

**Bridges Library System Board Meeting Minutes**  
**August 16, 2023 - FINAL**

**PRESENT:** In person; Linda Ager, Art Biermeier, Betsy Forrest, Jim Heinrich, Diane Knutson, Larry Nelson, Robert Kraus, Amy Reichert, Nancy Wilhelm Via ZOOM: Anthony Gulig

**EXCUSED:** Jean Yeomans

**OTHERS:** In person; Karol Kennedy, Bridges Library System Director; Kaushalya Iyengar, Town Hall Library Director and APL representative; Danielle Igielski, Waukesha County Accounting Services Manager; Via Zoom: Gerard Saylor, L.D. Fargo Public Library (Lake Mills) Director; Alex Klosterman, Waukesha County Senior Financial Analyst

Call to order: Linda Ager, Board President, called the meeting to order at 4:06 p.m.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None

Correspondence: Email from Pamela Waters with the Jefferson County Literacy Council regarding the Re-Entry Guide for Jefferson County Jail.

*Accept Bridges Library System 2022 Audit/Comprehensive Annual Financial Report (CAFR):* Danielle Igielski gave a presentation on the 2022 Bridges Library System Audit. A Heinrich/Wilhelm motion to accept the 2022 Audit as presented was made and passed unanimously.

Meeting Minutes: A Biermeier/Nelson motion to approve the minutes of the July 19, 2023, meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Reports:* A Heinrich/Forrest motion to approve the monthly invoices for funds 210 and 215 for August 2023, as submitted passed unanimously.

*Financial Reports:* A Heinrich/Kraus motion to approve the financial report for funds 210 and 215 ending July 31, 2023, as submitted passed unanimously.

**REPORTS**

*Bridges Director's Report:* Karol reported that Rachel McCracken was leaving the Executive Assistant position. Friday, August 18, 2023, is her last day. Karol informed the Board that she provided information to Waukesha County municipalities with libraries and library directors regarding the Waukesha County library tax exemption process. Requests for exemption are due the end of September for Waukesha County libraries and the end of October for Jefferson County libraries. She also mentioned the re-entry guides and OSHA manual that is supplied to Jefferson County jail. OAK boxes are provided in areas of high traffic at no cost in Waukesha County. Jefferson County is also offering OAK boxes to be installed in libraries.

*APL:* Kaushlya shared that Mellanie Mercier presented a Baker & Taylor collection analysis tool that may be of interest to libraries. The statewide buying opportunity for the New York Times was presented and will result in more discussions.

*Resource Library:* Betsy Forrest on behalf of the Resource Library stated they were developing the 2024 budget and had a strategic planning kickoff meeting in August. Waukesha Public Library is currently fully staffed. The Waukesha Public Library extended their appreciation for the grant which supplied iPads for Board Trustees, allowing them to reduce paper use and expense.

## **DISCUSSION/ACTION ITEMS**

*MRA Continuing Education On-Demand Options for SEWI Partners Agreement:* MRA is a non-profit association that provides human resource services, coaching, and staff training. The agreement allows for services to be provided by MRA for the library staff in the SEWI region. These services will be funded with 2022-23 LSTA Professional Learning grant funds provided to Bridges and other SEWI library systems. A Heinrich/Wilhelm motion to approve the agreement was made and passed unanimously.

*Authority Control Project Contract Amendment:* This contract amendment is a one-year extension with Backstage Library Works for ongoing maintenance from October 1, 2023, through September 30, 2024. A Forrest/Kraus motion to approve the Authority Control Contract Amendment was made and passed unanimously.

*Library Memory Project Family Day 2023 Agreement w/ Retzer Nature Center:* This is an agreement between Bridges Library System and Waukesha County Department of Parks & Land Use for the use of Retzer Nature Center for the Library Memory Project Family Day. A Wilhelm/Heinrich motion to approve the contract was made and passed unanimously.

*Personnel Committee Appointments:* Linda Ager appointed Betsy Forrest to the Personnel Committee. Betsy joins Linda Ager, Art Biermeier, Larry Nelson and Nancy Wilhelm on this committee. Jim Heinrich and Amy Reichert thanked each of the members of the committee in advance for serving.

*System Director 2023 Goal Status Report:* Karol reviewed her progress on the four annual goals set by the board in December 2022.

*Next meeting:* September 20, 2023, at 4:00 p.m. as a hybrid meeting at the Alice Baker Memorial Library in Eagle.

At 5:36 p.m., a Wilhelm/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:  
Rachel McCracken  
Executive Assistant

Respectfully Submitted:  
Jean Yeomans  
Board Secretary