

Bridges Library System Board Meeting Minutes September 15, 2021

PRESENT: In person - Linda Ager, Art Biermeier, Joan Fitzgerald, Jim Heinrich, Dick Nawrocki, Larry Nelson, Howard Pringle, Amy Reichert, Nancy Wilhelm; Jean Yeomans

OTHERS: In person - Karol Kennedy, Bridges Library System Director; Stephanie Ramirez, Delafield Public Library Director and APL representative; Bruce Gay, Waukesha Public Library Director; Mellanie Mercier, Bridges Library System Automation Coordinator and Assistant Director; Beth Bechtel, Bridges Library System Database Management Librarian. Via Zoom - Alex Klosterman, Waukesha County Senior Financial Analyst; Gerard Saylor, L.D.Fargo Public Library, Lake Mills, Director

Call to order: Linda Ager, Board President, called the meeting to order at 4:01 p.m. in person at the Delafield Public Library with optional attendance via Zoom.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: None.

Meeting Minutes: A Yeomans/Biermeier motion to approve the minutes of the August 18, 2021 Bridges Library System Board meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Reports: A Heinrich/Pringle motion to approve monthly invoices for funds 210 and 215 for September 2021 as submitted passed unanimously.

Financial Reports: A Heinrich/Biermeier motion to accept the August 31, 2021 financial report for fund 210 and fund 215 passed unanimously.

REPORTS

Bridges Director's Report: The departmental executive assistant position has been offered to an individual who will be starting in a couple weeks. Karol anticipates more information about the ARPA funds next week.

Bridges Staff: Mellanie reported that new features forthcoming for the CAFÉ app are carousels of book covers and the ability to scan UPC/ISBN barcodes to check the CAFÉ catalog. Caira is working on making reading lists available in the app.

APL: Stephanie reported APL met last Friday and discussed the recent material selection inquiry at New Berlin Public Library. Discussions were held about the Beanstack app after the current subscription from DPI expires in 2023, serving people experiencing homelessness, partnering with private businesses for programming, and additional OverDrive advantage purchasing. APL endorsed the 2022 Bridges Library System Program Plan and Budget, and discussed options for a one-year extension of the current Bridges Strategic Plan. Karol presented APL with background information about ARPA funding.

Resource Library: Bruce reported Waukesha Reads has started again this year. This year's featured title is *The House on Mango Street* by Sandra Cisneros. Many events are scheduled, with the kick-off event on Saturday, September 18 at Retzer Nature Center's Apple Harvest Festival. Remodeling construction continues for the Waukesha Public Library, including raising the floor in the Carnegie room, re-carpeting, and starting on a makerspace. The Library will participate in Waukesha Unlocked on October 9 and 10 with behind the scenes tours.

DISCUSSION/ACTION ITEMS

Resolution Honoring Rose Sura: Last month, Rose Sura resigned from the Bridges Library System Board, as well as the Waukesha Public Library Board. Rose joined the Bridges Library System board in 2010. Linda read aloud the resolution honoring Rose and thanking her for dedicated service to citizens who are served by libraries in the Bridges Library System. A Yeomans/ Biermeier motion to approve the resolution passed unanimously.

Library Memory Project StoryCorps Contract: Karol explained the StoryCorps contract has gone through both Waukesha County Corporation Counsel and StoryCorps legal counsel, and requested changes were made. StoryCorps training is scheduled to start October 4th. A Heinrich/Wilhelm motion to approve the contract passed unanimously.

Authority Control Project Contract Amendment: Karol reported the contract amendment would extend the contract for ongoing maintenance for an additional year, from October 1, 2021 through September 30, 2022. This maintenance work is essential to the upkeep of the catalog. A Pringle/Nawrocki motion to approve the Authority Control Project Contract Amendment passed unanimously.

Final Bridges Library System Budget 2022: Karol reported the budget included changes to the amounts paid to Jefferson county libraries as a result of the approval of the new funding formula for Jefferson County. A Nawrocki/ Biermeier motion to approve the 2022 Bridges Library System Budget passed unanimously.

State Public Library System Plan and Certification of Intent to Comply for Calendar Year 2022: Karol explained this is an annual statement that Bridges Library System plans to meet all state requirements for library systems, and includes a budget report. A Pringle/Reichert motion to approve the Bridges Library System State Annual Plan and Certification for 2022 passed unanimously.

System Director Evaluation Form and Process: Linda reported the personnel committee met and approved the new director evaluation form and process and timeline. A Heinrich/Yeomans motion to approve director evaluation form and process passed unanimously.

Bridges Library System Strategic Plan 2022: Karol reported APL directors and Bridges staff have had discussions about strategies to add to the five strategic directions in the current Bridges Strategic Plan: funding, advocacy, community, technology, and support. Karol explained each strategic direction and reviewed each directive. The Board discussed and offered feedback.

Discussion of Departmental Executive Assistant: Linda Ager, Board President, announced the board would convene in closed session pursuant to section 19.85(1)(c) of the Wisconsin Statutes to review and consider the status and compensation of the Departmental Executive Assistant. At 5:43 p.m. a Fitzgerald/Biermeier motion to go into closed session passed unanimously.

A Nelson/Wilhelm motion to return to open session was approved unanimously at 5:58 p.m.

A Heinrich/Nelson motion to recommend a salary increase for the current Departmental Executive Assistant Meg Henke at a rate approved by Waukesha County Human Resources, with a board recommendation of the maximum amount in her classification, effective immediately with the understanding that Meg Henke will submit a letter of resignation with a final date of employment mutually agreed upon with the System Director passed unanimously.

Next meeting: **Wednesday, October 20, 2021 at 4:00 p.m.** as a hybrid meeting at **Hartland Public Library** and via ZOOM.

At 6:12 p.m., a Reichert/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:
Beth Bechtel
Database Management Librarian

Respectfully Submitted:
Amy Reichert
Board Secretary