

Bridges Library System Board Meeting Minutes
February 19, 2020

PRESENT: Jean Yeomans, Amy Reichert, Larry Nelson, Linda Ager, Art Biermeier, Rose Sura, Nancy Wilhelm, Joan Fitzgerald, Howard Pringle

EXCUSED: Dick Nawrocki, Jim Heinrich

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Alli Chase, Alice Baker Memorial Library Director and APL representative and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, the Board President, called the meeting to order at 4:00 p.m. at the Bridges Library System office in Waukesha.

Introductions: Introductions were completed after the call to order

Comments for the Public: None.

Correspondence: None.

Meeting Minutes: A Biermeier/Wilhelm motion to approve the minutes as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Report: A Biermeier/Yeomans motion to approve the monthly invoices for funds 210 and 215 for Year end 2019 and February 2020 as submitted passed unanimously.

Financial Reports: Connie Meyer reported Bill Duckwitz is our new budget analyst until a replacement for Steve Trimborn is hired. He worked with Connie prior to Steve's assignment to the Bridges Library System. Connie reviewed the 2019 year-end financial report indicating that all transactions have been posted but that the audit hasn't yet occurred so it isn't considered final. A new report, the Reserve fund report has been added to the year-end financial reporting cycle to better illustrate and track the use of these funds. There were unspent monies in Fund 210 and Fund 215 in 2019. In 2020 there will need to be funds transferred from the reserve funds to cover Connie's retirement personnel costs including unused vacation and sick leave payout. A Pringle/Sura motion to accept the unaudited December 31, 2019 financial report for funds 210 and 215 subject to the audit and the financial report ending January 31, 2020 for funds 210 and 215 as well as the reserve fund report, passed unanimously.

REPORTS

APL: Alli Chase reported APL discussed effective marketing strategies and the development of templates for libraries to use. The LibraryAware demo was held at the Bridges office this past week. A number of librarians attended. The RFID tagging project will kick off soon with Erin Kramer as the train the trainer. Ten (10) new libraries will be participating in the RFID tagging project. The Hoopla trial is set for April 1. The marketing plan is set. The trial end date is to be determined. We will need to closely monitor to align with budgeted amount for the program with the actual expenditures. Legislative Day was well

attended with great support from Bridges Library System staff, library and system trustees, and library directors. PLSR is recruiting for a project manager with an early June 2020 summit meeting.

Resource Library: Bruce Gay reported Waukesha Public Library has completed their annual report. On February 11, at Legislative Day, librarians met with four legislative aides. Interviews for many open positions are being held over the next several weeks. A new monthly staff program is being developed.

Bridges Staff: Meg Henke reported that Angela Meyers partnered with the Alzheimer's Association and the Benson family on behalf of the Library Memory Project to present a request for support of the *100 Women Who Care* Milwaukee Metro (Elmbrook) area group of philanthropists who find causes worthy of their donations. The Library Memory Project was selected at their quarterly meeting and it is anticipated that the total donation will be \$6,000 to \$10,000.

Bridges Director's Report: Connie thanked all those who attended 2020 Library Legislative Day on February 11. It was a great day to make connections with aides and legislators. In the news, there is a call to cut the Institute for Museum & Library Services (IMLS) funding from the federal budget. In Wisconsin these funds support Wiscat, DPI staff and LSTA grants. Connie further commented that libraries are working on their annual reports and all but three libraries are filed. Connie shared her gratitude to the hiring committee and the Board for hiring Karol Kennedy as her successor. She will be a great fit for our library system and she anticipates a smooth transition. Karol will start on March 16 with three days of transition time with Connie. Connie stated her last day will be March 18. The staff is extremely happy with the new director selection as well.

DISCUSSION/ACTION ITEMS

2019 Bridges Library System Annual Report: Connie reported that there was a substantial increase in e-materials circulation over 2019. A Wilhelm/Yeomans motions to approve the Bridges Library System's 2019 state annual report passed unanimously.

System Technology Committee Library App Contract: Connie reported that the contract is not ready and there is nothing to present to the Board at this time. A Biermeier/Sura motion to table this agenda item until the contract can be presented was unanimously approved.

Approve summer library program performers' agreements for 2020: The six different performer contracts were presented by Meyer at the recommendation of Angela Meyers, Coordinator of Youth and Inclusive Services for the Bridges Library System. This year an additional performer was booked for a single library as they had already contracted with one of the five key performers on their own for 2020. A Yeomans/Wilhelm motion to approve the performers' agreements was unanimously approved.

Washington County Report: Connie stated that she met with both Washington County library directors and impacted library directors of Waukesha County (Town Hall/North Lake, Hartland, Pauline Haass/Sussex and Menomonee Falls) to discuss the issue of reimbursement for patrons' use of libraries across county lines. Historically, the Washington County Board of Supervisors hasn't been in favor of sending money across the county line to support their residents' use of Waukesha County libraries though they are required to make partial reimbursements by statute. The Washington County library directors are currently studying the situation and have asked Connie to send a memo stating our position on the issue. A Nelson/Pringle motion authorizing Director Meyer to draft a letter to send in response for review at the March meeting was unanimously approved.

Approve 2020 SEWI continuing education program presenter agreement: Meyer presented an agreement at the recommendation of Laurie Freund (Coordinator of Library Development for the Bridges Library System) for Deb Kneser to provide a workshop for library support staff in the SEWI region. A motion Reichert/Sura motion to approve the agreement for Kneser passed unanimously.

Strategic Plan update: Connie Meyer reported that the updates are highlighted in green text. The staff worked on the updates in a recent staff meeting. This current plan is effective through 2021 and it would be ideal to strategize in early 2021 to help aid and set the direction for any major changes in the 2022 budget.

Confirmation of next meeting: **March 18, 2020 at 4:00 p.m.** at the Bridges Library System Office **(741 N. Grand Avenue #210, Waukesha, WI 53186).**

At 5:28 p.m., a Pringle/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary