

BRIDGES LIBRARY SYSTEM BOARD MINUTES
February 16, 2016

PRESENT: Jim Heinrich, Dick Nawrocki, Larry Nelson, Marion Onesti, Howard Pringle, Betty Scanlon, Rose Sura, Jean Yeomans, Linda Ager, John Rhiel, Dwayne Morris.

EX OFFICIO: Connie Meyer, Library System Director; Alli Chase, Director Alice Baker Memorial Library, APL Representative; Karol Kennedy, Deputy Director Waukesha Public Library, Resource Library; Art Biermeier, Board President Karl Junginger Memorial Library, Jefferson County Library Board.

OTHERS: Meg Henke, Library System Administrative Specialist.

Dick Nawrocki, the Board President, called the meeting to order at 6:04 p.m. at the Bridges Library System office. Introductions of those in attendance were completed. There were no comments from the public and no correspondence. A Yeomans/Sura motion to approve the minutes of the January meeting passed unanimously.

FINANCIAL REPORT AND ACTION ON THE BILLS

A Pringle/Onesti motion to approve payment of the bills passed unanimously.

A Nelson/Scanlon motion to receive and file the financial report passed unanimously.

REPORTS

APL Representative's Report: Alli Chase reported that APL met on 2/12. Cataloging Plan for the Bridges Library System CAFE consortium was discussed. The plan calls for the library system to hire a cataloger who would be responsible for the CAFÉ database. Access to bibliographic records would be turned off to all but the CAFÉ cataloger, the Waukesha Public Library cataloger, and "certified" catalogers in libraries who wished to have access. The members in attendance unanimously voted in support of Bridges hiring a 'Cataloging Czar/Czarina' to support and enforce cataloging standards for our member libraries. This person would create standards, train and test member library staff to certify their competency for bibliographic access in the database. Those granted access would be allowed to download OCLC records and makes changes to bibliographic records. A Milwaukee County library cards meeting is scheduled for February 17th, 2016 at 1:30 pm at the Bridges Library Office to work cooperatively toward a more uniform handling of library cards for citizens who live in Milwaukee County. Youth services grants from the library system was discussed. Bridges would like to see more of a planned program for the grant funding with a goal and an evaluation piece. The plan is that the funds would not be restricted to only summer reading programs and early literacy, but can fall in any area of Youth Services Programming (Ages 0-18). Tiered grants will be given based on library size and documented program request.

Resource Library Director's Report: Karol Kennedy reported on behalf of Grant Lynch that Overdrive support is a more and more significant function of the resource library contract. The

resource library cataloging staff will coordinate with and support the proposed new Bridges cataloging staff.

Bridges Staff Report: No staff member present. Mellanie Mercier was unable to attend due to a death in her family. Connie will cover staff topics in Bridges Director's report.

Bridges Director's Report: Connie Meyer reported that the final pieces of the system integration for Jefferson county libraries has been completed. All Bridges Staff and members libraries have working so diligently to make this a successful transition. Meg Henke has joined the Bridges staff as the new Administrative Specialist. Connie and the Bridges staff is very happy that Meg has joined their team. Library Legislative Day was well represented in Madison on Feb 9th. Connie Meyer, Kathy Klager, Shannon Schultz, and Heather Johnson testified before the Legislature and spoke at legislative day. Dick Nawrocki and Larry Nelson attended from the Bridges Board. Much positive PR was given throughout the day with respect to Bridges Library System and its member libraries. The Return of Materials Bill passed the Assembly this afternoon, Feb 16th, on a voice vote. Next it moves on to the Governor for consideration and, hopefully, approval. In 2016 two legislative bills have passed in support of public libraries. There is an upcoming continuing education meeting on February 29th from 1:00-4:00 pm at the Franklin Public Library covering 'Board Roles and Relationships with the Director, Staff, Volunteers and Community'. Pat Wagner will be the guest speaker and we are to encourage library board trustees to attend. Bridges Board members as well as member library staff and board members are welcome and encouraged to attend. Meg Henke will send out the details and link to Bridges Board Members. Library annual reports are in process. Filing deadline is February 29, 2016.

BUSINESS

2016 Summer Library Program: "Exercise your Mind" is the theme for 2106. Six performers and one interpreter have been contracted to support the Summer Library Programs. Angela worked to research performers and prioritized libraries' requests. Rates were negotiated to provide the best possible programs at most favorable rates. All shows take place between June 13 and July 30, 2016. Each library will host three performers. Each performer will have 12 performances and a total of 72 performances amongst our member libraries. Total cost of Bridges system sponsored performances: \$19,951.

A Scanlon/Onesti motion to approve the Summer Library Program performer contracts and payment of the performers passed unanimously.

Bridges office lease amendment and extension: Connie discussed the Bridges office space. WCFLS moved to our current location in fall of 2014. The current lease ends on August 31, 2106. Our staff has grown and we anticipate hiring one more person in 2016. Our delivery area is now very tight since we are using our office as the delivery hub for the items crossing over between the counties as well as the South Central delivery hub. Berg Management, our landlord, has offered an extension and amendment for our lease space.

- Option 1 would add a suite outside our space which doesn't actually fully address our needs.
- Option 2 would expand our space by adding three offices within our suite. One of those offices is adjacent to our current delivery room and, with the removal a wall between them, would allow for the expansion of our delivery area. This option does nothing to

change the meeting room space. The landlord will modify and expand our current space at their expense. This option adds 470 sq. ft. of space with a monthly rent increase of \$352.50.

- Option 3 would seek to enlarge our meeting space. To accomplish that it would require an investment of \$10,000 and would result in losing two of the three new offices.

A 2% increase takes effect September 1, 2016 and runs through August 31, 2018, per paragraph 25 of our agreement. Bridges board indicated that additional office space was more important than an enlarged meeting room. More office space would allow for more room for expanded delivery services and an office for the new staff person (cataloger). The budget is sufficient to cover these additional expansion costs.

A Morris/Onesti motion to approve the option 2. The motion passed unanimously.

Centralized Cataloging plan: Connie presented the cataloging study results at the January APL meeting and then a plan for our library to move toward a more organized cataloging approach at the February 12th APL meeting. Bridges Library System would hire a professional cataloger who would be charged with managing the CAFÉ database, working with Waukesha Public Library on getting OCLC records into the system and/or overlaid, cleaning up the database, meeting with CAFÉ cats to discuss policies and procedures, training and testing other cataloging staff for the libraries that want bibliographic level access, and enforcing compliance to ensure the cleanest possible database. The library system “database management librarian” would have oversight and authority for quality control with member cooperation. At the APL meeting the members unanimously agreed to recommend to the board that the library system hire this person and that participants of the ‘cataloging team’ at the local libraries will not be required to have an MLIS. The proper skills, as evidenced by satisfactory testing on subject matter, along with ongoing monitoring for compliance will allow the library system to maintain the best possible database for the patrons and citizens of Waukesha and Jefferson Counties.

A Pringle/Yeomans motion to approve the new staff hire and centralized cataloging plan. The motion passed unanimously.

Next meeting: **Tuesday, March 15, 2016.**

A Scanlon/Ager motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

John Rhiel
Board Secretary