

**Bridges Library System Board Meeting Minutes**  
**August 17, 2022**

**PRESENT:** In person: Linda Ager, Art Biermeier, Betsy Forrest, Dick Nawrocki, Larry Nelson, Howard Pringle, Amy Reichert, Nancy Wilhelm, Jean Yeomans; Via ZOOM: Anthony Gulig

**ABSENT:** Jim Heinrich

**OTHERS:** Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library Representative; Alex Klosterman, Waukesha County Senior Financial Analyst; Beth North, Bridges Library System Executive Assistant; Gerard Saylor, L.D. Fargo Public Library Director, Danielle Igielski, Waukesha County Accounting Services Manager; Eric Robinson, APL representative and Dwight Foster Public Library Director; Laura Gest, Hartland Public Library Director

Call to order: Linda Ager, Board President, called the meeting to order at 4:01 p.m.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: An email of thanks from the Waukesha County Sheriff's Department Jail Division was shared thanking Bridges and our member libraries for a donation of books to the jail. Jill Fuller's July newspaper column was also included in the board materials.

Meeting Minutes: A Wilhelm/Forrest motion to approve the minutes of the July 20, 2022, meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

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

*Financial Reports:* A Forrest/Biermeier motion to approve the financial report for funds 210 and 215 ending July 31, 2022, as submitted passed unanimously.

**REPORTS**

*Bridges Director's Report:* Karol reminded the Board that Trustee Training Week is next week, and that all session will be recorded for future viewing. An email and brochure were previously shared with the Board with more details.

*APL:* Eric Robinson reported that there was no APL meeting in July.

*Resource Library:* Bruce Gay reported that the renovations at the Waukesha Public Library are mostly completed. He noted that there is a Friends of the Waukesha Public Library fundraising event at Raised Grain Brewer on August 25<sup>th</sup>.

## **DISCUSSION/ACTION ITEMS**

### *Bridges Library System 2021 Audit/Comprehensive Annual Financial Report (CAFR)*

Danielle Igielski, Waukesha County Accounting Services Manager, gave a presentation of the 2021 Audit/Annual Comprehensive Financial Report and answered questions from the Board. A Biermeier/Reichert motion to approve the Bridges Library System 2021 Audit/Comprehensive Annual Financial Report (CAFR) was made and passed unanimously.

### *Bridges Library System Website Redesign Contract*

The Bridges Library System website was created almost seven years ago; with updates in web design, mobile use, and accessibility best practices, a new website was needed so Bridges worked with the County Purchasing department to put out a Request for Proposal (RFP) in May and received five responses within budget. After reviewing and evaluating these five companies, Bridges selected Greenleaf Media to design our new website. A Yeomans/Wilhelm motion to approve the Website Redesign Contract with Greenleaf Media as presented passed unanimously.

### *MRA Continuing Education On-Demand Options for SEWI Partners Agreement*

This proposal is for on-demand and live online courses for library staff to be provided by MRA. These courses will help staff increase their skills in the areas of customer service, diversity and inclusion, leadership, technology, and build better and more cohesive hybrid library teams. These services will be funded with 2021 LSTA Professional Learning grant funds. Bridges will be reimbursed for this purchase by Lakeshores Library System as they are acting as the fiscal agent for this grant. A Biermeier/Nelson motion to approve the MRA Continuing Education On-Demand Options for SEWI Partners Agreement passed unanimously.

### *2022 Library Directors Retreat Presenter Agreement*

This is an agreement with Cindy Fesemyer Consulting to present a workshop for the SEWI Library Directors Retreat on December 9, 2022, on the topic of facilitation. A Forrest/Nawrocki motion to approve the 2022 Library Directors Retreat Presenter Agreement passed unanimously.

### *Innovative Interfaces Contract Renewal for Add-on Services*

When Bridges originally purchased the Polaris software for CAFE, the contract for that purchase included language that caps annual maintenance increases at 3%. Modules that we have purchased subsequently -- server hosting, API (application programming interface - allows 3rd party software to talk to the Polaris software), NCIP (NISO Circulation Interchange Protocol for interlibrary loan), eContent Integration (Overdrive in the CAFE database) and Content Cafe (cover art in the catalog) have contracts that call for annual increases that follow the Consumer Price Index, CPI, after the initial 3-year term of the contract. As our server hosting contract is now at the fourth year, we have been working with Innovative to develop a contract for server hosting and the other add-on modules that will provide a predictable percentage increase rather than following CPI. The result is a 4-year contract which locks increases in at 4% annually. A Pringle/Yeomans motion to approve the Innovative Interfaces Contract Renewal for Add-on Services passed unanimously.

### *Wisconsin Library Association Statement on the Freedom to Read and Intellectual Freedom*

There was much discussion regarding local and national challenges to libraries related to collection development. Karol encouraged board and staff education on collection development policies and review of WLA's statement on Freedom to Read and Intellectual Freedom.

*Bridges Library System Board Meeting Public Comment Policy*

Bridges currently does not have a public comment policy in its Policy Manual. Karol shared a draft version, and there was discussion regarding how this is handled by different boards. A Forrest/Biermeier motion to approve the Bridges Library System Board Meeting Public Comment Policy as presented passed unanimously.

*Next meeting:* September 21, 2022, at 4:00 p.m. as a hybrid meeting at the Waukesha Public Library.

At 5:09 p.m., a Wilhelm/Nawrocki motion to adjourn passed unanimously.

Minutes prepared by:  
Beth North  
Executive Assistant

Respectfully Submitted:  
Amy Reichert  
Board Secretary