

**Bridges Library System Board Meeting Minutes**  
**July 20, 2022**

**PRESENT:** In person: Linda Ager, Art Biermeier, Betsy Forrest, Jim Heinrich, Dick Nawrocki, Amy Reichert, Nancy Wilhelm; Via ZOOM: Anthony Gulig

**EXCUSED:** Larry Nelson, Howard Pringle, Jean Yeomans

**OTHERS:** In person: Karol Kennedy, Bridges Library System Director; Mellanie Mercier, Bridges Library System Automation Coordinator; Alex Klosterman, Waukesha County Senior Financial Analyst; Beth North, Bridges Library System Executive Assistant; Beth Bechtel, Bridges Library System Database Management Librarian; Emily Janssen, UW Madison iSchool practicum student; Via Zoom: Abby Armour, Mukwonago Community Library Director and APL representative; Gerard Saylor, L.D. Fargo Public Library Director

Call to order: Linda Ager, Board President, called the meeting to order at 4:00 p.m.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: Karol shared an email from Karla Lang, Library Director at the Big Bend Village Library, thanking Bridges for sponsoring and arranging for the three summer programs the library hosted: Matthew Teague, Magician; Saddari & Co., and Nature's Niche.

Meeting Minutes: A Nawrocki/Forrest motion to approve the minutes of the June 15, 2022, meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Reports:* A Heinrich/Biermeier motion to approve the monthly invoices for funds 210 and 215 for June 2022 as submitted passed unanimously.

*Financial Reports:* A Heinrich/Forrest motion to approve the financial report for funds 210 and 215 ending June 30, 2022, as submitted passed unanimously.

**REPORTS**

*Bridges Director's Report:* Karol noted that Wisconsin Trustee Training week is August 22-26. Trustee training brochures were passed out and more information can be found on <https://www.wistrusteetraining.com/>. All sessions are available online and if a trustee cannot attend live there will be recordings available of each session.

Karol notified board members of two "save the date" events this fall. October 4 will be a trustee appreciation event at Waukesha Public Library and there will be "Friends of the Library" informational sessions on October 17 at Waukesha Public Library and October 19 at Watertown Public Library.

*Staff Report:* Beth Bechtel, Bridges Library System Database Management Librarian, introduced Emily Janssen, a UW Madison iSchool master's candidate. Emily has been doing her practicum coursework with Bridges this summer.

Mellanie Mercier updated the Board that the Bridges network was successfully relocated within the Waukesha Public Library as part of the ongoing renovations.

*APL:* Abby Armour, Mukwonago Community Library Director, reported that the APL meeting was held Friday, July 15. Topics discussed included First Amendment audits relative to the public filming in libraries, the 2023 preliminary Bridges budget, inflation costs and salary concerns, and the decision to not renew Access Video on Demand due to low usage.

*Resource Library:* Bruce Gay, Waukesha Public Library Director, was not able to attend the Board meeting however he submitted his written report detailed below:

**Renovations:** The first-floor renovation is nearly complete. Recent work has moved the computer server space into a smaller office, freeing the former, large server room for staff offices. Bridges equipment will also be moved, scheduled for July 15. Because of this move we finally implemented the single service desk on the first floor, with a goal of improved customer service. The front outside entrance still has some work to go, including the completion of the awning above the accessible ramp and colored LED lights on the panels. The sign was recently installed.

**Employment Vacancies:** The library has several vacancies it is seeking to fill: Librarians, a Public Services Manager, and a Library Associate. A new Administrative Services Manager will take on the role of HR at the library.

**Summer Library Reading Program:** The Summer Reading program has gone well. With Bridges' assistance, the library had a successful story time with a DJ from B93.3. Over 100 attended the event in Cutler Park.

**2023 Capital Campaign:** As part of its 2023 capital improvement budget, the library is seeking an improved security camera system and a new cooling tower.

## **DISCUSSION/ACTION ITEMS**

### *Contract for Continuing Education Program Presenter, Dr. Steve Albrecht*

This contract is an agreement with Dr. Steven Albrecht to present a workshop for Southeastern Wisconsin (SEWI) library staff on the topic of *Library Service, Safety and Security*. A Nawrocki/Biermeier motion to approve the contract as presented was made and passed unanimously.

### *Bridges Delivery Services Contract Amendment*

Action Logistics, our system delivery vendor, contacted Bridges regarding concerns over rising fuel costs and the fuel charge formula currently in place. Karol worked with Waukesha County Purchasing Department staff to review the current contract and the formula used to calculate the allowable fuel charges. The proposed contract amendment would result in a change in the current fuel charge formula.

A Heinrich/Reichert motion to approve the Bridges Library System Contract Amendment with Action Logistics was made and passed unanimously.

## Preliminary Bridges Library System 2023 Budget

Karol went through the 2023 preliminary budget and noted the following highlights:

- Bridges will receive an increase in state aid in the amount of \$121,569.
- A currently vacant full-time position will be unfunded for 2023 to allow staff to explore the potential for more efficient and effective methods of providing technology services and to more clearly identify member library service needs.
- The competitive innovation grant program will be continued, offering grants to be awarded in categories based on library size – small, medium, and large. The total amount available will increase from \$9,000 to \$15,000.
- Library improvement grant opportunities for libraries focusing on accessibility, technology, and marketing will continue. This program offers flexibility for libraries needing additional financial support to apply for funding that meets their library's unique needs. Grant funds available in this program will increase from \$35,000 to \$60,000.
- Hoopla grant funding to libraries will increase from \$50,000 to \$60,000, maintaining the system support at approximately 50% based on usage in the first half of 2022.
- Investment in content for libraries will continue by maintaining the system share of database costs at 60% and increasing the system share of the WPLC buying pool from 45% to 50%.
- LibraryAware was added to the Bridges operating budget at a cost of \$21,940. This resource was initially made available as a 2020 reserve fund pilot project.
- An additional \$18,500 is committed to support library promotion and advertising initiatives in response to input from our 2022 strategic planning session.
- The delivery budget is increased by \$17,740 as a result of contract increases and the potential fuel surcharge calculation change.
- Funding will be provided for the development of a Library Memory Project survey and strategic plan and continued partnership with StoryCorps.

Fund 210 reserve funds will be used for targeted projects as follows:

- \$25,200 to fund RFID (radio frequency identification) tags to improve efficiency in resource sharing. This is the maximum amount based on the tags required for the five remaining non-RFID libraries.
- \$40,000 for hearing loop installation at four member libraries and additional portable loops.
- \$68,400 for a solar charging bench for each member library.
- \$19,476 to fund a Gale Presents Udemy (on-demand video courses) pilot project.

Total Fund 210 reserve fund projects: \$153,076

215 (CAFÉ) reserve funds for the following projects:

- \$5,517 to provide 25% of the cost of the mobile app for the CAFÉ catalog. Libraries will cover the other 75% of the cost. This is anticipated to be the last year of reserve fund support for this service.
- \$72,000 to implement a discovery layer solution should this be recommended by member libraries.

Total Fund 215 (CAFÉ) reserve fund projects: \$77,517

A Wilhelm/Heinrich motion to approve the Preliminary Bridges Library System 2023 Budget passed unanimously.

*Next meeting:* August 17, 2022, at 4:00 p.m. as a hybrid meeting at the Delafield Public Library.

At 5:10 p.m., a Nawrocki/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:  
Beth North  
Executive Assistant

Respectfully Submitted:  
Amy Reichert  
Board Secretary