

**Bridges Library System Board Meeting Minutes**  
**August 19, 2020**

PRESENT: Larry Nelson, Linda Ager, Art Biermeier, Nancy Wilhelm, Joan Fitzgerald, Howard Pringle, Jim Heinrich, Dick Nawrocki, Amy Reichert

EXCUSED: Jean Yeomans, Rose Sura

OTHERS: Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Adele Loria, Pauline Haass Public Library Director and APL representative; Danielle Igielski, Waukesha County Accounting Services Manager; Mellanie Mercier, Automation Coordinator and Assistant Director at Bridges Library System; Alex Klosterman, Waukesha County Senior Financial Analyst; and Meg Henke, Bridges Library System Administrative Specialist

Due to the COVID-19 Pandemic and following CDC recommendations regarding social distancing and large group meetings, this meeting will not be open to the public in an in-person capacity. Those wishing to observe may do so by downloading the ZOOM app to their personal computer, tablet, or smart phone, and utilizing the above information to join via computer, or they may dial in by telephone.

No members of the public community joined the meeting.

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

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: Karol Kennedy presented a letter from the H. W. Wilson Foundation congratulating the Bridges Library System as being voted the winner of the 2020 John Cotton Dana Award. Jill Fuller submitted the 2019 Get Your Library Card marketing campaign for this competitive grant. The award is the most prestigious of all library awards in the public relations field. This award is a huge honor and comes with a grant check in the amount of \$10,000.

2019 CAFR: Danielle Igielski, Accounting Services Manager for Waukesha County presented information to the board about the Bridges Library System in the 2019 Audit and Comprehensive Annual Financial Report (CAFR). No findings were reported as part of the audit. A Heinrich/ motion to accept the 2019 audit for Bridges Library System as presented passed unanimously. Karol Kennedy indicated results must be submitted to the state by September 15, 2020.

Meeting Minutes: A Biermeier/Wilhelm motion to approve the minutes of the July 15, 2020 Bridges Library System Board meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Report:* A Heinrich/Reichert motion to approve the August 2020 monthly invoices for funds 210 and 215 as submitted passed unanimously.

*Financial Reports:* A Biermeier/Pringle motion to accept the July 31, 2020 financial report for fund 210 and fund 215 passed unanimously.

## **REPORTS**

*APL:* Adele Loria reported that APL is meeting twice a month, with the second meeting being an optional director discussion. Cheryl Schoenherr of the Town Hall Library in North Lake has announced her retirement after 36 years as a librarian. APL discussed the officer rotation specifically the role of APL president. In the past the role would trade off between a Waukesha County director and then the following year a Jefferson County library director. With the ratio of Waukesha County libraries being two times as many as Jefferson County, a larger burden was placed on the directors in Jefferson County. Going forward they will no longer use this form of rotation and open the annual nomination to any director. APL discussed the impact of COVID on the library and their communities including school at home support, homeschooling, and meeting spaces. They will be participating in a demonstration of HelpNow an online tutoring program to determine if this is a service that our libraries will provide. The cost is about \$40,000 annually and Melanie is working on negotiating the rate. COVID quarantine processes and procedures are being developed and revised as conditions change. DPI recommends increasing the quarantine period for all materials to 96 hours based on new data presented to them in late July. Johnson Creek has received a grant and will be replacing all of their public computers with these funds. Watertown Public Library is breaking ground on their capital project this week. Alli Chase is celebrating 15 years as a librarian.

*Resource Library:* Bruce Gay stated the design development has been completed for their first-floor capital renovation project. Next, they will secure bids to finalize a project budget. The front entry project has been deferred to 2021 due to high bid numbers. They are going to rework the plan and seek additional / revised bids. Lastly, Bruce stated Waukesha Public Library was closed to the public for two days due to a potential staff COVID infection. The staffer test results were negative.

*Bridges Staff:* Mellanie Mercier stated Hoopla usage is on the increase. She expects that funding for Hoopla will run out sometime in November. She is investigating HelpNow, a live online tutoring resource and will plan for a demo to directors in the coming weeks. Meg Henke reported that Bridges Library System has been supporting COVID PPE and cleaning supplies as part of expanded cooperative supply purchasing. To date about \$5,500 of materials have been ordered. All COVID related expenses are being tracked separately in the GL. In September, a footnote will be added to the financial report for Fund 210 to highlight our COVID expenses including cooperative purchases and system expenses.

*Bridges Director's Report:* Karol Kennedy stated she is scheduling visits (in person or virtually) with each of the library directors. September is the start of the Get Your Library Card marketing campaign. Trustee training week is the week of August 24<sup>th</sup>.

## **DISCUSSION/ACTION ITEMS -None**

Confirmation of next meeting: **September 16, 2020 at 4:00 p.m.**, Trustees and ex-officio members will continue to meet via Zoom with an option for public attendance at the Bridges Library System Office.

At 5:23 p.m., a Wilhelm/Nawrocki motion to adjourn passed unanimously.

Minutes prepared by:  
Meg Henke  
Administrative Specialist

Respectfully Submitted:  
Amy Reichert  
Board Secretary