

Bridges Library System Board Meeting Minutes
January 15, 2020

PRESENT: Jean Yeomans, Jim Heinrich, Amy Reichert, Larry Nelson, Linda Ager, Art Biermeier, Rose Sura, Nancy Wilhelm, Joan Fitzgerald, Howard Pringle

EXCUSED: Dick Nawrocki

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Brittany Larson, Muskego Public Library Director and APL representative; and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, the Board President, called the meeting to order at 4:00 p.m. at the Bridges Library System office in Waukesha.

Introductions: Introductions were completed after the call to order. Connie Meyer and Linda Ager welcomed new Trustee Joan Fitzgerald to the Board.

Comments for the Public: None.

Correspondence: None.

Meeting Minutes: A Biermeier/Wilhelm motion to approve the minutes with one correction to change the name of the secretary to Amy Reichert for the December 2019 Bridges Library System Board meeting minutes as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Report: A Heinrich/Yeomans motion to approve the monthly invoices for funds 210 and 215 for Year end 2019 and January 2020 as submitted passed unanimously.

REPORTS

APL: Brittany Larson reported the APL officers' election took place. Brittany Larson, President; Eric Robinson, Vice President; and Adele Loria Secretary are the elected APL officers for 2020. A discussion was held about the Hoopla trial for streaming of digital content and the marketing plan for this service. Additionally they discussed the mobile app. Following vendor demonstrations, there was a unanimous vote to recommend that the Bridges Library System Board move forward with approving the mobile app vendor recommended by the RFP committee. Lastly, there was a roundtable sharing of local library happenings.

Resource Library: Bruce Gay reported Waukesha Public Library is contracting with Library Strategies of St. Paul MN. They offer services for libraries and will complete a feasibility study for the library expansion/renovation project. Bruce further reported that in November and December he completed one-on-one staff meetings. Lastly, Waukesha Public Library has a number of planned activities and programs during the week of Martin Luther King Jr. Day. On January 22 Waukesha Public Library and Carroll University will jointly host speaker Reggie Jackson at the Carroll campus.

Bridges Staff: Meg Henke reported that there are no updates to the written staff report presented in the packet.

Bridges Director's Report: Connie reported that the library system's pre-population of data for member library's 2019 annual reports is complete. Completed and signed reports are due to the DPI by February 29th.

Nominating Committee: Nancy Wilhelm reported that the committee (Sura, Nawrocki and Wilhelm) is recommending that all 2019 officers to be re-nominated again for 2020 with Linda Ager serving as President, Art Biermeier as Vice-President, and Amy Reichert as Secretary. A Nelson/Biermeier motion to accept the nominations as presented passed unanimously.

DISCUSSION/ACTION ITEMS

2019 Donation Summary Report: Connie reported this is the first year a formal donation report has been presented to the Board. This report will now become an annual meeting agenda item. Donations received are not guaranteed revenue in future years. A Heinrich/Biermeier motion to accept the 2019 Donation Summary report as presented passed unanimously.

2019 Technology Support Revenue: Connie stated that 2019 is the first reporting of technology support revenue as this the inaugural year of service with the addition of Erin as a contractor on our Bridges team. The newly created position was not intended to be a self-funding position. Libraries are billed at a nominal rate of \$75.00 per hour for specific troubleshooting or project work. A full menu of services is being developed. A Pringle/Yeomans motion to accept the *2019 Technology Support Revenue* report as presented passed unanimously.

Hiring Committee Update: Linda Ager reported the committee met on Monday, January 6th. Due to a bomb threat at the Waukesha County Courthouse that morning the meeting venue was changed at the last minute to Waukesha Public Library. The team reviewed and discussed the nine candidates that met the minimum pool presented by Jane Barwick from Human Resources and selected four strong candidates to advance to the first round of interviews. Next the team reviewed potential interview questions based on the stakeholder survey and various contributors within the group. They developed a set of first and second round questions and worked through the interview protocols for the live interviews.

Election of Officers 2020: The nominating committee's recommended slate of officers was presented as follows: Linda Ager (President), Art Biermeier (Vice President), and Amy Reichert (Secretary). Larry Nelson's motion by acclamation seconded by Rose Sura to re-elect the 2019 officers to their same positions for 2020 passed unanimously.

System Technology Committee Library App Recommendation: Connie reported that the technology committee has been researching vendors for an app to integrate with Polaris. The cost of a new app is included in the 2020 budget. The RFP process was led by Catherine Martin from the Waukesha County purchasing department and included Mellanie Mercier (Bridges Library System Automation Coordinator), Shawn Carlson (CAFÉ System Administrator) and the library system's technology committee. Based on the features, functionality, and cost, the committee recommends Capira as the vendor to move forward with for a library system app. The library system directors concurred with that recommendation at their recent APL meeting. The directors also recommended including the add-on module for a Spanish language translation. A Pringle/Reichert motion to move forward with preparing a

contract with Capira for a library system app, including the Spanish language module, passed unanimously.

Business Continuity Plan: Connie stated the plan was developed using a template from Waukesha County. The plan (with most personal contact information redacted) will be uploaded to the Waukesha County website as part of the overall plan for business continuance in the event of an operational interruption to our work. The plan should be reviewed annually and any appropriate updates made. A Wilhelm/Biermeier motion to accept the plan as presented passed unanimously.

Strategic Plan update: Connie Meyer reported that there are no updates to report but it will be reviewed for the February 19th meeting.

Next meetings: Special Board Meeting on **Wednesday, February 12, 2020 at 4:00 p.m.** at the **Waukesha County Administration Building (room 155)** and regular monthly meeting on **February 19, 2020 at 4:00 p.m.** at the Bridges Library System Office (**741 N. Grand Avenue #210, Waukesha, WI 53186**).

At 5:25 p.m., a Yeomans/Wilhelm motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary