

**Bridges Library System Board Meeting Minutes**  
**February 17, 2021**

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

EXCUSED: Amy Reichert

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, Angela Meyers, Bridges Library System Youth and Inclusive Services Librarian; and Meg Henke, Bridges Library System Department Executive Assistant

Call to order: Linda Ager, the Board President, called the meeting to order at 4:02 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 from the Public: None.

Correspondence: None.

Meeting Minutes: A Biermeier/Wilhelm motion to approve the minutes of the January 2021 meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Reports:* Karol reviewed the list and highlighted some key transactions. A Yeomans/Sura motion to approve the monthly invoices for funds 210 and 215 for Year-end 2020 and February 2021 as submitted passed unanimously.

*Financial Reports:* Karol stated the footnotes have been added to the 2020 reports to reflect expenditure and revenue changes to the planned budget. She further commented that the 2020 year-end financial report includes all paid 2020 invoices but that the audit hasn't yet occurred, so the report isn't considered final. A Biermeier/Sura motion to accept the unaudited December 31, 2020 financial report for funds 210 and 215 subject to the audit, and the financial report ending January 31, 2021 for funds 210 and 215 passed unanimously.

**REPORTS**

*Bridges Director's Report:* Karol reported that seventeen of the twenty-four member libraries have completed their 2020 annual reports. The remainder are in progress. This year a new COVID section has been added to the report. Signed reports are due to DPI by March 1, 2021. Tuesday, February 16<sup>th</sup> was the opening session for 2021 Library Legislative Day coordinated by WLA. Virtual meetings with legislators were schedule February 16-18. State legislators have been very receptive and positive in the breakout meetings. Waukesha County has a COVID vaccine clinic at the Waukesha County Expo and Fairgrounds and several staff members have volunteered to work at the clinic site to support the efforts.

*Bridges Staff:* Meg Henke reported that there are no updates to the written staff report presented in the packet.

*APL:* Nan Champe reported various COVID related topics were discussed including vaccine rollout implications, problem patrons, meeting rooms policy and space use post pandemic. Member libraries are actively testing the new mobile app. Preparation of annual reports are underway to meet the March 1<sup>st</sup> state filing deadline. Karol encouraged directors, their staff, and local library trustees to attend 2021 Library Legislative Day.

*Resource Library:* Bruce Gay reported Waukesha Public Library first-floor construction will begin in May or June. The renovation will include the addition of a maker space and more meeting rooms. The results of the capital campaign feasibility study have been returned. The results indicate the community is in favor of the campaign, but it was recommended that fundraising begin after the COVID pandemic subsides. They will reopen for browsing within the library on Monday, February 22. Meeting rooms and a few select areas will remain closed to the public. They will also be open on Monday evenings for service to patrons who are unable to browse or stop by during the day.

#### **DISCUSSION/ACTION ITEMS**

*2020 Bridges library System State Annual Report:* Karol reported the system report is hot off the presses and ready for Board review and approval. She highlighted key information from the report and acknowledged this year was exceptional as the COVID reporting requirements added extra effort. Karol thanked Mellanie Mercier, Alex Klosterman, and Meg Henke for their extra efforts and collaborating support for completion of the report. A Wilhelm/Yeomans motion to accept the 2020 Bridges library System State Annual Report with additions to technology information on page 8 of the report passed unanimously.

*2021 Summer Library Performer Contracts:* Angela Meyers stated the 2021 Summer Library Programs will look different than years past, including 2020. Typically Bridges Library System sponsors three performances per library each summer. This year we are offering the option for a reimbursement for services or goods in lieu of joining the performances scheduled by the system. Additionally, teen/tween programming options were requested and added for some libraries. Eight libraries elected partial or full reimbursement in lieu of the three sponsored performance programs. Reimbursements will be allocated at \$300 per performance session not elected. A Sura/Wilhelm motion to approve the *2021 Summer Library Performer Contracts and program plan* as presented passed unanimously.

Next meeting: **March 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 4:54 p.m., a Biermeier/Sura motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Amy Reichert  
Board Secretary