resolution 1531. The Board shall recommend to the appointing official that a trustee serve no more than three full consecutive terms, that a former board member may be reappointed after a lapse of one year, and that if a trustee is appointed to serve an unexpired term of office exceeding eighteen (18) months it shall be considered a full term.

Section 3. Disqualifications, Vacancies. Any member who moves out of the political division s/he represents shall be responsible for notifying the president of the Board of Trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the appointing official of the vacancy.

Section 4. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

**Article III
OFFICERS**

Section 1. The officers shall be a president and a vice-president, elected from among the appointed trustees at the annual meeting of the Board. An officer may succeed him/herself no more than twice. An officer may be re-elected to the same position after a lapse of one year. The library director shall serve as the recording secretary.

Section 2. Officers shall serve a term of one year from the annual meeting, which is designated as the June meeting, or until their successors are duly elected.

Commented [NA1]: Add “Library” to clarify since there is reference to the Library Board and the Village Board.

Commented [NA2]: Change all “board” to “library board” or “village board” for clarity

Milwaukee PL has 2 year officer terms, with 2 renewals = 6 years in an officer position.

Commented [NA3]: Change to “they” for more modern, gender neutral, language.

Commented [NA4]: “Library Board president”

Commented [NA5]: Verbatim from Wisconsin DPI sample bylaws. In reality, attendance at 75% of meeting, 9 of 12, is considered good. Milwaukee PL uses 70% in bylaws.

Commented [NA6]: Tosa Library Bylaws: Members shall be expected to attend all meetings, and shall notify the Library Director in advance if unable to attend any meeting.

Commented [NA7]: himself

Section 3. The president shall preside at all meetings of the Board, authorize calls for any special meetings, set the agenda for the meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office. The president shall be a voting member of the library board.

Section 4. The vice-president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The library director is designated to perform the duties of the recording secretary. The recording secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office.

Article IV MEETINGS

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board as needed.

Section 2. Annual Meetings. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in June of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, indicate Board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Current Board minutes shall be posted on a bulletin board in the library.

Section 5. Special Meetings. Special meetings may be called at the direction of the president, or shall be called at the written request of two (2) or more members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given. In no case may less than two hours notice be given.

Section 6. Quorum. A quorum for the transaction of business at any meeting shall consist of four (4) members of the Board present in person.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition [or *The Standard Code of Parliamentary Procedure* by Alice F. Sturgis], shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

Commented [NA8]: Tosa Library Bylaws:
The library director, or his or her designee, shall keep true and accurate minutes of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary.

Commented [NA9]: Madison bylaws: Section 6. Agenda. No item of business shall be acted upon which is not on the agenda for that meeting. Any new item brought up for consideration shall be referred to the agenda of a subsequent meeting.

Commented [NA10]: on the library's website within 14 days of their approval at a Library Board meeting.

Commented [NA11]: In person includes attendance in library meeting space or via online software (ex. Zoom or Go To Meeting). (What is the current WI law regarding ongoing online or hybrid meetings?)

Commented [NA12]: Madison: Section 12. Quorum. A quorum for the transaction of business at any meeting shall consist of five members of the Board attending the meeting. If a quorum is not secured within 15 minutes of the officially scheduled meeting time, the Board or Committee shall adjourn without taking any action, except that it may set a date and time for the next meeting.

**Article V
COMMITTEES**

Section 1: Generally, there are no standing committees of the Board.

Section 2. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 3. No committee shall have other than advisory powers.

**Article VI
DUTIES OF THE BOARD OF TRUSTEES**

Section 1. Legal responsibility for the operation of the Whitefish Bay Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and seek adequate funds to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning, and the Village of Whitefish Bay and/or any other governing body as required.

Commented [NA13]: Insert Oxford comma. Addition of "properly certified" = Masters degree from ALA accredited program?

Commented [NA14]: Library does not conduct own audit. Is included in Village audit. Change to "review and approve library monthly finance report" ?

Commented [NA15]: Verbatim from WI DPI sample bylaws. Currently, Village DPW supervises and maintains the library building and grounds. This could be interpreted to mean the Library Board reviews what Village DPW does.

Madison: **Section 4. Physical Grounds.** The Board shall regularly review various physical and building needs to see that they meet the requirements of the total library program.

Commented [NA16]: Verbatim WI DPI...

Commented [NA17]: Verbatim WI DPI

Commented [NA18]: Current name: Wisconsin Department of Public Instruction, Division for Libraries and Technology

Commented [NA19]: Insert Oxford comma

**Article VII
LIBRARY DIRECTOR**

The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The director shall be responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all Board meetings but shall have no vote.

Commented [NA20]: DPI sample bylaws says "The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote."

Madison: The Director shall act as an advisor to the Board.

Milwaukee: **Section 3.** The Library Director in keeping with the policies of the Board, shall be responsible for the operation of the library, its facilities, equipment, staffing, and collection, and for its financial operation within the limitations of the budgeted appropriation, for the efficiency of Library service to the public.

**Article VIII
MILEAGE AND EXPENSES**

Board members will be reimbursed for actual expenses to attend professional meetings as approved by the Board.

**Article IX
CONFLICT OF INTEREST**

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Whitefish Bay Public Library in which they have a direct or indirect financial interest.

Section 2. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

**Article X
GENERAL**

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Whitefish Bay Public Library on the 10th day of May, 2011.

Mequon library – addition sections to consider

4.04 Agendas. Any member of the Board of Trustees may request in writing, at least five business days prior to a meeting, that an item germane to the purpose, duties or powers of the Board of Trustees, be placed on an agenda. If the President fails to place such item on the agenda for a meeting, the proposing member may, at any meeting, move the Board of Trustees to have the item placed on the next agenda.

4.05 Posting and Notice of Meetings. Posting of meetings of the Board of Trustees shall be provided in compliance with the Wisconsin Open Meetings Law and the Mequon Ordinance. Any notice to Trustees shall be sent in writing and either (a) delivered personally; (b) sent by reputable, overnight courier service, charges prepaid and signature required; (c) sent by registered or certified first-class or air mail, postage prepaid and signature required; (d) sent by facsimile, or (e) sent by email, in each case according to the applicable addresses on record with the Library.

4.06 Waiver of Notice. A Trustee may waive any notice before or after the date and time stated in the notice. The waiver shall be in writing and signed by the Trustee entitled to the notice and be delivered to the Library for inclusion in the records. A Trustee's attendance at a meeting waives objection to lack of notice or defective notice of the meeting, unless the Trustee at the beginning of the meeting or promptly upon arrival objects to holding the meeting or transacting business at the meeting.

6.07 Secretary. The Secretary shall: (a) keep the minutes of the Board of Trustees meetings in one (1) or more books provided for that purpose; (b) see that all notices are duly given in accordance with provisions of these Bylaws or as required by law; (c) be custodian of the Board of Trustees' records; and (d) in general, perform all duties incident to the office of the Secretary and such other duties as from time-to-time may be assigned by the President or by the Board of Trustees. In the absence of the President and Vice President, the Secretary shall preside at meetings of the Board of Trustees.

Commented [NA21]: Longest serving Library Board Trustee

ARTICLE X NONDISCRIMINATION The Library recognizes the rights of all persons to equal opportunity in employment, compensation, promotion, education, positions of leadership and power, and shall not at any time discriminate against any employee, applicant for employment, director, officer, contractor or any other person with whom it deals, because of race, creed, color, sex, national origin, handicap, disability or any other category of person protected under state or federal law if otherwise qualified.

ARTICLE XI INDEMNIFICATION OF TRUSTEES The Library shall indemnify all of its Trustees pursuant to Wis. Stat. §895.46 or as may thereafter be amended or renumbered from time-to-time.

Madison library – addition sections to consider

Section 7. Public Comment. Each meeting shall provide time for public appearance and comment. If action is necessary as a result of any such appearance, the matter may be added to the agenda of a subsequent meeting.

Section 8. Disclosures and Recusals. Each meeting shall provide time for

disclosures and recusals under the City's Ethics Code, Sec. 3.35(5)(f) MGO.

Members of the Board, shall at the time the agenda item is taken up, state any matters on the agenda for which they will abstain, or for which they believe a disclosure is required under the Ethics Code.

Section 9. Vote. An affirmative vote of the majority of the all members of the Board present at the time shall be necessary to approve any action before the Board. Only members, who are present in person or by telephone, may vote. No member shall be allowed to vote at any meeting where the meeting notice failed to state the person would appear by telephone or teleconference means or where such equipment is unavailable or unusable at the time of the meeting.

Section 3. Policies. The library Board shall approve library policies and hours of operations.

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: September 20, 2022 Meeting
Re: Department Reports



Director (Reed)

1. Building – Regular maintenance is occurring per schedule.
2. Village
 - a. New Village Assistant Manager, Tom Harrigan, begins work 09/19/22.
 - b. 2023 Budget process is underway, no substantive updates to give at this time.
3. Friends – n/a – No July or August meetings.
4. COVID Update
 - a. WFB and NS Total COVID transmission returned to Medium last week.
 - b. Library Leadership Team is discussing whether to reinstate a staff mask requirement.
 - c. Recent instances of COVID quarantine/isolation occurred, along with other staff being out sick with non-COVID illnesses, resulting in the need to find shift coverage. The impact of the ongoing pandemic, plus other illnesses, results in a continual drain on staff capacity and work flows.
5. Foundation and Fundraising
 - a. The Foundation Board approved giving 30-days’ notice to S&B to end working relationship, as of 10/15/22.
 - b. Fundraising efforts will continue with an “ambassador” model.
6. Anniversary Committee – 85th Anniversary event is set for 10/01/22.
7. Smart Lockers – WFB Architectural Review Board approved the Smart Locker project. We are now awaiting submission and approval of the electrical installation permit, then installation. After completion of that step, we will notify the company and the lockers will be shipped with an estimated 4-day shipping time. The lockers will be dropped in-place on a wrapped pallet. The company’s installation team will be scheduled within a couple days of drop.
8. Baker & Taylor – B&T is the main vendor for library materials and our workflow is built around utilizing their services. They experienced a ransomware attack in August 2022 which resulted in the inability to place material orders for nearly a month. Services are starting to come back online but are not 100%, with several glitches. As a stop-gap, AS and YS staff ordered hot titles from Amazon to meet current demand. Fyi, no patron data is connected to B&T so there is no concern of private data being compromised. Also, due to the advent of hacking and ransomware, all private patron data was removed from the MCFLS patron database several years ago (ex. SS# and DL#). Currently only name, birthdate, address, phone, and email are stored.

Adult Services (Lenski)

Staffing

Eva Hong started at WFBPL recently as a part-time reference assistant in Adult Services, replacing Laura Reilly. Ms. Hong is currently undergoing training.

Circulation Services (Hoge)

New CountyCat Mobile App

The new Countycat Mobile App has had some growing pains to start, but MCFLS staff have been extremely responsive in getting on top of issues and rectifying them. The Circulation Staff continue to promote the use of

this app with patrons as it provides real time account information with the ability to renew items, place items on hold, freeze holds, and also the ability to link multiple accounts within the app.

Technology

- Our ECF Laptops (fondly referred to as the 'Elvis' laptops since they can leave the building!) have started circulating. We've had a couple of patrons advise us that these laptops are real life saver for them.
- We are hoping to add more public computers in the Youth Services wing, and will be reviewing the configuration in order to provide user privacy and safety.
- I am participating with Nyama on the Smart Locker implementation that will be occurring later this Fall (date TBD). I'll be working with Scott Lenski to figure out our workflows to handle patron requests to pick up holds using the Smart Locker technology. We are very excited to provide this 24/7 access to our community.

MCFLS Circulation Services Committee Meeting

The first Circulation Services meeting for 2022-23 was hosted in our Program Room utilizing the projector, new sound system, and the OWL camera. The tech worked great and we were able to support a hybrid meeting with in-person attendees and Zoom attendees.

The meeting focused on a demonstration of the Sierra Web which provides access to our Sierra ILS remotely using a laptop or a tablet. This technology can be used at outreach events to set up library cards. It can also be used within the library providing access to our database as staff work in the stacks.

Library Anniversary Party

Although I will unfortunately be out of the country on October 1st, I'm trying to assist with Anniversary Party tasks prior to leaving. Right now I'm assisting Valerie Morris with managing holds on the yard games from our Take & Tinker collection so they will be available for use in the park during the event.

Youth Services (Kiekhaefer)

Staffing

Taylor Camara accepted a full-time Youth Services position at Menomonee Falls library. Her last day at WFBPL was Fri 9/16/22. Her part-time MLIS position was posted but garnered no applicants as of 9/16/22. The position was reposted internally as a bachelor's level reference assistant, one application has been received so far.

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

TOTAL CIRCULATION STATISTICS : PHYSICAL + DIGITAL CIRCULATION													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	26,157	25,032	27,691	25,447	25,072	29,976	31,686	29,097	24,573	26,165	23,270	23,040	317,206
2020	25,549	25,190	14,532	6,060	7,863	15,552	20,299	20,078	22,432	23,366	21,281	17,571	219,773
2021	17,605	19,988	25,455	23,669	22,465	25,495	27,170	26,371	22,763	22,113	22,032	20,686	275,812
2022	23,790	22,170	24,425	23,865	22,903	25,558	25,625	26,370					194,706
2019-22	-9%	-11%	-12%	-6%	-9%	-15%	-19%	-9%					
2021-22	35%	11%	-4%	1%	2%	0%	-6%	0%					
PHYSICAL CIRCULATION													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	23,788	23,055	25,216	23,087	22,782	27,654	29,165	26,579	22,115	23,659	20,829	20,641	288,570
2020	22,841	22,555	10,790	821	2,666	11,263	15,775	15,793	18,798	19,688	17,423	13,706	172,119
2021	13,265	16,102	21,547	19,831	18,945	21,991	23,506	22,639	19,451	18,938	18,775	17,129	232,119
2022	19,910	18,547	20,451	20,110	18,997	21,695	21,937	22,513					164,160
2019-22	-16%	-20%	-19%	-13%	-17%	-22%	-25%	-15%					
2021-22	50%	15%	-5%	1%	0%	-1%	-7%	-1%					
DIGITAL CIRCULATION													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	2,369	1,977	2,475	2,360	2,290	2,322	2,521	2,518	2,458	2,506	2,441	2,399	28,636
2020	2,708	2,635	3,742	5,239	5,197	4,289	4,524	4,285	3,634	3,678	3,858	3,865	47,654
2021	4,340	3,886	3,908	3,838	3,520	3,504	3,664	3,732	3,312	3,175	3,257	3,557	43,693
2022	3,880	3,623	3,974	3,755	3,906	3,863	3,688	3,857					30,546
2019-22	64%	83%	61%	59%	71%	66%	46%	53%					
2021-22	-11%	-7%	2%	-2%	11%	10%	1%	3%					
DIGITAL CIRCULATION AS % OF TRADITIONAL CIRCULATION (Libby, RB, Hoopla)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Avg
2019	10.0%	8.6%	9.8%	10.2%	10.1%	8.4%	8.6%	9.5%	11.1%	10.6%	11.7%	11.6%	10%
2020	11.9%	11.7%	34.7%	638.1%	194.9%	38.1%	28.7%	27.1%	19.3%	18.7%	22.1%	28.2%	28%
2021	32.7%	24.1%	18.1%	19.4%	18.6%	15.9%	15.6%	16.5%	17.0%	16.8%	17.3%	20.8%	19%
2022	19.5%	19.5%	19.4%	18.7%	20.6%	17.8%	16.8%	17.1%					19%
LIBBY (Formerly Overdrive. Print books, Audio books, Music)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	1,666	1,371	1,665	1,592	1,660	1,684	1,914	1,862	1,797	1,757	1,688	1,791	20,447
2020	1,965	1,851	2,505	3,299	3,214	2,887	3,031	2,943	2,437	2,423	2,569	2,604	31,728
2021	2,703	2,546	3,042	2,904	2,703	2,663	2,676	2,612	2,382	2,365	2,429	2,670	31,695
2022	3,000	2,734	3,033	2,858	2,991	2,970	2,890	2,996					23,472
2019-22	80%	99%	82%	80%	80%	76%	51%	61%					
2021-22	11%	7%	0%	-2%	11%	12%	8%	15%					
HOOPLA (Print Books, Audio Books, Music, Movies)													
Hoopla cut from 6 to 4 checkouts per person per month													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	293	228	323	271	237	218	249	204	227	262	255	237	3,004
2020	277	251	484	755	705	419	403	339	342	275	416	316	4,982
2021	616	353	377	329	335	305	318	383	287	278	309	351	4,241
2022	347	350	347	302	339	315	319	350					2,669
2019-22	18%	54%	7%	11%	43%	44%	28%	72%					
2021-22	-44%	-1%	-8%	-8%	1%	3%	0%	-9%					

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

RB DIGITAL (Magazines)						E-Mags switched from autocheckout to actual checkout							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	410	378	487	497	393	420	358	452	434	487	498	371	5,185
2020	354	428	455	795	773	576	667	604	618	720	593	594	7,177
2021	616	609	181	280	218	252	263	237	235	211	219	261	3,582
2022	275	260	322	319	275	266	239	249					2,205
2019-22	-33%	-31%	-34%	-36%	-30%	-37%	-33%	-45%					
2021-22	-55%	-57%	78%	14%	26%	6%	-9%	5%					
KANOPY (PLAYS)						Kanopy plays per person reduced							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2020	112	105	298	390	505	407	423	399	237	260	280	351	3,767
2021	405	378	308	325	264	284	407	500	408	321	300	275	4,175
2022	258	279	272	276	301	312	240	262					2,200
2021-22	-36%	-26%	-12%	-15%	14%	10%	-41%	-48%					
KANOPY (Unique Users)													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2020	21	30	97	106	125	133	139	132	126	113	102	74	1,198
2021	68	67	59	52	53	59	69	72	68	57	55	66	745
2022	62	60	60	49	57	59	62	58					467
2021-22	-9%	-10%	2%	-6%	8%	0%	-10%	-19%					
SELF-CHECK AS % OF TRADITIONAL CIRCULATION						Earlier in 2019 RBD switched to automatic checkout. = big jump in circ							
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Avg
2019	34%	32%	35%	37%	34%	40%	41%	40%	37%	37%	36%	36%	37%
2020	35%	36%	36%	0%	0%	14%	23%	26%	29%	29%	26%	5%	27%
2021	0%	20%	33%	35%	38%	38%	42%	40%	41%	40%	40%	35%	35%
2022	37%	38%	42%	42%	43%	45%	46%	46%					42%
SELF-CHECK CIRCULATION STATISTICS FOR WHITEFISH BAY LIBRARY													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	8,068	7,486	8,738	8,490	7,765	11,167	11,922	10,658	8,224	8,748	7,408	7,416	106,090
2020	7,929	8,220	3,883	1	1	1,596	3,587	4,104	5,486	5,760	4,450	710	45,727
2021	40	3,175	7,030	7,005	7,181	8,464	9,851	8,974	7,913	7,533	7,498	6,037	80,701
2022	7,333	7,137	8,534	8,421	8,146	9,692	10,133	10,466					69,862
2019-22	-9%	-5%	-2%	-1%	5%	-13%	-15%	-2%					
2021-22	18233%	125%	21%	20%	13%	15%	3%	17%					

WHITEFISH BAY PUBLIC LIBRARY

STATISTICS

DOOR COUNT PER MONTH													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	15,345	14,237	16,934	15,794	16,213	17,811	18,751	16,902	14,390	16,125	14,852	13,734	191,088
2020	15,473	0	0	0	0	0	0	0	0	0	0	0	15,473
2021	0	5,000	9,144	8,529	8,755	9,558	10,419	9,667	8,530	8,729	8,997	7,576	94,904
2022	8,192	8,328	9,303	9,797	9,985	10,826	11,097	13,037	Unusual for Aug to be higher than Jun/Jul				80,565
2019-22	-47%	-42%	-45%	-38%	-38%	-39%	-41%	-23%					
2021-22		67%	2%	15%	14%	13%	7%	35%					
DOOR COUNT PER DAY													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Daily Avg
2019	512	508	546	526	559	685	694	650	514	520	495	528	562
2020	516	x	x	x	x	x	x	x	x	x	x	x	46
2021	0	333	295	284	302	368	386	372	305	282	321	281	279
2022	282	297	300	338	344	416	444	483					363
2019-22	-45%	-42%	-45%	-36%	-38%	-39%	-36%	-26%					
2021-22	x	-11%	2%	19%	14%	13%	15%	30%					
PHYSICAL CIRC / DOOR COUNT													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Total
2019	1.55	1.62	1.49	1.46	1.41	1.55	1.56	1.57	1.54	1.47	1.40	1.50	1.51
2020	1.48	x	x	x	x	x	x	x	x	x	x	x	
2021	0.00	3.22	2.36	2.33	2.16	2.30	2.26	2.34	2.28	2.17	2.09	2.26	2.24
2022	2.43	2.23	2.20	2.05	1.90	2.00	1.98	1.73					2.04
2019-22	57%	38%	48%	40%	35%	29%	27%	10%					
2021-22	x	-31%	-7%	-12%	-12%	-13%	-12%	-26%					