

**Bridges Library System Board Meeting Minutes  
September 21, 2022**

**PRESENT:** In person: Linda Ager, Art Biermeier, Betsy Forrest, Jim Heinrich, Dick Nawrocki, Larry Nelson, Amy Reichert, Nancy Wilhelm; Via ZOOM: Howard Pringle.

**EXCUSED:** Jean Yeomans, Anthony Gulig

**OTHERS:** Karol Kennedy, Bridges Library System Director; Mellanie Mercier, Bridges Library System Automation Coordinator; Bruce Gay, Waukesha Public Library Executive Director and Resource Library Representative; Melissa Anderson, Jefferson Public Library Director and APL representative; Alex Klosterman, Waukesha County Senior Financial Analyst; Beth North, Bridges Library System Executive Assistant

Call to order: Linda Ager, Board President, called the meeting to order at 4:02 p.m.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: Newspaper articles written by Jill Fuller for the Daily Jefferson County Union and Waukesha Freeman, as well as a Daily Jefferson County Union article about libraries going fine free were shared.

Meeting Minutes: A Biermeier/Forrest motion to approve the minutes of the August 17, 2022, meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

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

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

**REPORTS**

*Bridges Director's Report:* Karol shared that Waukesha County exemptions are due September 30. She noted that Bridges had a booth at Apple Harvest Fest at Retzer Nature Center, and approximately 680 visitors stopped by. Karol reminded the Board that the Trustee Appreciation Event is scheduled for October 4<sup>th</sup> at the Waukesha Public Library.

*APL:* During the September APL meeting, Betsy Bleck from Oconomowoc put out a request for anyone interested to apply for Wisconsin Library Association boards and committees. Directors discussed ideas and options for library staff reports to the library board. Privacy and confidentiality policies were shared. Mellanie Mercier gave Flipster and Udemy updates and the 2023 Bridges Library System Budget was recommended for approval by the Bridges Board.

*Resource Library:* Bruce Gay updated the Board that the Waukesha Public Library is working to fill various employee vacancies and that there is a roof replacement currently taking place. Bruce noted that Waukesha READS has started and there will be an author visit in October. The book selected is *The Cold Millions* by Jess Walter. Larry Nelson shared various Waukesha READS programs being offered and also noted that the Southeast Wisconsin Festival of Books will take place on November 4 and 5 at UW-Milwaukee's Waukesha campus and some librarians from the Bridges system are offering a session on children's books.

## **DISCUSSION/ACTION ITEMS**

### *Final Bridges Library System Budget 2023*

Karol shared the final System budget document with the Board and noted that a few minor revisions and clarifications were made, but there were no changes to the budget itself from that approved by the Board in July. She said this budget reflects the System's 2023 priorities based on discussions with staff, member library directors, and the Board. APL reviewed the plan and budget at their meeting on Friday, and there were no issues or concerns.

A Nawrocki/Forrest motion to approve the Bridges Library System Budget 2023 as presented passed unanimously.

### *State Public Library System Plan and Certification of Intent to Comply for Calendar Year 2023*

A Biermeier/Nawrocki motion to approve the State Public Library System Plan and Certification of Intent to Comply for Calendar Year 2023 as presented passed unanimously.

### *Authority Control Project Contract Amendment*

In the fall of 2019, staff worked with the authority processing vendor, Backstage Library Works, to complete a significant authority and bibliographic record clean-up project to improve the quality of the CAFÉ database. The original contract with Backstage included ongoing maintenance for one year, through September 30, 2020. A contract amendment for year three was approved in 2021. The contract amendment extends the contract for ongoing maintenance for an additional year, from October 1, 2022, through September 30, 2023. This maintenance work is essential to the upkeep of the catalog.

A Nawrocki/Biermeier motion to approve the Authority Control Project Contract Amendment as presented passed unanimously.

### *Gale Courses and Gale Presents Udemy Quote for 2023*

Bridges member libraries have offered Gale Courses for many years. This year, staff investigated a new offering from Gale, called Gale Presents Udemy. These on-demand courses may be started at any time and offer the ability to easily focus on specific areas of interest or need within a course. Courses are also offered in different languages. The addition of Gale Presents Udemy has been included in the 2023 budget. We worked with Gale to negotiate an agreement for library access to begin in November 2022 and run through the end of 2023. This will be billed in 2023 and the cost is the same as we were quoted for one year of access. The two additional months will allow us more time to market this product and gather usage data before having to decide in July whether to budget for continuation in 2024.

A Wilhelm/Forrest motion to approve the Gale Courses and Gale Presents Udemy Quote for 2023 passed unanimously.

*2023 Bridges Library System Delivery Services Contract Amendment*

The current Bridges contract for delivery services with Action Logistics was approved in 2020 for service from January 1, 2021, through December 31, 2023. The contract may be extended for two additional one-year periods upon mutual agreement. All pricing remained firm for the initial one-year term (2021). For subsequent years and any extensions, pricing for the labor percentage of the cost may be adjusted in accordance with the contract up to 3%. The proposed amendment reflects the requested increase for 2023 and has been prepared by Waukesha County Purchasing.

A Heinrich/Nelson motion to approve the 2023 Bridges Library System Delivery Services Contract Amendment passed unanimously.

*Bridges Library System Strategic Plan 2023-2025*

Utilizing information gathered at our strategic planning retreat in May and incorporating information from conversations with the Bridges Board, library directors and staff, the Bridges staff worked on a system strategic plan for 2023-2025. A draft of the strategic directions, objectives, and strategies was shared with the Board, positive feedback was received and no revisions were requested. A final version of the Strategic Plan will be shared with the Board at the October meeting.

*Next meeting:* October 19, 2022, at 4:00 p.m. as a hybrid meeting at the Dwight Foster Public Library.

At 4:58 p.m., a Nawrocki/Wilhelm motion to adjourn passed unanimously.

Minutes prepared by:  
Beth North  
Executive Assistant

Respectfully Submitted:  
Amy Reichert  
Board Secretary