

**Bridges Library System Board Meeting Minutes**  
**October 20, 2021**

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

OTHERS: In person- Karol Kennedy, Bridges Library System Director; Mellanie Mercier, Bridges Library System Automation Coordinator/Assistant Director; Beth North, Bridges Departmental Executive Assistant; Laura Gest, Hartland Public Library Director. Via Zoom - Alex Klosterman, Waukesha County Senior Financial Analyst.

Call to Order: Linda Ager, Board President, called the meeting to order at 4:00 p.m. in person at the Hartland Public Library with optional attendance via Zoom.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: Karol Kennedy presented a thank you letter from a family that attended the Library Memory Project's Family Day at Retzer Nature Center.

Meeting Minutes: A Nawrocki/Biermeier motion to approve the minutes of the September 15, 2021 meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Reports:* A Heinrich/Pringle motion to approve the monthly invoices for funds 205, 210 and 215 for October 2021 as submitted passed unanimously.

*Financial Reports:* A Heinrich/Pringle motion to accept the financial reports as of September 30, 2021 for funds 210 and 215 passed unanimously.

**REPORTS**

*Bridges Director's Report:* Karol Kennedy updated the Board on the Butler Library Interim Director Search. Karol shared that she presented the 2021 Budget to the Waukesha County Finance Committee and Jefferson County Finance Committee.

*Bridge's Staff Report:* Mellanie Mercier discussed the Bridges joint proposal for ARPA funds (American Rescue Plan Act of 2021) with the Milwaukee County Federated Library System. She noted that the two categories of grant funds that most libraries are interested in applying for include the Hybrid Library Service Model (anything outside of the library building) and Library Space and Safety Improvements. Member library directors are interested in ARPA grant funding for solar charging benches, book lockers, self-check machines, and seating pods. Any grant funds received must have project completion by June 30, 2022.

The Board noted that they appreciate seeing what continuing education opportunities staff include in their monthly reports.

*APL:* Hartland Director Laura Gest shared that discussions at the most recent APL meeting on October 15, 2021 centered on ARPA grants and what projects participating libraries were interested in. The group also discussed the usage and possible renewal of the HelpNow online learning and homework help tool (which includes online tutoring, homework assistance, and study tools for all levels of learners). Karol presented her annual report and the new system director evaluation form.

*Resource Library:* Bruce Gay, Waukesha Public Library Executive Director, updated the Board on the ongoing construction at the Waukesha Public Library. There is an anticipated completion date of February, 2022.

## **DISCUSSION/ACTION ITEMS**

*2022 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements:* A Biermeier/Yeomans motion to approve the 2022 Annual Addendums to the Bridges Library System Member Library & CAFÉ Agreements passed unanimously.

*Milwaukee County Federated Library System and Bridges Library System Continuing Education Agreement - 2022:* 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 meeting. A Wilhelm/Nawrocki motion to approve the Milwaukee County Federated Library System and Bridges Library System Continuing Education Agreement for 2022 passed unanimously.

*Agreement between Bridges Library System and Waukesha Public Library for Resource Library Services during 2022:* 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. A Wilhelm/Nelson motion to approve the Agreement between Bridges Library System and Waukesha Public Library for Resource Library Services during 2022 passed unanimously.

*Agreement for CAFÉ Office Space at Waukesha Public Library – 2022:* Karol reported there are no changes to the office space contract from previous years other than dates. A Pringle/Biermeier motion to approve the Agreement for CAFÉ Office Space at Waukesha Public Library – 2022 passed unanimously.

*2022 Agreement for CAFÉ Consulting Services:* Karol noted that the CAFÉ Consulting Services agreement reflects a 2% increase for cost of living adjustment covering wages and benefits for the CAFÉ System Administrator. A Pringle/Biermeier motion to approve the 2022 Agreement for CAFÉ Consulting Services passed unanimously.

*System Director's Annual Report to the Board:* Karol Kennedy shared the "Annual Report to the Board" PowerPoint presentation. Board members commented on how they appreciated the big picture of what the Director and staff have done year-to-date as well as the content and format of the presentation.

*System Director Evaluation Form Instructions:* Karol shared the System Director Evaluation form with the Board and went through the instructions and examples noted on the form. Anyone who prefers a print version could get a copy to complete. It was requested that each group: Board, Library Directors, and Staff, receive a separate Evaluation form. Karol shared that the main questions on form should take about 5 minutes to complete, but the time required for the comments section may vary for each reviewer. Once started, the form cannot be saved and revisited at a later time. The Evaluation Form will be shared with the Board, Directors, and Staff on October 21, 2021 and it is requested that responses are submitted by November 5, 2021. Linda Ager, Board President, will receive the anonymous responses and is the only person to have access to the account.

*Discussion:*

Mellanie Mercier shared that Tom Hennen, former Waukesha County Federated Library System Director and author of *Hennen's American Public Library Ratings*, is being inducted into the Wisconsin Library Hall of Fame.

Larry Nelson shared information and brochures on the 2021 Southeast Wisconsin Festival of Books event on November 5-6, 2021.

Next meeting: November 15, 2021 at 4:00 p.m. as a hybrid meeting at the Bridges Library System Office and via ZOOM.

At 5:36 p.m., a Pringle/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:  
Beth North  
Departmental Executive Assistant

Respectfully Submitted:  
Amy Reichert  
Board Secretary