

**Bridges Library System Board Meeting Minutes**  
**June 18, 2019**

PRESENT: Linda Ager, Dick Nawrocki, Larry Nelson, Jim Heinrich, Art Biermeier, Rose Sura, Howard Pringle, Jean Yeomans, Amy Reichert

Excused: Dwayne Morris, Nancy Wilhelm

OTHERS: Connie Meyer, Bridges Library System Director; Stephanie Ramirez, Delafield Public Library Director and APL representative; Mellanie Mercier, Bridges Library System Automation Coordinator /Assistant Director and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, the Board President, called the meeting to order at 6:00 p.m. at the Delafield Public Library.

Introductions: Introductions were completed after the call to order. Director Stephanie Ramirez welcomed everyone to the Delafield Public Library.

Comments from the Public: None.

Correspondence: Linda Ager had several pieces of correspondence to read. The first was a note from Karol Kennedy, Director of the Menomonee Falls Public Library thanking Angela Meyers for presenting the Dementia Friendly training at a recent staff education day. We received two thank you letters from Waukesha County female inmates thanking Bridges Library System for our support of the Jail Books program providing access to books and materials for the inmates of Waukesha County. And lastly we received a letter from Lynn Forseth, Director of the Jefferson County Literacy Council, thanking us for supporting Jefferson County inmates with literacy and educational support materials while incarcerated.

Meeting Minutes: A Sura/Biermeier motion to approve the minutes for the May 2019 Bridges Library System Board meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Report:* A Heinrich/Yeomans motion to approve the monthly invoices for funds 210 and 215 for June 2019 as submitted passed unanimously.

*Financial Reports:* Connie Meyer reported the financials for Fund 210 and 215 show more revenue than plan for 2019 as we have received donations and grant money not initially planned and budgeted for. Trustees Jim Heinrich and Rose Sura made a request to have annotations on the report for any revenue or expenditure variances. A Heinrich/Sura motion to accept the financial reports for period ending May 31, 2019 passed unanimously.

**REPORTS**

*APL:* Stephanie Ramirez reported that APL discussed the management and circulation of WIFI hotspots. They also spent considerable time talking about the 2020 budget. Further investigation is underway for consideration of the implementation of Hoopla and a Polaris patron app. Both have initial and ongoing maintenance costs that have budgetary impact. Many libraries are interested in Hoopla but have local funding concerns. Lastly, cybersecurity training across all member libraries is underway. Mellanie

Mercier added that the phishing email had been sent out to identify training opportunities and gauge awareness. Bridges is partnering with MCFLS, Kenosha and Winnefox library systems via an LSTA grant. Training is necessary and will be implanted in a four part series of webinar training programs.

*Resource Library Report:* Bruce Gay provided a written report for the Board in his absence. The report stated the library has met with Engberg Anderson architects twice in the last month working on a renovated first floor, designed to add meeting spaces and make the library more useful and navigable to the public. They have formed two committees—one of citizen stakeholders and one of staff—to review and work on plans. At a June meeting the architects presented three different options for the committees to respond to. A design with construction costs should be ready by the end of August. The Library was awarded a \$15,000 NEA grant to continue its successful Big Read program. This year's title is *Lab Girl*, a non-fiction memoir by Hope Jahren, a botanist. It's both funny and moving. The library already has a full slate of programs planned. Free copies of the book will be available starting September 3! Library managers, staff, and Bridges staff met with Baker & Taylor representatives to test the company's "Library To Go." This is the device the Library plans to use in Hebron House to extend library services to an underserved community. Thanks again to Bridges for funding this pilot service. WILS, the library consulting group, is piloting a new service with Kori Hall at the Waukesha Public Library to create a library marketing plan. At its June meeting, the Library Board of Trustees began studying the elimination of fines for children's accounts. One of the Library's strategic goals is to remove barriers to library use, and staff feel fines prevent use and are a net negative for the library, particularly for children who may be unable to get to the library to return materials. The board will further discuss the idea in July.

*Bridges Staff Report:* Mellanie Mercier reported the Request for Proposals (RFP) for the CAFÉ authority project has been released. Vendor responses are due by the end of July. Meg Henke commented that she and Jill Fuller attended Alert Sense training supported by the Waukesha County Communications Center. This is an online database tool that allows for departmental and/or County-wide messaging in the event of an emergency or closing.

*Bridges Director's Report:* Connie Meyer added that the 2019 Trustee Training webinar series will also be hosted at local libraries (Oconomowoc and Delafield) in August. This will foster trustee collaboration and create more opportunities for trustees to meet one another and learn about how other libraries within our system may approach their roles.

## **DISCUSSION/ACTION ITEMS**

*Memorandum of Understanding with Waukesha County for Fiscal Agent Services* - Connie reported the MOU has been in the works since January solidifying and putting in writing our current working relationship between Bridges Library System and Waukesha County. Debbie Price from Waukesha County Corporation Counsel has reviewed the document to ensure the language clearly outlines the roles and responsibilities of our partnership. A Pringle/Nelson motion to approve the Memorandum of Understanding as presented passed unanimously.

*Tech Days East Continuing Education Keynote Presenter Agreement* – Connie Meyer shared a brief biography on presenter Christopher Willey. The cost of his multi-day keynote address services (\$1,000.00) will be shared across eight (8) library systems as part of the total 2019 Technology Days programming. Again this year Bridges Library System will operate as the fiscal agent for these sessions to streamline contract and accounting services. A Sura/Yeomans motion to approve the 2019 Tech Days keynote speaker contract passed unanimously.

*Lakeshores Intersystem Agreements 2020* - This agreement reimburses Waukesha County libraries for borrowing by residents of Racine and Walworth Counties who live in municipalities without libraries and use Waukesha County libraries as well as reimbursing Racine and Walworth County libraries for borrowing by residents of Waukesha County who live in municipalities without libraries and use Racine and Walworth County libraries. The increase is related to increased cost to provide the services. A Biermeier/Sura motion to approve the 2020 Lakeshores Intersystem Agreements as submitted passed unanimously.

*“Get Your Library Card” marketing campaign contracts* – Connie stated that Jill Fuller is coordinating a marketing campaign for September 2019 to promote public libraries—specifically focused on increasing library card registrations. This is a partnership with MCFLS and Lakeshores Library Systems. Success of the campaign will be measured by new patron registration/card sign up volume. Radio ads will be a three-way split shared expense for ads in the metro Milwaukee market and billboards will be billed back by location. A Reichert/Yeomans motion to approve the Lamar and Clear Channel billboards and the WLDB and FONZ FM radio contracts as submitted passed unanimously.

*Strategic Plan Update:* Meyer stated updates are posted on the Bridges Library System website. No new updates to report.

Confirmation of next meeting: **Tuesday, July 16, 2019 at 6:00 p.m.** at the **Jefferson Public Library (321 S. Main Street, Jefferson, WI).**

At 7:27 p.m., a Yeomans/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Amy Reichert  
Board Secretary