

**Bridges Library System Board Meeting Minutes**  
**November 15, 2016**

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

ABSENT: Rose Sura, Dwayne Morris

EX OFFICIO: Connie Meyer, Library System Director and Jennie Stoltz, Director Pewaukee Public Library, APL Representative

OTHERS: Meg Henke, Library System Administrative Specialist; Mellanie Mercier, Assistant Library System Director/Technology Coordinator and Steve Trimborn, Senior Financial Analyst Waukesha County

Dick Nawrocki, the Board President, called the meeting to order at 6:00 p.m. at the Bridges Library System. There were no comments from the public nor any correspondence.

A Nelson/Heinrich motion to approve the minutes of the October 2016 meeting passed unanimously.

**ACTION ON THE BILLS AND FINANCIAL REPORT**

A Heinrich/Scanlon motion to approve payment of the monthly bill list passed unanimously.

A Heinrich/Onesti motion to receive and file the financial report passed unanimously.

**REPORTS**

*APL Representative's Report:* Jennie Stoltz reported that the APL endorsed the Arrowhead Library System ILS draft proposal. They also endorsed the agreement between Bridges Library System and WPL for resource library services, CAFÉ office space and CAFÉ consulting services during 2017 as presented in the packet. Leanne Lehner is the incoming APL President in 2017. Grant Lynch and Edell Schaefer have offered to be on the nominating committee of APL to offer a slate of officers for the APL open positions at the January meeting.

*Resource Library Report:* Grant Lynch was excused from the meeting. No report was given.

*Bridges Staff Report:* Mellanie Mercier provided an update that the CAFÉ council voted for e-commerce within CAFÉ which would allow patrons to pay fines using a credit card. A demonstration will be provided in two weeks. The system-wide implementation target is early January 2017.

*Bridges Director's Report:* Connie Meyer reported the 2017 budget passed in both Waukesha and Jefferson Counties without changes. A reminder that System Director reviews are due to Dick Nawrocki by Dec 1, 2016. Bridges Library System staff evaluations will be done in

December as well. In two weeks Connie, as a representative on the LD&L committee, will attend a meeting in Madison with the budget team and representatives from Governor Walker's office regarding planning for the 2017/18 state aid budget. System merger of Eastern Shores and Mid-Wisconsin is in process. Effective January 1, 2017, the new system will cover four counties: Dodge, Washington, Ozaukee, and Sheboygan. Their new name will be Monarch Library System.

*Act 150 Committee:* Connie Meyer reported that the Act 150 committee met on 11/3. A sub-committee was authorized to meet about standards. They have been collaboratively working to define the criteria for new "minimum to exempt" standards. Steve Trimborn, senior financial analyst for Waukesha County and Excel guru extraordinaire, worked with the sub-committee to define the revised standards. They also are recommending a minimum number of public internet computers based on service population. This would include all devices (not just PC workstations) that are available to the public with internet access as well as wireless access points. The sub-committee would like to redefine the wording as *Minimums to Exempt* rather than *Standards* as the requirements would be minimum levels of service for all Waukesha County libraries and not aspirational goals. During the process, the sub-committee was mindful to base the criteria to exempt on incremental targets relative to population growth. They also developed and proposed a Minimum to Exempt Checklist to the committee including:

- Board member orientation
- Website with contact info and board agendas/minutes
- Annual performance review of library director
- Funding to ensure professional development for director and staff
- Active strategic plan

Libraries would be allowed one exception for each of the standards per 5-year plan. If unable to meet an item, a corrective action plan would be put in place to ensure that the next year they would be able to meet the standard for the item. If the library didn't meet the standard for the 2<sup>nd</sup> year, they would not be able to qualify for the county library tax exemption. The plan--with all the suggested changes--needs to be approved by the Waukesha County Board before it becomes the official Waukesha County plan.

The next meeting topic will be funding. This topic has the potential to result in another sub-committee to be appointed to study the issue in depth. The committee meets next on Dec 8<sup>th</sup> at the Pewaukee Public Library.

## **DISCUSSION**

*2017 Resource Library Contract:* The 2017 contract has been reduced from \$40,000 to \$20,000 in 2017. These funds are contractually allocated \$14,000 for staff costs and \$6,000 for professional development materials. A Yeomans/Scanlon motion was made to approve the contract with unanimous agreement to accept.

*2017 Café Consulting Contract:* The 2017 contract represents a 2% COLA increase for the CAFÉ System Administrator. A Yeomans/Ager motion was made to approve the contract with unanimous agreement to accept.

*2017 Café Office Space Contract:* No change to costs from 2016. This contract covers space for servers and Shawn Carlson's office space. A Yeomans/Onesti motion was made to approve the contract with unanimous agreement to accept.

*2017 Milwaukee County Federated Library System Continuing Education Contract:* A Heinrich/Ager motion was made to approve the contract with unanimous agreement to accept as documented.

*Arrowhead Library System (ALS) ILS Merger:* Connie has drafted a response to the request for information from ALS. Innovative System's Polaris numbers have been a bit of a moving target and they last changed the cost estimate on 11/11. Connie believes these numbers are now inclusive. Innovative will give a prorated contract cost based on the actual conversion date, as ALS is on another software version (Millennium) of Innovative Systems. This proposal allows them to pay their migration costs over a 4-year period. This proposal offers a vended solution; they would not own any part of CAFÉ, they would be funding licenses and services on an annual basis. An amount of \$10,000 was included in the proposal to begin a replacement fund for them. There is a fairly high likelihood of an eventual library system merger for ALS with one of the three library systems that are responding to them. If they agree to the ILS merger with us, it would mean a 20% CAFÉ cost savings to our member libraries. Timing to merge is ideal as we are evaluating moving to the cloud with Innovative vs. buying new servers. ALS has seven member libraries and 125 users in Rock County. The proposal does not account for any delivery costs associated with the merger. Before moving forward, delivery costs and operations would need to be analyzed and incorporated into a final agreement. The response is due on or before November 18 to Steve Platterer. Connie believes the next step would be to demo CAFÉ if we move forward in the selection process. It is anticipated the ILS merger would be a 10-month effort to convert. A Pringle/Ager motion to authorize Connie Meyer, Director, to respond to the Arrowhead Library System (ALS) adding language to the proposal that would convey our excitement about this opportunity. The motion was carried unanimously.

Next meeting: **Monday, December 19, 2016 at 6:00 p.m.** at the **Bridges Library System Office.**

At 7:29 p.m. a Scanlon/Onesti motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

John Rhiel  
Board Secretary