

## **Bridges Library System Board Meeting Minutes November 20, 2018**

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

Absent/Excused: Dwayne Morris

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Mellanie Mercier, Bridges Library System Assistant Director/Automation Coordinator and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Dick Nawrocki, the Board President, called the meeting to order at 6:02 p.m. at the Bridges Library System office in Waukesha.

Comments for the Public: None.

Correspondence: None.

Meeting Minutes: An Art Biermeier/Larry Nelson motion to approve the minutes for the October 2018 Bridges Library System Board meeting as presented passed unanimously.

### **ACTION ON THE BILLS REPORT**

*Bills Report:* A Jim Heinrich/Howard Pringle motion to approve the monthly invoices for funds 210 and 215 for November 2018 as submitted passed unanimously.

*Financial Report:* A Howard Pringle/Jean Yeomans motion to accept the monthly financial reports for September and October 2018 were accepted unanimously.

### **REPORTS**

*APL:* Connie Meyer reported as no APL representative was in attendance for the evening. She referred to the most recent draft minutes commenting that the database committee met and reviewed the selections for 2019. The committee recommended the 2019 offerings remain the same as 2018. Café Council, Café Circ, Café Cats and APL minutes will be moved to the Bridges website onto secure pages for library reference. The Café IPAD survey project at each library is in process. This survey idea came from County and strategic planning processes. 2019 APL officer slate is President - Gerard Saylor, Director Lake Mills; Vice-President – Brittany Larson, Director Muskego Public Library and Secretary – Eric Robinson, Director Dwight Foster Public Library in Fort Atkinson. Kathy Klager, Director of the Pauline Haass Public Library has announced her retirement planned for April 2019. Jennie Stoltz, Director of the Pewaukee Public Library has submitted her resignation to her Board. Her resignation is effective in late January 2019. There was a brief discussion about PLSR and local library WAN filtering and security at the APL meeting. Larry Nelson asked that a schedule for APL representatives be developed for 2019.

*Resource Library Report:* Bruce Gay reported the Waukesha strategic plan is complete and their mission, service values, vision and goals was shared at the meeting. The 2018 Waukesha Reads program is successfully complete featuring Celeste Ng's novel: *Everything I Never Told You*. The 2019 book will be

selected in the upcoming weeks. The 2019 Waukesha Public Library budget has passed with a 1.5% increase over 2018.

*Bridges Staff Report:* Mellanie Mercier reported she has completed local library network security visits with Al Mundt from Waukesha County's IT department. They met and consulted with 22 libraries about the WAN configurations. They are working on plans for network changes in early 2019. She and Angela Meyers met with Sue Taylor at the Waukesha County Jail to discuss logistics about potentially offering Gale Courses at the jail.

*Bridges Director's Report:* Connie reported both Jefferson and Waukesha County budgets for funding for libraries in 2019 are approved. The 2019 Library System plans have been reviewed by the DPI. The first portion, 75%, of our 2019 state aid to libraries should be arriving within the next week or so. Connie further reported that a statewide system director's meeting was recently held in Madison. It was the first time in about 8-10 years that this group met to discuss important statewide library system topics with the DPI.

### **DISCUSSION/ACTION ITEMS**

*PLSR Discussion:* Connie Meyer reported the latest draft document, version 6, had been forwarded to the trustees. The next version following the feedback period will be published around December 3. Next a formal survey to the library community and library systems will take place from December 3 thru December 9. It is anticipated that a final report will be submitted to the DPI around December 21. The State Superintendent of Public Education, Tony Evers, is the now governor-elect and will take office the first week of January. An interim State Superintendent of Public Education will be named at the time of the inauguration.

*2019 Continuing Education Agreement with Milwaukee County Federated Library System:* A Jim Heinrich/Art Biermeier motion to approve the 2019 Continuing Education Agreement with Milwaukee County Federated Library System as submitted passed unanimously.

*2019 Database Selections:* No change over 2018 offerings. 2019 databases will include Morningstar, Ebsco, Ancestry Library, Reference USA, Cypress Resume, and Gale Courses. A Howard Pringle/Rose Sura motion to approve the 2019 Database selections as recommended by the APL database committee passed unanimously.

*Bader Foundation Grant Acceptance:* Angela Meyers and Beth Savagian, from Pewaukee Public Library, wrote a grant application to Bader Philanthropies requesting \$10,000 (\$5000 annually) over a two-year period for outreach programming and marketing of the Library Memory Project. The grant has been awarded to Bridges Library System as submitted. A Howard Pringle/Jean Yeomans motion to accept the grant passed unanimously.

*Director's Evaluation:* The board convened in closed session pursuant to section 19.85(1)(c) of the Wisconsin Statutes to consider employment and compensation for the Director of the Bridges Library System. At 7:05 p.m. a motion was made by Art Biermeier, seconded by Howard Pringle and approved by a unanimous roll call vote to go into closed session to discuss the Library System Director's annual review.

A motion to return to open session by Nancy Wilhelm seconded by Linda Ager and approved on a roll call vote to return at 7:18 p.m. The motion carried by the remaining members of the board.

*Director's Compensation and Goals for 2019:* A motion by Howard Pringle and seconded by Rose Sura was made to approve a 1% base increase to the director's salary and a 4% one-time merit award for the director in line with the County's schedule. The Bridges Library System Board carried the motion unanimously in favor. Further discussion ensued about 2019 goals for the System Director with topics such as PLSR, organizational documentation (agreements, policies, record retention), LD&L participation, leadership and trustee development were topics mentioned. It was concluded that this topic would be moved to the December 2018 agenda so the Director could make a proposal to the Board based on strategic planning needs.

Next meeting: **Monday, December 17, 2018 at 6:00 p.m.** at the **Bridges Library System offices (741 N. Grand Avenue #210, Waukesha, WI 53186).**

At 7:35 p.m., a Nancy Wilhelm/Amy Reichert motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Jean Yeomans  
Board Secretary