

Bridges Library System Board Meeting Minutes March 18, 2020

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

EXCUSED: Dick Nawrocki

OTHERS: Connie Meyer, Retiring Bridges Library System Director; Karol Kennedy, 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; Mellanie Mercier, Automation Coordinator and Assistant Director at Bridges Library System, Angela Meyers, Bridges Library System Coordinator of Youth and Inclusive Services; Alex Klosterman, Waukesha County Senior Financial Analyst; 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. via Zoom meeting with public meeting access at the Bridges Library System office in Waukesha.

Welcome New Director: Linda Ager welcomed Karol Kennedy as the new director of the Bridges Library System.

Introductions: Introductions were completed after the call to order.

Comments for the Public: None.

Correspondence: None.

Meeting Minutes: A Nelson/Reichert motion to approve the minutes of the February 12, 2020 Special Bridges Library System Board meeting as well as the February 19, 2020 Bridges Library System Board meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Report: A Biermeier/Pringle motion to approve the March 2020 monthly invoices for funds 210 and 215 as submitted passed unanimously.

Financial Reports: Connie Meyer reported that early in the year our spending ratio is high due to the large number of annual subscriptions and services that are paid in the first quarter. A Heinrich/Sura motion to accept the February 29, 2020 financial report for funds 210 and 215 passed unanimously.

REPORTS

APL: Alli Chase reported APL met on March 13th and held a preliminary discussion about data analytic software in preparation for the 2021 budget. Erin Kramer drafted and presented the Tech Support Services menu including system-wide initiatives and ala carte services requested by individual libraries. Connie Meyer requested delivery services feedback as we currently have a contract bid in process. The Hoopla app trial launch is planned for April 1st. Jill Fuller is working on marketing materials for libraries. Lastly, they discussed the current state of the COVID-19 virus issues and how it is impacting our communities and libraries.

Resource Library: Bruce Gay stated the library is moving ahead with its front entry repair, working with the City of Waukesha and architects from Engberg Anderson. They hope to begin construction later in the Spring, finishing by the Fall. The library and board of trustees is currently forming a committee to help lead the library's feasibility study, this has been put on hold for now. On hold due to library closure - working with the City of Waukesha's Complete Count Committee, the library will have dedicated computer terminals available for anyone (with or without a library card) who wants to complete their census form. The library created a series of nine posters celebrating accomplishments in 2019—posters were made for each department (including Waukesha Reads, Technology, and Building Services, among others). They plan on hanging the posters in the library's lobby.

Bridges Staff: Meg Henke reported several staff members have begun working from home this week following Governor Evers' mandates for COVID prevention. Mellanie Mercier reported that due dates have an extended renewal period and are changed to May 1 in Polaris. Cards with fines have been unblocked so that patrons can access OverDrive. She is also working with database vendors to increase service offerings to patrons. Interlibrary loan delivery services are halted effective today. Mellanie is also working to get Hoopla up and running earlier than April 1 and attempting to get ancestry.com active for patrons for home use.

Bridges Director's Report: Incoming director Karol Kennedy stated her first day as a Bridges employee was Monday, March 16th. She commented that it has been an interesting first few days and is grateful to Connie Meyer for the transition time they are taking together. Lastly, she is looking forward to the opportunities and challenges ahead. Retiring director Connie Mayer reported today is her last day. She thanked the Board for hiring Karol as her successor. The transition discussions of the past three days went very smoothly due to Karol's working knowledge of Bridges Library System and the staff. Considering the COVID-19 (Coronavirus) epidemic, Waukesha County quickly developed a work from home policy. The staff has quickly engaged to support member libraries in this uncertain and ever-changing work- place environment. Lastly, thank you all for your flexibility for meeting virtually to meet the state mandates for social distancing and large group gatherings.

DISCUSSION/ACTION ITEMS

COVID 19 Discussion – Connie reported all libraries are now closed to the public. Some have tentative reopen dates and others are TBD. Some libraries have discussed curbside pickup of local materials. A decision was made on Tuesday, March 17 to halt interlibrary delivery services and exchange of materials due to closings, effective on Wednesday, March 18th. Hold notifications have been suspended in Polaris. The Bridges staff is working to respond to the needs of the libraries in this uncertain time. Some operational decisions are universal, and others are library specific. The environment is evolving, and local libraries and their municipalities are working together to make good decisions for the safety of the patrons and communities. Mellanie Mercier noted that usage numbers are up significantly for Gale Course and OverDrive circulation given the patron desire for increased services while under confinement.

Bridges Library System CAFÉ app contract: Connie reported that APL endorses the choice to move forward with Capira as the selected vendor for the Bridges Library System mobile app. The development and annual maintenance came in under planned project cost. A Pringle/Sura motion to approve and sign the vendor contract with Capira as presented passed unanimously.

Contract for graphic designer for Bridges Library System CAFÉ mobile app launch: Connie stated that based on Jill's part-time status we would like to hire an outside vendor to create the graphic designs for

the new mobile app. Jill will work with the contractor and manage the content. A variety of vendors were solicited for services. The proposed vendor Stella Graphic and Art Design has been under contract with Waukesha Public Library and was recommended by them. The app launch is targeted for late 2020. A Biermeier/Yeomans motion to approve and sign the vendor contract with Stella Graphic Art and Design as presented passed unanimously.

Letter to Washington County Library Directors: Connie reported that Washington County library directors approached her about writing a letter about cross-county borrowing and funding of local libraries to present to their local municipalities and area legislators. A Nelson/Biermeier motion authorizing Director Meyer to send the letter to Washington County library directors and Monarch Library System on behalf of the Bridges Library System Board was unanimously approved.

Performers' Showcase venue contract: Connie Meyer presented the contract for the 2020 Performers' Showcase venue to be held on Tuesday, November 10th. A question about the contract cancellation or reschedule options was brought up. Jim Heinrich motion to table this contract review and approval until further contract clarification could be made. Art Biermeier seconded the motion and the motion to table this agenda item until the April 2020 meeting was unanimously approved.

Strategic Plan process and timeline: A discussion was held about future planning processes and timelines. Connie Meyer reported that major plans for the Library System including the Bridges System Strategic Plan, Jefferson County Library Service Plan and the Waukesha County Library Service Plan all expire in 2021. She proposed that future planning events be staggered for renewal or updating. The most critical being the Bridges Library System Strategic Plan with planning to begin in early 2021 to meet 2022 budget planning deadlines and decisions. The Jefferson County plan should follow later in 2021, followed by the Waukesha County Library Services Planning, as that process is likely to take a year or more to complete.

Confirmation of next meeting: **April 15, 2020 at 4:00 p.m. at Pewaukee Public Library** (210 Main Street, Pewaukee, WI 53072). If libraries continue to be closed to the public, we will meet again via Zoom and hold the public meeting location at the Bridges office to be compliant with statutory requirements.

At 5:18 p.m. p.m., a Biermeier/Sura motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary