

Bridges Library System Board Meeting Minutes
February 20, 2018

PRESENT: Dick Nawrocki, Howard Pringle, Larry Nelson, Linda Ager, Rose Sura, Jim Heinrich, Art Biermeier, Nancy Wilhelm, Amy Reichert, Dwayne Morris

ABSENT: Jean Yeomans

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Director and Resource library representative; Karol Kennedy, Menomonee Falls Public Library Director and APL representative; and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Dick Nawrocki, the Board President, called the meeting to order at 6:01 p.m. at the Bridges Library System office.

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

Correspondence: Meg Henke reported we received a \$1000 donation and a nice letter of appreciation and support of libraries from Kalmbach Publishing.

Meeting Minutes: A Howard Pringle/Larry Nelson motion to approve the minutes for the January 2018 meeting passed unanimously.

ACTION ON THE BILLS AND FINANCIAL REPORT

Bills Report: Two sets of bills were presented for approval. One bill list representing fund 210 year-end 2017 bills list and a second bills list representing fund 205, fund 210, and fund 215 for February 2018 invoices. A Jim Heinrich/Howard Pringle motion to approve the monthly invoices for funds 205/210 and 215 for February 2018 as submitted passed unanimously. A Jim Heinrich/Howard Pringle motion to approve the second bills list representing the fund 210 year-end 2017 bill lists passed unanimously as well.

Financial Report: Connie Meyer stated that 2017 YE and January 2018 month end is not closed. Meg has a \$68 accrual entry in process. Revised financials will be presented at the next meeting. The 2017 external audit will begin the week of 3/5. Financially 2017 ended in the positive for funds 210 and 215, largely due to our decision to move the Polaris servers to the cloud service rather than buy new servers. Fund 205 was expended at 100% for 2017. The remaining allocation of the 2017 LSTA BLOCK grant in Fund 210 will accrue over to 2018. The funds will be used to purchase new routers for Waukesha County libraries in Q1 2018. Jefferson County libraries received new routers when they merged with Bridges Library System. AT&T will be reimbursing Bridges for their extra expenses from Taylor Computing Services incurred in the circuit installation project. A Jim Heinrich/Dwayne Morris motion to accept the unaudited December 31, 2017 financials passed unanimously.

REPORTS

APL: Karol Kennedy reported the APL met on 2/16. Topics discussed were databases for 2018, digitization project; libraries transform campaign and donor recognition. After review and consideration, APL recommended that we purchase Cypress Resume database for 2018. It dovetails nicely with state aid to be spent on workforce development. The cost is \$4750 annually. The savings

over the former database, JobNow, could potentially be invested in the WI Digital Library's Advantage program for more e-books/e-audios. Mellanie lead a discussion about the local newspaper digitization project scope. \$50,000 is allocated in the 2018 budget for the project. The Libraries Transform campaign is going well and has been a positive experience for the libraries and patrons. A discussion about planned giving and donor recognition and how various libraries promote this recognition ensued amongst APL.

Resource Library Report: Bruce Gay reported the new UPS installation will be scheduled off hours to avoid library staff and patron disruption. Waukesha Public Library is beginning their strategic planning process. Additionally the library board has approved and Waukesha Public Library has implemented a new invoice payment process that more closely mirrors the Bridges Library System process. The book drop sorter is nearly 100% feature enabled. Fox6 news will be at Waukesha Public Library with Jill Fuller to do a segment on Libraries Transform.

Bridges Staff Report: Meg Henke reported that the Libraries Transform marketing campaign is well under way. The AT & T circuit installation is still pending at Menomonee Falls, New Berlin and Sussex.

Bridges Director's Report: Connie reported that Libraries Transform project has been receiving lots of great press in the local newspapers and on Fox6. The upcoming Wisconsin Counties Association magazine will feature articles about libraries. There is an article from Paul Decker, Waukesha County Board Chairman, on the importance of County library planning; another on library funding; a primer on Wisconsin Libraries; a feature article on Beloit, Eagle River and Madison public libraries; and lastly the infographic on early literacy, technology and workforce development produced by Jill Fuller. Connie will attend a Counties Association planning meeting in March. Connie gave a brief update on Library Legislative Day stating it was a great day for building relationships. Representing Bridges Library System four trustees, seven library directors, and three staff members attended the event and met with their local legislators (aides). At the event, recognition was given to Representative Mary Felzkowski as the WLA Legislator of the Year for her championship of new library legislation. Follow up thank you notes will go out in the coming few days to all legislators, aides and award recipients.

DISCUSSION/ACTION ITEMS

2017 Bridges Library System State Annual Report: Connie Meyer commented that the report is complete. While the 2017 books are not yet closed, the report is due to the DPI by 3/1/18 and she can reopen the report and adjust the financials if needed after the audit. There was a question about the educational level of staff and Connie commented that all staff except Meg have a MLIS (Masters in Library Science) degree, which makes them expert consultants. This expertise is key to serving our member libraries. A Howard Pringle/Art Biermeier motion to approve the 2017 Bridges Library System State Annual Report passed unanimously.

Next meeting: **Tuesday, March 20, 2018 at 6:00 p.m.** at the **Bridges Library System office.**

At 7:15 p.m., an Art Biermeier/Rose Sura motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Jean Yeomans
Board Secretary