

Bridges Library System Board Meeting Minutes
March 15, 2023 - FINAL

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

OTHERS: Karol Kennedy, Bridges Library System Director; Mellanie Mercier, Bridges Library System Automation Coordinator; Rachel McCracken, Bridges Library System Executive Assistant; Kaushalya Iyengar, Town Hall Library Director and APL representative; Alex Klosterman, Waukesha County Senior Financial Analyst

Call to order: Linda Ager, 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 from the Public: None

Correspondence: None

Meeting Minutes: A Wilhelm/Biermeier motion to approve the minutes of the February 15, 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 February 2023, as submitted passed unanimously.

Financial Reports:

A Heinrich/Reichert motion to approve the unaudited 2022 year-end financial report for funds 210 and 215 as submitted passed unanimously.

A Heinrich/Reichert motion to approve the financial report for funds 210 and 215 ending January 31, 2023, as submitted passed unanimously.

REPORTS

Bridges Director's Report: Welcome to the new Bridges Executive Assistant Rachel McCracken. The open Bridges Marketing and Communications position will be posted soon. Karol notified the Board of the new Director at Hartland Public Library, Andy Kristensen.

Staff Report: Mellanie shared that the new upgraded app will be coming out in early May.

APL: Kaushalya Iyengar, Town Hall Library Director and APL representative, shared that the group met via Zoom due to weather. Annual report tips and tricks for next year were discussed. The WI State Park Pass program for libraries was also discussed. The Bridges new website was introduced by Jill Fuller, and Mellanie Mercier talked about database usage and promotion.

Resource Library: Waukesha Public Library Trustee Betsy Forrest shared that library staff continue to update policies and procedures and are working with a new donor database, DonorSnap. She also shared that Waukesha Public Library patrons saved more than 14 million dollars in 2022 using the library.

DISCUSSION/ACTION ITEMS

Bridges Library System 2022 State Annual Report: Karol presented the report to the board and explained each section. A Wilhelm/Yeomans motion to approve the Bridges Library System 2022 State Annual Report passed unanimously.

American Library Association (ALA) Conference trip bus service agreement: A Biermeier/Forrest motion was made to approve the service agreement and was passed unanimously. Library staff, Trustees, and library Friends groups are invited to use this service.

Children's Cooperative Book Center (CCBC) trip bus service agreement: A Wilhelm/Forrest motion was made to approve the service agreement and passed unanimously.

Marketing and Communications Librarian position change: This position is currently vacant as of March 16, 2023. After reviewing the Waukesha County class specifications for the Librarian position and the Public Communications Coordinator position, discussing the position with system staff and Waukesha County Human Resources, and determining there would be no budgetary impact, Karol recommended the Librarian position be changed to a Public Communications Coordinator position. This change requires approval by both the System Board and Waukesha County Human Resources. A Biermeier/Nelson motion was made to approve the position change from Marketing and Communications Librarian to Public Communications Coordinator. This motion passed unanimously pending approval from Waukesha County.

System director 2023 goals status report: Karol reviewed her progress on the four annual goals set by the board in December 2022.

Next meeting: Wednesday, April 19, 2023, at 4:00 p.m. as a hybrid meeting at the Karl Junginger Memorial Library in Waterloo.

At 5:25 p.m., a Biermeier/Knutson motion to adjourn passed unanimously.

Minutes prepared by:
Rachel McCracken
Executive Assistant

Respectfully Submitted:
Jean Yeomans
Board Secretary