

JEFFERSON COUNTY LIBRARY BOARD MEETING MINUTES
Feb. 23, 2016 at the Johnson Creek Public Library in Johnson Creek

Meeting was called to order by President Ager at 6:02 p.m.

Board Members Present: Linda Ager, Art Biermeier, Leigh Froelich, Sue Hartwick, Nancy Lust, and Dwayne Morris. Dean Sanders was absent.

Library Directors Present: Joan Behm, Cambridge; Kelly TerKeurst, Fort Atkinson; Leann Lehner, Jefferson; Luci Bledsoe, Johnson Creek; Angela Zimmermann, Palmyra; Kelli Mountford, Waterloo; Peg Checkai, Watertown; and Stacey Lunsford, Whitewater. Gerard Saylor (Lake Mills) was absent.

Other Guests: Connie Meyer, Bridges Library System Director, and Sara Hackbarth, JC Library Board.

Introductions: President Ager introduced new board member Nancy Lust and introductions were made while a card was circulated to thank former board member Janet Sayre-Hoeft. It was noted that board member Dean Sanders was retiring from his position as Lake Mills School Superintendent on June 30, 2016 and so will be ending his service to our board. The one seat designated for a school superintendent will need to be filled. We hope to have Dean attend a future meeting to say goodbye.

Minutes: Biermeier moved approval of the Nov. 11, 2015 minutes; seconded by Froelich and passed.

Old Business

1. **Jefferson County Library Board Job Description & Jefferson County Library Service Guidelines:** These two documents, originally created in 2012, were included in the board packet for review and approval. Hartwick suggested some changes and additions. After discussion, a motion was made by Morris, seconded by Biermeier to bring these two documents back to the board at the July meeting after Administrator TerKeurst and President Ager had a chance to amend them with regard to the following items that were agreed upon:

Library Service Guidelines:

- Update the dpi link
- In the second bulletin, add “and participate in system activities” or some such language.
- Add a last bullet point that asks each library director to annually assess their library’s performance against the guidelines and provide an assessment tool.

Job Description:

- In the 7th bullet point, delete the second sentence.
- Replace the 8th bullet point with something like – “Develop and maintain an updated long-range plan (with mission statement, goals and objectives) so that the commitment of resources meets the changing needs of the service population.”

Motion passed unanimously.

New Business

1. **Selection of 2016 County Resource Library:** TerKeurst indicated the Dwight Foster Public Library was willing to continue to act as our resource library without much change in cost. Biermeier moved to approve DFPL as the county resource library. Seconded by Morris and approved unanimously.
2. **2015 Jefferson County Library Service State Annual Report:** TerKeurst presented the county library’s annual report which has to be filed with the state. Froelich moved approval, seconded by Biermeier, and approved unanimously

3. **Library System Update:** Morris presented a report with the following highlights:

- Bridges' new office assistant, Meg Henke, has already benefited system operations.
- The Bridges office space is increasing in size to accommodate new staff.
- Mellanie Mercier, the automation coordinator/assistant director, continues the migration process as well as Polaris training for the Jefferson County Libraries.
- Coordinator of Library Development, Laurie Freund, continues database training for staff.
- Jill Fuller, the marketing and communications librarian, is planning to offer graphic design training for library staff.
- Bridges has decided to hire a professional cataloger who will be charged with managing the CAFÉ database using OCLC records and discussing/establishing policies, procedures, training, and testing for the cataloging staffs of the libraries. The CAFÉ Cat Czar will develop the competency test for access to bibliographic records and work done in the database will be monitored for compliance in order to maintain access.

Election of Officers: Officers elected by acclamation for 2016 are as follows:

President – Linda Ager (nominated by Morris, seconded by Biermeier).

Vice President – Art Biermeier (volunteered)

Secretary – Sue Hartwick (nominated by Froelich, seconded by Morris)

Reports from County Libraries:

Palmyra: As a new director, Angela is offering lots of programs, trying to get a sense of what the local community wants from its library. They are now open on Fridays, have a new assistant librarian, and a new website. She expressed her thanks to Connie and the Bridges Library System as well as the other Jefferson County librarians for helping her settle in.

Watertown: A Committee of the Whole will be meeting in March to discuss the library's building project and determine the city's commitment. They have had some staff turnover but are now up to full steam and enjoying the new ideas that new people bring.

Waterloo: Circulation is down but programming is up. They will be putting on a Murder Mystery on March 11th and will be closed on March 4th for an Inservice as Laurie from Bridges is coming to do database training. They are also planning an Active Shooter Training Day. Youth staff are trying separating picture books according to categories and are creating a Tween area.

Jefferson: Staff is happy with the transition to Bridges. They are working to upgrade infrastructure, adding outlets, and are looking at a charging station. Now offering 1000 Books Before Kindergarten and Busy bags program for pre-K. Moving YA collection upstairs. Offering passive adult programming such as make your own coaster, valentines, etc . . Librarians were in Jefferson's December Parade of Lights handing out lists of databases and even their own lighted necklaces.

Whitewater: Space is an ongoing challenge. They removed the very large information desk and were able to set up a loveseat and four chairs to make a nice conversational grouping and still had room for a human-sized reference desk. Expanding their seed exchange – now have ~16 types and more varieties. They will be hosting Family Literacy Night for Elementary Schools. The board is investigating a possible private-public partnership complex for a new library with a group that recently completed a similar project in Platteville.

Cambridge: It will be one year in July with the new addition and staff are still making tweaks in how they use the space. On March 5th, they will hold a Reflexology class – a Meet, Greet, & Learn type of program. They are offering 1000 Books Before Kindergarten. Circulation numbers are up a bit which is probably reflective of the large library space. The new building allowed them to take

advantage of a half day at school to host a movie. Kids could bring a sack lunch and library had drinks and popcorn. Had good crowd. Some board members are retiring.

Johnson Creek: In 2015, Bruce Smith of WILS helped them with a strategic plan and the library is now working to implement the goals, some of which are increasing the library's size, staff and programming. They are working to increase adult programming, offering adult coloring, Dr. Stork's vet program, and programs on topics such as retirement and Medicare. Staff is excited about Bridges and are promoting the new databases, including informing the members of the Village Board. They have experienced a decrease in circulation.

Fort Atkinson: A patron donated three statues of children reading that have now been placed in the library. Wifi has been updated. When it was down, a lot of people noticed. Also offering adult coloring and will be circulating crochet and knitting needles as well as getting a seed catalogue growing. ☺ Will be working to cross-train staff and are currently down a cleaning staff person. Bridges has been great and Shawn is a superstar. Going well.

Report from Connie Meyer, Bridges Library Director: As a general trend, circulation is down. An ongoing conversation is how can libraries better measure what they do. Still being used heavily. And circulation is up for the month of January for the Waukesha libraries, hopefully the result of a larger catalog. WLA passed two legislative bills this past session – one reducing the minimum size of a library system board and the other one helping libraries recover unreturned materials valued over \$50 by allowing them to hand over debtor information to third party collection agencies without revealing the nature of the materials. The latter bill is awaiting the governor's signature.

Other: Hartwick moved that the President form a committee to suggest possible revisions to the formula our board uses to seek reimbursement for county usage in order to better capture the services our libraries are providing – and report to the board at our July meeting. This was seconded by Biermeier and passed unanimously. Ager appointed herself, Biermeier and Lust, as well as librarians TerKeurst, Lunsford and Lehner.

Next Meeting: The next meeting will be in July. Kelly will send out a doodle poll to get a date.

Adjournment: Biermeier moved to adjourn; seconded by Froelich and passed unanimously. Meeting adjourned at 7:20 p.m.

Respectfully Submitted,
Sue Hartwick
Feb. 25, 2016