

Bridges Library System Board Meeting Minutes
January 20, 2021

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

EXCUSED: Rose Sura

OTHERS: Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Nan Champe, Pewaukee Public Library Director and APL representative; Alex Klosterman, Waukesha County Senior Financial Analyst and Meg Henke, Bridges Library System Department Executive Assistant

Call to order: Linda Ager, the Board President, called the meeting to order at 4:05 p.m. via Zoom with optional attendance 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/Nawrocki motion to approve the minutes of the December 2020 meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Reports: Karol Kennedy commented that each January there is a significant spend as it is time for our annual subscriptions and service renewals. A Heinrich/Pringle motion to approve the monthly invoices for funds 210 and 215 for Year-end 2020 and January 2021 as submitted passed unanimously.

REPORTS

Bridges Director's Report: Karol reported that the library system's pre-population of data for member library's 2020 annual reports is nearly complete. The portal will open on Monday, January 25th for libraries to login and complete the remaining sections of their report. Completed and signed reports are due to the DPI by March 1. Governor Evers has extended the statewide mask mandate to March 20, 2021. She has been keeping libraries in the loop regarding vaccine availability for patrons 65 years and older. DPI is working with the state health department on a pilot project for COVID self-test distribution via public libraries. Two Bridges libraries have indicated they are potentially interested in voluntarily participating in this pilot program. About 30 libraries statewide expressed interest. It is unknown at this time how many will be selected. The 2021 Library Legislative Day event (virtual) is coming up in mid-February. RSVP to Meg if you would like to participate. Wild Wisconsin Winter Web conference (virtual) featuring tracks in marketing, management, small libraries and public services is being held Jan 27 and 28. Sign up for trustees is free. Jill is finalizing the library advocacy tool kit and materials will be sent out for patrons, trustees and librarians to use through June 2021 in preparation for the next state biennial budget.

Bridges Staff: Meg Henke reported that there are no updates to the written staff report presented in the packet but reminded trustees who are interested in attending the 2021 (virtual) Library Legislative Day that they should let her know by Jan 22.

APL: Nan Champe reported the APL election of officers took place. Eric Robinson, President; Nan Champe, Vice President; and Melissa Anderson, Secretary are the elected APL officers for 2021. Annual reports are due to DPI by March 1st. APL discussed the renewal of Cypress Resume and recommends the Board renewal of this service for 2021. APL also recommended a digital advertising project for the Grow with Google grant opportunity. Funds from the grant would be utilized to promote library services job seekers. Lastly, various COVID related topics were discussed.

Resource Library: Bruce Gay reported Waukesha Public Library, in partnership with 15 cooperating Bridges member libraries, hosted Dr. Damon Tweety from Duke University for a Martin Luther King Day program on January 18, 2021. The program topic was racial disparities in medical care. Over 300 people attended virtually. They are in the process of rearranging staff offices to better align with the new organization structure in place effective January 1, 2021. WPL is the beneficiary of 'retired' office furniture from the old Waukesha City Hall. Lastly, the first-floor renovation efforts continue to move forward with more construction design meetings and decisions. Construction is targeted to begin in May or June 2021.

Nominating Committee: Nancy Wilhelm reported that the committee (Yeomans, Biermeier, Nawrocki and Wilhelm) is recommending that all 2020 officers to be re-nominated for 2021 with Linda Ager serving as President, Art Biermeier as Vice-President, and Amy Reichert as Secretary. These candidates have accepted the respective re-nominations.

DISCUSSION/ACTION ITEMS

2020 Donation Summary Report: Karol reported this year we received one donation in the amount of \$10,000 from the John Cotton Dana Award. Donations received are not guaranteed revenue in future years. A Heinrich/Biermeier motion to accept the 2020 Donation Summary report as presented passed unanimously.

2020 Technology Support Revenue: Karol stated that 2020 technology support generated \$4,846.15 in revenue. This is still a newer position and Erin continues to expand service offerings in response to library needs. In addition to calls for service, she has coordinated the 2020 RFID project including setup and training, the check-out of digitization kits, and is researching ticketing software for tracking and reporting future service/support requests. A Pringle/Yeomans motion to accept the *2020 Technology Support Revenue* report as presented passed unanimously.

Cypress Resume: Karol commented that this decision was deferred at the December APL meeting in order to compare it with the offerings included as part of the HelpNow subscription service. In 2020 there were over 4500 uses of our Cypress Resume subscription at a cost of \$4,749.00 annually. APL recommends renewal as the easy identification as a resume tool makes the investment worthwhile. The vendor has indicated there will be no increase for services for 2021 if we renew. A Pringle/Biermeier motion to approve the renewal of the Cypress Resume subscription for 2021 as presented passed unanimously.

Election of Officers 2021: Nancy Wilhelm reported the 2021 Nominating Committee's recommended slate of officers are as follows: Linda Ager (President), Art Biermeier (Vice President), and Amy Reichert

(Secretary). Linda Ager offered other nominations from the floor without any additions to the nominee list. Linda Ager's motion by acclamation to re-elect 2021 Bridges library System Board officers Linda Ager (President), Art Biermeier (Vice President), and Amy Reichert (Secretary) was made.

Strategic Plan update: Karol Kennedy reported that the updates to report are highlighted in red text reflecting initiatives and accomplishments from 2020. She further commented that the staff continually looks at the plan to meet target goals. Three areas of continued focus for 2021 are: 1) advocacy and data to support it, 2) technology services growth, and 3) the continuation of documentation of critical tasks and staff cross training. This document will need to be revised as it expires at the end of 2021. This is a system director goal for 2021 to create a revised plan.

Next meetings: **February 17, 2021 at 4:00 p.m. via ZOOM** with public attendance at the Bridges Library System Office (741 N. Grand Avenue #210, Waukesha, WI 53186).

At 4:58 p.m., a Biermeier/Reichert motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary