

Bridges Library System Board Meeting Minutes
February 21, 2017

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

ABSENT: Rose Sura, Dwayne Morris

EX OFFICIO: Connie Meyer, Library System Director, Grant Lynch, Director Waukesha Public Library, Resource Library Representative and Karol Kennedy, Director Menomonee Falls Public Library and APL Representative

OTHERS: Meg Henke, Library System Administrative Specialist

John Rhiel, the Board Secretary, called the meeting to order at 6:06 p.m. at the Bridges Library System Office.

Comments for the Public: Citizen Larry Nelson wanted to give accolades to Jill Fuller for her wonderful article about libraries in the Waukesha Freeman. He looks forward to her future columns.

Correspondence: There was no correspondence to report.

Meeting Minutes: A Nelson/Yeomans motion to approve the minutes for the January 2016 meeting passed unanimously.

ACTION ON THE BILLS AND FINANCIAL REPORT

Approval of Bills: Connie Meyer pointed out that payments in Fund 205 are Waukesha County payments to adjacent county libraries for cross-county borrowing. These payments are due by March 1, 2017. Marion Onesti asked where USS Liberty Library is located. Director Meyer commented that they are located in Grafton and a recipient of one of the LSTA grants Bridges Library System is administering. A Heinrich/Scanlon motion to approve payment of the monthly bill lists (2016 Year End and February 2017) passed unanimously.

Financial Report: Connie Meyer reported that 2016 report is final but unaudited. These figures were used to complete the 2016 state annual report. No reserve funds were used in 2016. The 2017 expenditures will be closer to budgeted amounts due to the library system being fully staffed now. It's not likely there will be funds to carry over into reserves moving forward. January 2017 books are not yet closed due to year-end adjustments at the county level. As a result, there is no January 2017 financial report at this time. A Yeomans/Heinrich motion to receive and file the 2016 year-end financial report passed unanimously.

REPORTS

APL Representative's Report: Karol Kennedy reported that APL met on 2/17. The 2017 Trustee dinner plans are in progress and staff is looking for a guest speaker. The date of the event will be driven by speaker availability but will be in late September or early October. APL discussed *Patronlink* use and potential implementation. It would be a tool for libraries to use for marketing and promotions. One option exists to connect to our ILS platform, however APL determined they would not want to link due to privacy considerations. Hometown Productions sells advertising and APL discussed this advertising option. The topic of coordinated fine forgiveness is being discussed. Each director will take the topic back to their local boards for feedback and decision making. Passport issuance at libraries was another topic under consideration, however it would be a huge undertaking and the consensus was that it would consume staff resources to support this on an ongoing basis.

At 6:25 p.m. John Rhiel turned over meeting chair to Dick Nawrocki. Dick Nawrocki assumed the role of meeting chairperson, thanking John Rhiel for his assistance in temporarily chairing the meeting.

Resource Library Report: Grant Lynch shared that he and several other organizations were interviewed by WISN channel 12 on community outreach to the homeless population. The interview aired on 2/20/17. Grant also shared the following Resource library statistics over the past 5 years:

- Operating Budget Municipal Appropriation: up 15.18%
- Summer Reading Participants: up 5.14%,
- Children's Programs offered: up 30.57%
- Total Programs offered: up 33.49%
- Children's Programs Attendance: up 73.36%
- Total Attendance: up 62.86%
- Overdrive Usage: up 138.11%
- Security Incidents: down 62.07%
- 2016 Circulation was up 3.85% over 2015
- Since January 2014, 1,258 children have registered for the 1,000 Books Before Kindergarten program, with a total of 230,500 books read during that time period.
- The WPL Newsletter has risen 345% in subscribers (from 265 to 1,178), with a 49.2% open rate.
- In 2016, Library staff provided 21,892 items through our outreach program to approximately 250 individuals during 2,358 visits, or 29% more than in 2015.

Bridges Staff Report: Meg Henke provided an update that new copier will be delivered this week.

Bridges Director's Report: Connie Meyer reported that she, Mellanie Mercier, Shawn Carlson and Beth Bechtel provided a demonstration of our Polaris ILS to Arrowhead Library System board members, directors and librarians on February 14. They were the last of three library system vendors to demo. Lakeshores (SirsiDynix), and South Central (Koha) and Bridges Library Systems (Polaris) were all selected to offer a proposal and provide a demo. Connie

Meyer reported that we will hear back sometime in March about Arrowhead's decision. They have no hard deadline for reaching a decision and implementation but they are looking to make the move in 2017.

Polaris server upgrade for 2017 is under evaluation as to whether or not we will move to a hosted solution or replace our five-year-old servers. Purchasing is engaged in helping us, however it is a noncompetitive bid process as we are locked in with Innovative Solutions as our ILS vendor, unless we want to change vendors. The hosted (cloud based) solution is the industry trend/direction. Pricing is based on the number of user licenses. The goal is that the price would not exceed the amount budgeted for this project.

Library Legislative Day was earlier in the day. Dick Nawrocki and Linda Ager from the system board attended as well and Connie Meyer and Jill Fuller from the Bridges Library System office. The key topics of discussion for the day was an ask for an increase in state aid for library systems for the next biennial budget. Three main areas of focus for increased funding are: 1) jobs; workforce development, 2) life-long learning; early literacy, memory café, GALE Courses and 3) broadband access. Connie, along with others on the state budget team, met with joint finance committee members in January as well to talk about the request. Also the groups requested statute language change to WISEdata and WISEdash to be broadened to include libraries.

The e-commerce contract has been reviewed and approved by the legal department and purchasing. It will allow patrons to pay fines or for lost materials over the web, offering libraries an increased opportunity to collect fines/fee revenue. The minimum transaction amount is \$5.00 with a \$.50 transaction/convenience fee. Connie Meyer reported that are now delayed as the vendor wants to change some of the language in the contract. Cindy Greco (of Waukesha County purchasing) has been engaged to drive quotes to completion. Credit cards will not be accepted at the circulation desks to eliminate PCI compliance issues. We are using an LSTA grant to fund this implementation.

DISCUSSION/ACTION ITEMS

2017 Summer Library Program Contracts: Program contracts were submitted for approval for the following vendors: KidsPlay, Rick Allen Productions, Animal Quest, Class Act (David Seebach), ComedySportz and David Stokes. Jim Heinrich asked if we are obtaining W9's for all of these performers. Connie Meyer responded that they are required to be set up in the accounts payable system and Waukesha County handles the W9s as appropriate. A motion from Betty Scanlon to approve the 2017 SLP contracts was made and seconded by John Rhiel. The vote carried unanimously.

2017 Continuing Education program contracts: These contracts are for the 2017 SEWI continuing education programs and include Bill Marklein, Debra Kneser, James LaRue and Miguel Figueroa. A motion from Jean Yeomans to approve the 2017 SEWI Continuing Education speaker contracts was made and seconded by Linda Ager. The vote carried unanimously.

2016 Bridges Library System state annual report: A motion from Jim Heinrich to accept and approve the 2016 Bridges Library System state annual report as presented was made and seconded by Howard Pringle. It was unanimously accepted and approved.

Next meeting: **Tuesday, March 21, 2017 at 6:00 p.m.** at the **Bridges Library System Office.**

At 7:23 p.m. a Scanlon/Onesti motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

John Rhiel
Board Secretary