

**Bridges Library System Board Meeting Minutes
October 21, 2020**

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

EXCUSED: Howard Pringle

OTHERS: Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Betsy Bleck, Oconomowoc Public Library Director and APL representative; 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 be open to the public at the Bridges Library System office as well as virtually via Zoom. Those wishing to observe virtually may do so by downloading the ZOOM app to their personal computer, tablet, or smart phone 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 4:01 p.m. via Zoom.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: None.

Meeting Minutes: A Biermeier/Sura motion to approve the minutes of the September 16, 2020 Bridges Library System Board meeting as presented passed unanimously.

ACTION ON THE BILLS AND FINANCIAL REPORTS

Bills Report: A Nawrocki/Wilhelm motion to approve the October 2020 monthly invoices for funds 210 and 215 as submitted passed unanimously.

Financial Reports: A Heinrich/Biermeier motion to accept the September 30, 2020 financial report for fund 210 and fund 215 passed unanimously.

REPORTS

APL: Betsy Bleck reported that APL met last Friday. They discussed various COVID related topics from winter planning of curbside services, guidance on the duration of quarantine of materials to the various levels of services offered at our libraries. A brief planning discussion was held about the 2021 cooperative purchase of materials. Hoopla services for 2021 was discussed and the plan for 2021 has been changed from a local library grant to group purchase at a system level. The member library agreements for 2021 will be changed to reflect this request. APL discussed the VEGA application

partnership proposal and costs from Innovative Interfaces. After thoughtful consideration of the opportunity, the CAFÉ Council is not recommending moving forward with this partnership.

Resource Library: Bruce Gay stated Waukesha Public Library's capital budget has been approved for the first-floor renovation and front entry remodel. The 2021 operating budget has a requested 2% increase and is pending. The 2020 Waukesha READS program is going well. Many programs and events are underway. Next week is the author event with Julia Otsuka. Lastly, they are pursuing a feasibility study for the capital campaign.

Bridges Staff: Mellanie Mercier commented that links have been provided to the CAFÉ app under development as well as the Vega application and proposed product partnership.

Bridges Director's Report: Karol Kennedy stated she had no further additions to her director's report other than her granddaughter was born about a week ago. It's wonderful to be a grandmother and all are doing well.

DISCUSSION/ACTION ITEMS

EZproxy – Karol communicated the proxy server we are currently using resides on the City of Waukesha's network and is ten years old. It is used to authenticate users to our database offerings like Consumer Reports, Morningstar, Badgerlink and Ancestry.com. The city is not replacing this server, so an alternative is needed. Mellanie Mercier has contacted Waukesha County and they have offered to host for us. The EZproxy software will be installed on the County's server with an approximate cost of \$1,200 annually. A Sura/Biermeier motion to approve the EZproxy quote passed unanimously.

Vega – Karol reported that Vega is a product under beta development from Innovative Interfaces. They are seeking partners in development of the application. That partnership would provide for a 40% discount on licensing costs, should we decide to purchase when complete. The annual cost would be about \$54,000, after the development partnership discount. These costs would be a CAFÉ expense. Based on current economic conditions, potential future local library budget caps or cutbacks, along with the time and effort required to be a development partner the CAFÉ Council recommends to the Bridges Library System Board of Trustees not to pursue this partnership development opportunity.

WiscNet Router Installation – Karol reported that replacing the router is a planned project for early 2021. Due to projected budgetary flexibility an opportunity exists to install the new router in 2020. A Biermeier/Yeomans motion to approve the WiscNet Router installation project in 2020 passed unanimously.

2021 Library Membership and CAFÉ Addendum Agreements – Karol reported the contracts are an annual process. Originally the contracts reflected a 2021 Hoopla grant, but due to unanticipated variances in usage patterns in 2020 this will remain a system level purchase. The 2021 budget for the service remains unchanged at \$75,000. If the libraries wish to continue Hoopla in 2022, there will be stronger usage statistics to determine local budgetary feasibility, potentially assisted by a Bridges system level grant to help offset local expenses. A Heinrich/Wilhelm motion to approve the 2021 Library Membership and CAFÉ Addendum Agreements passed unanimously.

2021 Milwaukee County Federated Library System Continuing Education Agreement – Karol reported this is a standard agreement that the Board has seen over the past several years. The MCFLS Board reviewed and approved the contract at their October 19th meeting. A Heinrich/Sura motion to approve the 2021 Milwaukee County Federated Library System Continuing Education Agreement passed unanimously.

2021 Waukesha Public Library Resource Library Contract, 2021 CAFÉ Office Space Agreement and the 2021 CAFÉ Consulting Services Agreement: Karol stated the breakout for the \$20,000 Resource Library Contract allocates \$6,000 for materials for the reference and professional development collections and the remaining \$14,000 for personnel to provide backup reference and patron helpdesk support for Overdrive and Hoopla. The CAFÉ Consulting Services agreement is reflective of a 4.2% increase for cost of living adjustment covering wages and benefits for the CAFÉ System Administrator. No change to the office space contract other than dates. A Sura/Biermeier motion to approve the 2021 Waukesha Public Library Resource Library Contract, 2021 CAFÉ Office Space Contract, and 2021 CAFÉ Consulting Agreements passed unanimously.

Confirmation of next meeting: **November 18, 2020 at 4:00 p.m.**, Trustees and ex-officio members will continue to meet via Zoom with availability for public attendance at the Bridges Library System Office.

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

Minutes prepared by:
Meg Henke
Administrative Specialist

Respectfully Submitted:
Amy Reichert
Board Secretary