

Bridges Library System Board Meeting Minutes
June 15, 2022

PRESENT: In person: Linda Ager, Art Biermeier, Betsy Forrest, Jim Heinrich, Larry Nelson, Amy Reichert, Jean Yeomans; Via ZOOM: Howard Pringle

EXCUSED: Nancy Wilhelm, Anthony Gulig, Dick Nawrocki

OTHERS: Karol Kennedy, Bridges Library System Director; 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; Gerard Saylor, L.D. Fargo Public Library Director

Call to order: Linda Ager, Board President, called the meeting to order at 4:06 p.m.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: Letter from the State of Wisconsin DPI confirming the second payment for operations from the State for 2022 in the amount of \$375,101.

Meeting Minutes: A Biermeier/Yeomans motion to approve the minutes of the May 18, 2022, meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

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

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

REPORTS

Bridges Director's Report: Karol Kennedy noted that at the July board meeting the 2023 Bridges Library System budget will be reviewed.

APL: Melissa Anderson, Jefferson Public Library Director, reported that the APL meeting was held Friday, June 10th. Jodi Kessel-Szpisar, Johnson Creek Public Library Director, was elected Vice President. Electronic Meeting Guidelines developed by a committee were presented and approved. Karol clarified the derivation of population numbers impacting standards for the 2023 budget year. The population information used is provided by the State of Wisconsin Department of Public Instruction. Preliminary 2023 budget information was shared relative to member library charges and County reimbursement. There was discussion on First Amendment audits related to filming and photography within libraries.

Resource Library: Bruce Gay, Waukesha Public Library Director, said renovations continue at the library and the front sign and server room are still waiting to be finished. Bruce said to expect a Waukesha READS announcement in the next week or so.

DISCUSSION/ACTION ITEMS

Lakeshores/Bridges Library System Intersystem Agreements for 2023

Bridges has had an agreement with Lakeshores Library System for many years for some basic intersystem services, mostly to detail reimbursement to libraries for circulations to and from Waukesha, Racine, and Walworth Counties. This year, Walworth County updated their county library service plan. The new plan sets the rate of adjacent county non-resident reimbursement at 70% of the libraries cost per circulation, the minimum required by statute. The previous Bridges/Lakeshores agreements set the rate of reimbursement at 70% of the statewide average cost per circulation, which generally resulted in a higher rate of reimbursement for libraries in all counties. This change will have the most significant impact on the Mukwonago Community Library. Karol visited the Mukwonago Community Library Board and they are planning their 2023 budget with this change. Karol worked with Lakeshores Library System Director Steve Ohs to detail the impact of this change and develop a new intersystem agreement. Racine County reimbursement and payments to Waukesha County libraries will continue to utilize the statewide average. A Biermeier/Reichert motion to approve the Lakeshores/Bridges Library System Intersystem Agreements for 2023 was made and passed unanimously.

Vacant Technology Librarian Position

This position has been vacant since January 2022 and is being re-evaluated for the 2023 budget. This position had billable hours of \$7,000 in 2019, under \$5,000 in 2020, and \$1,400 in 2021. Bridges did a survey of member libraries in spring of 2021 about their usage and what types of technology services libraries were looking for. A “help desk” feature was added for member libraries but usage of this has been minimal. It was also noted that technology support was not identified as a need during the May 2022 strategic planning retreat. Bridges is exploring other options for technology resources, including the resource library, and is also talking with other library systems about what they do relative to technology assistance. It is anticipated Bridges will unfund this position for 2023. This will allow those funds to be used in different ways yet retain the position to possibly reestablish in 2024. Larry Nelson noted that in Waukesha County it is challenging for departments to add new positions so unfunding is a practical idea. Karol noted that Mellanie Mercier has been doing technology consulting and staff have been fulfilling any technology needs that arise. The board agreed unfunding the position for 2023 was a good choice.

System Director 2022 Goals Status Report

Goal 1: Work with system stakeholders to develop a new system strategic plan.

Performance Factor: Planning and Coordinating

This goal has been addressed by moderating the May 2022 Strategic Planning Retreat, holding a staff strategic plan meeting, and discussing the plan at board meetings. It is anticipated that a draft of the 2023-2025 Strategic Plan will be available for review in August or September, with board approval happening in October or November 2022.

Goal 2: Review and revise, as necessary, internal control procedures to improve operational efficiency, accountability, and accuracy.

Performance Factor: Budgeting and Cost Effectiveness

On April 11, Karol and Beth North met with our designated Waukesha County senior financial analyst and accounting services manager to review County fiscal policies and how Bridges is following those policies. There was discussion of key financial areas, process documentation, and the controls Bridges has in place to minimize the risk of fraud and error. We shared the new plan we developed to minimize risk when ordering, receiving, paying for, and tracking System purchases.

Goal 3: Develop and provide easy access to resources for library directors and staff to assist with recurring tasks or inquiries. Resources could include sample policies, new director orientation materials, annual report tools, information for new municipal staff or trustees, and grant opportunities.

Performance Factor: Communication

Bridges is now using a SharePoint site with member libraries to collaborate, share, organize, and upload policies, procedures, information, and plans that might be of use to other members. This site is organized by topic, with information that is dated so it remains current.

Goal 4: Attend a minimum of six local library board meetings to share information about system services.

Performance Factor: Relationship Building

Karol has attended three local library board meetings so far. Karol and Jill are working on a handout detailing system membership benefits to distribute to local library boards.

Next meeting: July 20, 2022, at 4:00 p.m. as a hybrid meeting at the New Berlin Public Library.

At 5:04 p.m., a Yeomans/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:
Beth North
Executive Assistant

Respectfully Submitted:
Amy Reichert
Board Secretary