

Bridges Library System Board Meeting Minutes
July 18, 2017

PRESENT: Dick Nawrocki, Larry Nelson, Howard Pringle, Linda Ager, Jim Heinrich, Marion Onesti, Betty Scanlon, Jean Yeomans

ABSENT: Rose Sura, John Rhiel, Dwayne Morris

EX OFFICIO: Connie Meyer, Library System Director; John Klima, Interim Director Waukesha Public Library, Resource Library Representative; Betsy Bleck, Director Oconomowoc Public Library/APL Representative; Gerard Saylor, Director L. D. Fargo Public Library in Lake Mills.

OTHERS: Meg Henke, Library System Administrative Specialist and Steve Trimborn, Waukesha County Senior Financial Budget Analyst

Dick Nawrocki, the Board President, called the meeting to order at 6:00 p.m. at the Oconomowoc Public Library.

Comments from the Public: There were no comments from the public.

Correspondence: No correspondence was received.

Meeting Minutes: A Heinrich/Scanlon motion to approve the minutes as submitted for the June 2017 meeting passed unanimously.

ACTION ON THE BILLS AND FINANCIAL REPORT

Bills Report: A Heinrich/Yeomans motion to approve the monthly invoices as submitted for the July 2017 bill list passed unanimously.

Financial Report: Connie Meyer reported the 2016 Waukesha County audit, including the Bridges Library System operations, is complete and a copy of our portion has been sent to the state as required. A Heinrich/Pringle motion to accept the month end financial report for May 2017 passed unanimously.

REPORTS

APL Representative's Report: Betsy Bleck reported that before the most recent APL meeting an opioid overdose awareness presentation and demonstration was provided by Waukesha County Health and Human Services department. The 2018 budget was discussed and the library share of various program costs were well received. APL has asked for a \$30,000 boost from reserves in 2018 for Overdrive Advantage purchases. The Café server migration to the cloud has

a target implementation date of August 17. Polaris will be down but libraries can work offline while the data transfer is in progress.

Resource Library Report: John Klima reported that Fox 6 news is doing a report on the new sorting machine at the Waukesha Public Library. On July 12th there was a storm that created a partial power outage at the library. Fortunately, the outage did not affect the CAFÉ servers at the library. The Library did close for the day and power was restored before opening on July 13th. Bradbury Miller Consulting has been conducting the library's director search and has been providing the HR committee updates about every 10 days on the progress of the search. About 15 qualified applicants have been identified and 13 candidate nominations made. They expect another 10-15 qualified applicants. Applications will be accepted until August 6, 2017.

Bridges Staff Report: Meg Henke reported that the booth at Jefferson County fair had 400 more visitors than 2016. Thank you to library staff and trustees who volunteered to help make the Jefferson County fair booth such a success. Waukesha County fair starts tomorrow; volunteers are still needed to fill 4 time slots.

Bridges Director's Report: Connie Meyer reported that the Waukesha County Library Plan is moving through the process. The Waukesha County Executive Committee voted 7-0 yesterday to approve the plan as presented. On Wednesday 7/20 the finance committee will meet and consider the plan. On July 25th the plan will be presented to the Waukesha County Board of Supervisors. Public support and comments are welcome at this meeting. Connie stated she attended the PLSR retreat in Oshkosh on Wednesday July 12th. System Directors had an opportunity to speak with the committee in an open forum. Lastly, Connie stated that the library system trustee READ posters are in the works and she brought a couple of samples for the trustees to preview.

DISCUSSION/ACTION ITEMS

Lakeshores/Bridges Library Systems' Intersystem Agreement for 2018: The 2018 contracts for reimbursement between Lakeshores Library System (Racine and Walworth Counties and Bridges Library System (Waukesha County) to reimburse libraries for usage in 2016 by residents who live in areas without libraries were presented for review. An Onesti/Yeomans motion to approve the agreements as presented passed unanimously.

Bridges Library System Preliminary 2018 Budget: Connie Meyer walked thru the preliminary budget document and highlighted key items of importance. The APL requested a budget boost to increase WI Digital Library Advantage Program expenditures by \$30,000 in 2018. Reserve funds are earmarked for this purpose in this preliminary budget.

Fund 205 represents revenue from the Waukesha County tax levy and inter-county funding. The 2018 tax levy is decreasing by .5% which is tied to reduced member library costs and to a decrease in the proportion of circulation to non-librarians (TNR) residents. Both circulation to

resident and non-residents increased in 2016. However, the increase in the resident circulation was greater than the increase to TNR residents. That resulted in a downward shift of the TNR proportion. There is a 19% increase in inter-county funding requests.

Fund 210 represents state aid funds. If the state budget passes with an increase in state aid to library systems, Bridges Library System would receive an additional \$40,523. The preliminary budget does include these funds. If the increase is not passed by the state, the funds would have to be removed from this budget. The state has informed the state library systems that there will be no LSTA grants—including the library system technology block grants--in 2018 in anticipation of cuts at the federal level.

Fund 215 is the CAFÉ fund. This budget is funded 99% by charges to the member libraries. Bridges Library System does pay for licenses for its staff members so does contribute its share to the operational budget.

A Pringle/Onesti motion to approve the 2018 preliminary budget as submitted passed unanimously.

Next meeting: **Tuesday, August 15, 2017 at 6:00 p.m.** at the **Mukwonago Community Library.**

At 8:02 p.m. a Scanlon/Yeomans motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

John Rhiel
Board Secretary