

LIBRARY BOARD MEETING
TUESDAY January 25, 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	x
Sarah Leinweber, Vice President, 2023	
Will Demet, Village Board Representative, n/a	
Ellie Gettinger, Member, 2022	
Claire Flannery, Member, 2023	x
Sandy Saltzstein, School District Representative, 2023	x
Erin Jelenchick, Member, 2024	x
Staff	
Nyama Reed, Library Director	

Time	Item	Action Desired	1st	2nd	Pass
	CALL TO ORDER 6:32pm				
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 Nov 30, 2021 meeting (JL)	Motion			
6:33-6:40	4. Finance Report Through Jan 21, 2022 (NYR)	Motion			
6:40-6:55	5. Creation of Anniversary Committee (NYR)	Motion			
6:55-7:00	6. 2022 WFBPL Board of Trustees Meeting Dates (NYR)	Motion			
7:00-7:30	7. The Library Board of Trustees may convene into Closed Session per WI State Statute 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and may reconvene in open session to act upon such matters The Board may reconvene to open session. The Board reserves the right to take action on any topic discussed in Closed Session.	Motion with Roll Call "In" Roll Call "Out"			
7:30-7:45	8. Library Director's Annual Review (JL)	Motion			
	TOPICS REQUIRING DISCUSSION ONLY				
7:45-7:50	9. Library Board Terms (NYR)	Discuss			
7:50-8:10	10. Starting Wages (NYR)				
8:10-8:30	11. Informational Items (NYR)	Discuss			
	ADJOURNMENT	Motion			

IMPORTANT DATES

Feb 7 & 21, Monday, 6:00 pm - Village of WFB Board of Trustees

Feb 16, Wednesday, 6:30 pm - Friends of the Library Board of Directors

Feb 22, Tuesday, 6:30 pm - Library Board of Trustees

LIBRARY BOARD MEETING
 Minutes of November 30, 2021, 6:30 pm
 Pending at January 25, 2022 Meeting
 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
Will Demet, Village Board Representative, n/a	X
Ellie Gettinger, Member, 2022	absent
Claire Flannery, Member, 2023	absent
Sandy Saltzstein, School District Representative, 2023	X
Erin Jelenchick, Member, 2024	Absent
Staff	
Nyama Reed, Library Director	X

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:31 pm				
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 October 26, 2021 meeting	Motion	Leinweber	Saltzstein	Unanimous
Motion to approve minutes as presented.				
4. Finance Report Thru November 28, 2021	Motion	Saltzstein	Leinweber	Unanimous
Motion to approve finance report as presented.				
5. Cancel December 2021 Library Board of Trustees Meeting	Motion	Saltzstein	Leinweber	Unanimous
Motion to approve cancelling December 14, 2021 meeting.				
6. 2022 Staff Cost of Living Increase and Merit Bonus	Motion	Leinweber	Saltzstein	Unanimous
Motion to approve: 1) a 2.5% wage increase for all staff who receive a satisfactory 2021 performance evaluation 2) a merit bonus for staff based on significant contributions and impact on department functioning a. with amount set by Library Director i. up to \$5,500 from Fund 13 Fund Balance for merit bonuses ii. or additional vacation time for 2022, to be used in 2022, for benefitted staff.				
TOPICS REQUIRING DISCUSSION ONLY				
7. Informational Items (NYR)	Discuss			
Discussion of Department Reports and Statistics as presented.				
ADJOURNMENT 7:03 pm	Motion	Saltzstein	Leinweber	Unanimous

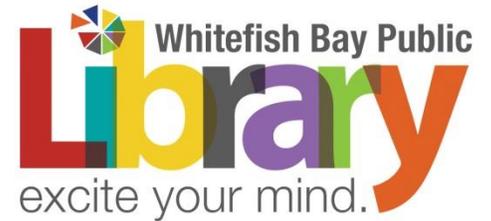
REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY PUBLIC LIBRARY

Fund 13 - Library Special Revenue Fund:		2021	END BALANCE	2022	YTD BALANCE	AVAILABLE	
	DESCRIPTION	BUDGET	12/31/2021	ORIGINAL	1/21/2022	BALANCE	% BDGT
					% YTD: 8.5%		
13-00000-41100	PROPERTY TAXES	700,833	700,833	716,744	-	716,744	0.0%
Taxes		700,833	700,833	716,744	-	716,744	0.0%
	Intergovernmental Revenue						
13-00000-43793	Library MCFLS RB Payment	58,518	58,754	30,949	-	30,949	0.0%
	Intergovernmental Revenue	58,518	58,754	30,949	-	30,949	0.0%
	Set Revenue	759,351	759,587	747,693	-	747,693	0.0%
			236				
	Fines, Fees, Penalties						
13-00000-45209	LIBRARY FINES	20,000	20,513	20,000	293	19,707	1.5%
13-00000-45210	Library Replacement Cards	800	155	50	2	48	4.0%
13-00000-45224	LIBRARY DAMAGE RECOV	2,500	1,045	1,000	(10)	1,010	-1.0%
	Fines, Fees, Penalties	23,300	21,713	21,050	285	20,765	1.4%
			(1,587)				
	Public Charges for Services						
13-00000-46712	LIBRARY ROOM RENT	4,000	225	1,000	-	1,000	0.0%
13-00000-46713	LIBRARY COPY AND FAX	4,000	2,419	2,000	86	1,914	4.3%
13-00000-46714	LIBRARY DVD RENTALS	2,500	-	-	-	-	n/a
	Public Charges for Services	10,500	2,644	3,000	86	2,914	2.9%
			(7,856)				
	Miscellaneous Revenue						
13-00000-48501	LIBRARY DONATIONS	2,000	3,494	2,000	1,000	1,000	50.0%
13-00000-48901	MISC REV	-	616	-	-	-	n/a
	Miscellaneous Revenue	2,000	4,110	2,000	1,000	1,000	50.0%
			2,110				
13-00000-48504	Restricted Donation - Librar	-	(1,153)	-	-	-	n/a
			(1,153)				
	Variable Revenue	35,800	27,315	26,050	1,371	24,679	5.3%
			(8,485)				
TOTAL REVENUE	All Revenue	795,151	786,902	773,743	1,371	772,372	0.2%
			(8,249)				
Fund 13 - Library Special Revenue Fund:		2021	END BALANCE	2022	YTD BALANCE	AVAILABLE	
	DESCRIPTION	BUDGET	12/31/2021	ORIGINAL	1/21/2022	BALANCE	% BDGT
					% YTD: 8.5%		
	Dept 93000 - LIBRARY SALARIES						
13-93000-50100	Salaries	469,895	451,529	480,661	16,899	463,762	3.5%
13-93000-50150	FICA Tax	35,947	34,356	36,771	1,243	35,528	3.4%
13-93000-50160	Health/Dental Insurance Pr	41,140	41,834	44,777	-	44,777	0.0%
13-93000-50161	Health Insurance Deductibl	1,075	270	1,290	-	1,290	0.0%
13-93000-50170	Retirement Contribution - E	21,920	22,602	21,920	822	21,098	3.7%
13-93000-50180	Group Life Insurance Prem	612	773	612	69	543	11.2%
	Total Dept 93000 - LIBRARY SALARIES	612	0	612		612	0.0%
		571,201	551,365	586,643	19,032	567,611	3.2%
			19,836				
	Dept 93200 - LIBRARY ADM EXP						
13-93200-50190	Training/Meetings/Travel	2,450	5,547	2,450	-	2,450	0.0%
13-93200-50191	Membership Dues	980	1,156	980	129	851	13.2%
13-93200-50194	Personnel Related Expense	735	485	735	-	735	0.0%
13-93200-50200	Professional/consulting ser	-	3,915	-	-	-	n/a
13-93200-50220	Attorney Contract	-	6,336	-	-	-	n/a
13-93200-50250	Utilities	42,140	41,349	42,140	1,165	40,975	2.8%
13-93200-50251	Telephone/Internet	9,800	6,297	9,800	363	9,437	3.7%

REVENUE AND EXPENDITURE REPORT FOR WHITEFISH BAY PUBLIC LIBRARY

Fund 13 - Library Special Revenue Fund:		2021	END BALANCE	2022	YTD BALANCE	AVAILABLE	
	DESCRIPTION	BUDGET	12/31/2021	ORIGINAL	1/21/2022	BALANCE	% BDGT
					% YTD: 8.5%		
13-93200-50300	Office Supplies	2,548	2,046	2,548	-	2,548	0.0%
13-93200-50301	Printing/Publishing/Copies	1,470	590	1,470	-	-	
13-93200-50302	Postage	196	15	196	-	196	0.0%
13-93200-50303	Covid Supplies	-	1,004	-	-	-	n/a
13-93200-50360	Building Maintenance	9,800	6,167	9800	-	9,800	0.0%
13-93200-50760	Sales Tax	490	118	490	14	476	2.8%
Total Dept 93200 - LIBRARY ADM EXP		72,630	75,024	70,609	46,252	24,357	65.5%
			(2,394)				
Dept 93300 - LIBRARY EQUIPMENT							
13-93300-50240	IT Support Contract Service	13,471	15,199	17,000	-	17,000	0.0%
13-93300-50311	Copier Maintenance/Repair	2,940	2,537	2,500	-	2,500	0.0%
13-93300-50312	Material Processing/Repairs	3,920	2,173	3,000	-	3,000	0.0%
13-93300-50350	Maintenance Service & Sup	24,500	27,088	27,000	2,256	24,744	8.4%
13-93300-50351	Custodial Supplies	2,940	1,465	2,000	243	1,757	12.1%
13-93300-50400	MCFLS Supplies	1,470	1,704	1,470	-	1,470	0.0%
Total Dept 93300 - LIBRARY EQUIPMENT		49,241	50,166	52,970	2,499	50,471	4.7%
			(925)				
Dept 93400 - LIBR PROG/SERVICES							
13-93400-50401	MCFLS Membership	22,000	21,716	22,235	-	22,235	0.0%
13-93400-50402	Programs - Adult	700	119	-	-	-	n/a
13-93400-50403	Programs - Children	700	38	-	-	-	n/a
13-93400-50415	Programs - Young Adults	700	-	-	-	-	n/a
Total Dept 93400 - LIBR PROG/SERVICES		24,100	21,873	22,235	-	22,235	0.0%
			2,227				
Dept 93500 - LIBRARY COLLECTIONS							
13-93500-50410	Library Collection Materials	80,000	79,816	70,000	115	69,885	0.2%
	Fund 22	31,000	23,024	31,000		31,000	0.0%
	Total	111,000	102,840	101,000		101,000	0.0%
Total Dept 93500 - LIBRARY COLLECTIONS		80,000	79,816	70,000	115	69,885	0.2%
			184				
TOTAL EXPENDITURES		797,172	778,245	802,457	23,317	779,140	2.9%
			18,927				
Fund 13 - Library Special Revenue Fund:							
TOTAL REVENUES		795,151	786,902	773,743	1,371	772,372	0.2%
TOTAL EXPENDITURES		797,172	778,245	802,457	23,317	779,140	2.9%
NET OF REVENUES & EXPENDITURES		(2,021)	8,657	(28,714)			
BEG. FUND BALANCE		65,416	65,416	74,074			
END FUND BALANCE			74,074	45,360			
Fund 22 - Library Expansion Fund		2021	END BALANCE	2022	YTD BALANCE	AVAILABLE	
		BUDGET	12/31/2021	ORIGINAL	1/21/2022	BALANCE	
TOTAL REVENUES			150				
TOTAL EXPENDITURES		31,000	23,024	31,000	0	31,000	
NET OF REVENUES & EXPENDITURES			(22,874)				
BEG. FUND BALANCE		159,163	159,163				
END FUND BALANCE			136,290	To be deducted \$25k to Foundat		111,290	
Fund 01 - General Fund		2021	END BALANCE	2022	YTD BALANCE	AVAILABLE	
		BUDGET	12/31/2021	ORIGINAL	1/21/2022	BALANCE	
01-55500-50350-	Maintenance Services (Contracts)		14,038		364		
01-55500-50360-	Building Maintenance (Repairs)		38,612		0		

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: January 25, 2022 Meeting
Re: Creation of Anniversary Committee



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.

The Whitefish Bay Public Library. Established 1937. Re-established every day.

Background

In 1899, Whitefish Bay made arrangements with the “Public Library of Milwaukee” to put a travelling library of 15 volumes in Klann’s drug store on Silver Spring for a total of \$25.00. (See resource list below)

With efforts from the Whitefish Bay Women’s Club, the Whitefish Bay Public Library was opened February 15, 1937 in the basement of the old Village Hall on the southeast corner of Lexington and Marlborough. The building is no longer standing. The Library was in the former shooting gallery for the police department, it was equipped with shelf space for 3,000 books and seating for 18 people. Initially the library included 1,600 volumes and the appointment of a librarian.

In the first year of operation, the Library increased its collection to 3,500 volumes (already over capacity). “New and outstanding books are being added constantly... A number of residents of Fox Point, the town of Milwaukee and Shorewood has taken advantage of the facilities of the Whitefish Bay library. Over 22,000 books were circulated to the residents of Whitefish Bay and vicinity.” By 1945 the collection grew to 5,500 books, far exceeding the original capacity, and a circulation of 30,000.

The first stand-alone building for the library was built in 1955 at the current location with 8,000 square feet, 10,000 books, and staff of 7 full time employees, for a cost of \$25,000. Circulation jumped to 107,000 that year. By 1967 the Library reached it’s shelving capacity of 32,000 volumes and a circulation of 240,000 with 15,500 WFB residents registered plus 12,000 residents of other north shore communities.

“A library is more than a building to point to with pride when showing visitors the village,” Head Librarian Janet Eggum stresses. “It is a landmark of civilization in a community – a monument to the people’s desire to learn. The quantity, quality and diversity of the materials borrowed by our patrons indicate a true appreciation of the cultural advantages which good library service gives to a

community.” (Page 11)

An Appl IIE computer was donated to the Library in 1984 by the Silver Spring Lodge No. 337 of the Masonic Order. At that time, it was the largest single donation in the history of the Library. A “computer corner” was built in the staff office for patrons to use by reservation.

In 1994, a “leaky roof forces library to shut its doors for 4 days.” (Page 29) (*The more things change, the more they stay the same.*)

Talk of need for a larger library began in 1995. “The Whitefish Bay Village Board last week gave the go-ahead to the Library Board to begin fundraising for a building expansion. Plans call for a three-year campaign to raise more than \$3 million in private funds.” (Page 31) The current building was opened in 2002 at a cost of \$5 Million, paid for with funds from private donations and Village tax funds. By then the Library held 55,000 items in a space built for 32,000.

Mimi Bird Collection, Volume 26

- Milwaukee Journal Sentinel, January 8, 1899, Page 3
- Whitefish Bay Herald, February 17, 1938, Page 6
- Whitefish Bay Herald, May 25, 1967, Page 11
- Whitefish Bay Herald, April 12, 1984, Page 12
- Whitefish Bay Herald, February 2, 1994, Page 29
- Whitefish Bay Herald, March 30, 1995, Page 31

Discussion

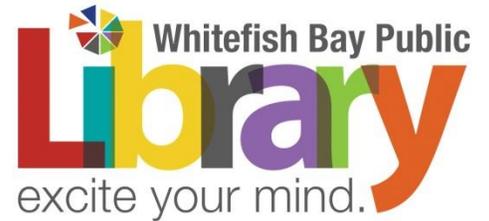
This year marks the 85th anniversary of the Whitefish Bay Public Library as an independent entity, the 20th anniversary of the building, and the 40th anniversary of Friends of the Whitefish Bay Public Library. In conjunction with the coming fundraising efforts for the new Foundation, creation of an Anniversary Committee to plan special events is needed. A “Tenniversary” event was held in 2012 which, I believe, coincided with raising of funds for collection enhancement. Those funds were moved into Fund 22 (newly created) in 2004.

Recommendations

It is recommended the WFBPL Board of Trustees approve creation of an Anniversary Committee to:

1. Remain in effect for 2022
2. Plan events in 2022
3. Include members of the Library Board, Friends Board, Foundation Board, staff, and the community
4. With monthly updates provided at WFBPL Board meetings

Ellie; Sandy; Unan
Ellie; Sarah



To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: January 25, 2022 Meeting
 Re: 2022 WFBPL Board of Trustees Meeting Dates

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

WFPL BoT meetings are typically held on the 4th Tuesday of the month at 6:30pm. Dates are typically adjusted based on school breaks or holidays.

Discussion

Here is the list of the typical dates, school break and holiday impacts, and potential adjustments.

Date	Days Between	Alternate	Days Between	Note 1
1/25/2022		1/25/2022		
2/22/2022	28	2/22/2022	28	
3/22/2022	28	3/29/2022	35	WFB Schools Spring Break yes
4/26/2022	35	4/26/2022	28	
5/24/2022	28	5/24/2022	28	
6/28/2022	35	6/28/2022	35	
7/26/2022	28	7/26/2022	28	
8/23/2022	28	8/23/2022	28	
9/27/2022	35	9/20/2022	28	Rosh Hashana Day 2 no
10/25/2022	28	10/25/2022	35	
11/22/2022	28	11/15/2022	21	Week of Thanksgiving yes
12/27/2022	35	12/13/22 12/20/2022	35	<ul style="list-style-type: none"> Between Xmas/NYE; Hanukkah 12/19-25 WFB School Winter Break not yet set, in 2021 it was Thu 12/23-Fri 12/31. A similar range for 2022 would be Thu 12/22-Fri 12/30.

Recommendations

It is recommended the WFBPL Board of Trustees approve the 2022 meeting schedule as...

as amended.
 sarah, claire, unan

Placeholder for Director Review

Roll call in and out

Satisfactory

Contact GMF asap to see if they can refer us to someone for next steps.

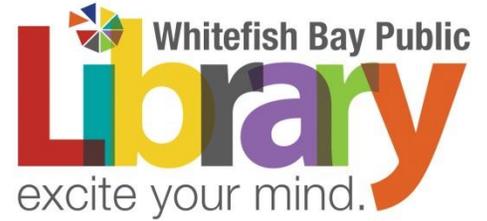
Contact Ellie about her friend.

Motion to forward PB as discussed to PB, Ellie, Sarah, Unan

Ellie, Sandy, Unan

\$1,000

To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: January 25, 2022 Meeting
 Re: Library Board Terms



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

Ellie Gettinger’s initial term expires this April. If she chooses to renew her Board term, the Board may choose to forward her name to the Village President for re-appointment. If she chooses to not renew her term, then the Library will need to post for citizens to apply. A review process of applicants will be conducted, with a final recommendation made to the Library Board at the March 22 meeting. The goal is to forward a recommendation to the Village President by March 25 for inclusion on an April agenda. The new term starts in May.

Board Bylaws

Full bylaws attached. See Article II, Section 2. Term of Office.

Current Terms Ends	Name, Board Title	First Year	Years On Current Board
2022	Ellie Gettinger, Member	2019	3
2023	Claire Flannery, Member	2020	2
2023	Sandy Saltzstein, School District Representative	2021	1
2023	Sarah Leinweber, Vice President, 2018-2019, 2019-2020, 2020-2021, 20201-2022	2017	5
2024	Erin Jelenchick, Member	2021	1
2024	Jennifer Livingston, President 2020-2021, 2021-2022	2018	4
n/a	Will Demet, Village Board Representative (previously 2015-2016)	2020	2

**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.

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.

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.

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.

**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.

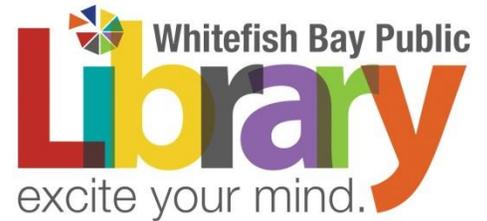
**Article X
GENERAL**

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.



To: Whitefish Bay Public Library Board of Trustees
 From: Nyama Y. Reed, Library Director
 Date: January 25, 2022 Meeting
 Re: Starting Wages

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

With recent wage adjustments at Shorewood Public Library, plus the impacts of the Great Resignation on starting wages at other companies, it is vital that WFBPL assess the viability of our starting wages. North Shore Library and Brown Deer Library both stated they plan to increase wages in 2022 or 2023.

Discussion

Current wages at the four north shore area libraries for shelvers and circulation assistants.

	Shelver	Circulation Assistant
BD	9.00-9.37	13.08-14.86
NS	9.04-9.48	11.78-12.60
SH	10.00-12.00	13.41-16.08
	Less than 1 year-13 years	2 weeks-15 years
	\$11 after 1 yr; \$12 after 2	As of 1/23/22 start is \$14.06
WB	7.25-9.44	10.76-12.56
	Less than 1 year-9 years	Less than 1-9 years
	Starting 7.25	Starting 10.50
Avg Low	8.82	12.19
Avg High	10.07	14.03
WB Low %	82%	86%
WB High %	94%	90%

Current average wages at the four north shore area libraries for other positions.

	Intern/ Ref Asst (BA)	Librarian (MLIS)	Head of Circ (BA)	Head of Adults (MLIS)	Head of Youth (MLIS)	Director (MLIS)
Avg Low	15.93	21.8	23.26	25.96	26.22	35.14
Avg High	17.32	26.68	26.73	27.97	28.23	41.14
WFB Low %	91%	92%	103%	104%	103%	118%
WFB High %	89%	103%	89%	97%	96%	101%

Next Steps

Does the Board instruct Director Reed to:

- 1) Assess budget impact of raising wages?
- 2) Talk with Village administration about the process for raising wages?

To: Whitefish Bay Public Library Board of Trustees
From: Nyama Y. Reed, Library Director
Date: January 25, 2022 Meeting
Re: Department Reports from 11/30/21-01/21/22



Director (Reed)

1. Building – Planning to request quotes for a new copier and new cleaning service.
2. Village – Four candidates are running for two open positions on the Village Board, during the April election.
3. Friends – Friends will determine 2022 allocation to the Library at the February meeting.
4. Collection Development – After reviewing year usage statistics, Director Reed cancelled LinkedIn Learning. In 2021 the subscription cost was \$2,500 and 14 people used it.
5. LDAC/MCFLS

a. Reviewed the upcoming Level Up Learning campaign MCFLS will be undertaking in the new year. This campaign will highlight system wide resource including; Gale Courses, Transparent Languages, and Learning Express throughout the County. Advertisements will be taken out on Milwaukee County Transit System buses and bus stops in January and February 2022

b. Discussed Patron Point, a patron engagement platform that can help MCFLS with online patron self-registration and renewal, address verification, and online communication. Patron Point can fully automate electronic engagement with patrons based on the patron behaviors and opt in/out choices. By automating many of the tasks that MCFLS and local library staff are currently doing manually, Patron Point has the potential to save staff time and money and will allow member libraries to merge our marketing efforts with patrons that are already engaging with us in other ways. The software can be customized by local library so member libraries may opt in/out of specific services. Steve scheduled a Demo for later in December for member libraries to learn more.

i. There is a lot of overlap between the services Patron Point offers and our current Orange Boy subscription. We will track similarities and differences in 2022 to determine if savings can be realized in 2023 by switching services.

c. Provided an update on Kanopy subscriptions for member libraries. Pricing is being brokered by the state, costs are based on card holder accounts and monthly usage limits. Libraries wishing to sign up for Kanopy would do so independently of MCFLS. WFBPL will receive a discount on our current pricing based on how many libraries subscribe for new accounts in 2022.

d. Library Legislative Day will be in person in 2022 with readiness to pivot to virtual if needed. MCFLS will create talking points for staff and Trustees. Even if you cannot attend, directors and especially Trustees, are encouraged to write your elected officials a handwritten note highlighting your library services and how we serve the community.

6. Community Outreach

a. Working with Bay Bridge and League of Women Voters to host an online candidate forum for Village Board and School Board candidates.

b. Spoke with members of Bayshore Lutheran Church of WFB. As they work on updating their strategic plan, they are speaking with community leaders on perceived needs of the community.



7. Foundation - Currently finalizing wording of Greater Milwaukee Fund agreement
8. COVID – Since the last meeting, Omicron hit with COVID Burdens over 4,000. Traditionally, Burden over 350 is considered Critical. Thankfully Burden started dropping last week. As of Thu 1/20 it ranged from 2,323-3,558 in the north shore.

Adult Services (Lenski)

Take and Makes

Adult Services will be doing Take and Makes for the winter months. In December we put together kits to make a beaded chain to use with masks. We handed out a total of 50 kits.

Blog – Favorites of 2021

Every year the librarians pick their favorite reads of the year. This is always one of our most popular posts on our blog and it is fun to share our picks with the community.

Take and Tinker Collection

Take and Tinker is our collection of tools, games, and other items that you wouldn't expect to find in a library. Items in the collection are purchased thanks to our Friends. We recently added some new items to the collection including a: cordless drill, tool and socket set, weaving loom, hot glue gun and a VHS to DVD converter. Our most popular items in the collection so far have been the sewing machine, Cricut printer, projector, and our yard games including giant dice and jumbo jenga.

Reference Desk Updates

One service of ours that has been very popular is our mobile printing. This service allows patrons to send a print job from their own computer or phone and then print their documents at our kiosk. It seems that folks are doing less printing in general so with the occasional print folks are finding the library is a great option instead of keeping a printer at home.

Circulation Services (Hoge)

Staffing

All Circulation Assistant and Shelver reviews were conducted during the month of December.

We lost two of our shelvers at the end of 2021, and will be welcoming Jude Prendergast and Garrett Smith to the Circ team the week of January 24th.

Technology

Per the 2022 Technology Plan, we have purchased 5 new Dell Optiplex PC's for the Adult wing. They have been shipped and we are awaiting delivery so that we can schedule our MCFLS Network Administrator to come on-site to set up and configure them. We will repurpose the old HP PC's to replace our Internet Express Station and two of the Adult Countycat stations.

ILS Task Force Committee

In December, we had the last two demonstrations by Innovative of their two products Polaris and Sierra (our current ILS. The demo videos and feedback survey for all participants will close at the end of January so MCFLS staff can summarize all of the survey input. MCFLS staff have been given access to trials through the end of January for Sirsi-Dynix BlueCloud Web and Mobile Staff applications, Polaris Leap Web applications, and Sierra Mobile Work Lists application. A Zoom call with staff from the Chicago Public Library occurred on Friday, January 14th, to get their feedback on their use of Polaris. Additional Zoom meetings or possible on-site visits are being scheduled with libraries using Sirsi-Dynix and Carl X.

Circulation Services Committee

At the January 2022 MCFLS Circulation Services Committee we discussed new functionality within the Sierra ILS for managing patron holds. MCFLS is currently on version 5.3 of Sierra, and the hope is to upgrade to 5.4 in Q1 or Q2 2022 to take advantage of some bug fixes and new functionality that would allow locations to batch extend hold pick up dates for instances where libraries have had to close unexpectedly.

Along with the MPL locations, many suburban libraries have added hotspots to their collection. There was discussion on how they handle loan periods, fees, and shutting off service when the hotspots don't come back. MPL also has added Chromebooks to their collection with a 7 day loan period.

Wild Wisconsin Winter Web Conference

The WWWW Conference is a virtual 2 day free conference supported by the majority of library systems in the State of Wisconsin. I try to attend a couple of these sessions each year, and have signed up for the following two events:

- How A Remarkable Customer Experience Can Be Your Best Sales
- Marketing Strategy Welcome Aboard: Planning for New Employee Success

Youth Services (Kiekhaefer)

We were not as lucky with weather for outdoor storytime in December, but we were still able to offer one outdoor storytime that was well-attended. As we get into February, the plan is to look ahead at the weather forecast and schedule a pop-up/drop-in outdoor program when the temperature is above freezing.

Valerie and I did a Stuffed Animal Zoom storytime in December. Our attendees picked up a craft kit ahead of time (containing a quilt that they could make as well as a storytime nametag). Then during the Zoom event, we had them introduce their stuffed animals and we read stories and had a stuffed animal dance party. Both this event and November's Blanket Fort Storytime were very successful, and I'm hoping to do something similar in February and March.

In January, we went back to virtual storytimes, offering a Zoom storytime on Monday and our regular Facebook storytime on Friday. So far, the Zoom storytimes have been well attended (approximately 8-12 families) with some very enthusiastic attendees. I think that between Covid-19 numbers and the weather, Zoom storytime is proving to be a great option for a lot of families.

Collection Development

A large order of kids non-fiction was ordered at the end of December to flesh out the previously weeded non-fiction collection. An MLK day display was created, as well as a display in memory of author/illustrator Steve Jenkins.

Book Bundles

There was a slightly increase in demand for book bundles at the end of December and into January.