

Bridges Library System Board Meeting Minutes
March 21, 2017

PRESENT: Dick Nawrocki, Larry Nelson, Howard Pringle, Linda Ager, Jim Heinrich, Marion Onesti, Betty Scanlon, Rose Sura

ABSENT: Jean Yeomans, John Rhiel, 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 and Mellanie Mercier, Bridges Library System Assistant Director/Automation Coordinator

Dick Nawrocki, the Board President, called the meeting to order at 6:00 p.m. at the Bridges Library System Office.

Comments for the Public: There were no comments from the public.

Correspondence: A thank you note was received from the Waukesha County Jail Education Program in gratitude for the high interest youth oriented new books provided to them. Larry Nelson commented he was glad to see that Bridges Library System is delivering books to the jail center. The other correspondence received was a letter from John Thompson, Chair of the Public Library System Redesign (PLSR) Steering Committee, about recommendation for public library system contracts. Connie Meyer stated she will speak to this during the PLSR agenda item.

Meeting Minutes: A Sura/Scanlon motion to approve the minutes as submitted for the February 2017 meeting passed unanimously.

ACTION ON THE BILLS AND FINANCIAL REPORT

Bills Report: Betty Scanlon commented it is nice to see the 500 Books before middle school/high school logo on the bill list. Rose Sura asked if an app would be built like the 1000 Books before Kindergarten app. Connie Meyer reported not at this time but that it would certainly be worth a conversation with the App Brewery and she would convey the idea to Bridges staff member, Angela Meyers. Howard Pringle asked to approve and hold the check for Envisionware until clearance is given by Cindy Greco in purchasing at Waukesha County or until 3/30/17, whichever comes first. A Heinrich/Sura motion to approve payment of the monthly bill lists passed unanimously.

Financial Report: Connie Meyer reported that 2016 books are closed. The annual audit is underway. Jim Heinrich commented the audit is expected to be completed sometime in June. Jim Heinrich asked why we are already 31% spent in operating expenses for the year for Fund 210. Connie Meyer stated that at the first of the year, we have many large ticket subscription and

license renewals that make our expenditures appear askew. A Heinrich/Pringle motion to receive and file the financial report passed unanimously.

REPORTS

APL Representative's Report: Karol Kennedy reported that APL met on 3/17. The APL group discussed coordinated fine forgiveness after obtaining some information from Milwaukee Public Library. Eventually directors would be taking this request to their boards for approval and potential implementation in 2018. Jill Fuller's proposed marketing and communication plan was reviewed and endorsed by the APL. A *Bridges Libraries Transform* group has formed. The group involving many member libraries will be planning a 2018 Bridges Library System public relations campaign. A group of directors plans to meet and jointly draft a letter for consideration by APL to be sent to the PSLR steering committee sharing their questions and concerns about the process and project. The APL also discussed outreach due date extensions and revised the guidelines. The final topic discussed was the Café server replacement project. They approve of the hosted solution.

Resource Library Report: Grant Lynch shared that April 1, 2017 will be his last day at Waukesha Public Library as he has accepted the position of Chief Administrative Officer of the Columbus Metropolitan Library. A going away event is scheduled for March 30 at 1:30; you are cordially invited to join the WPL staff and trustees for this party. An RFP to solicit proposals from executive search firms to assist with the hiring of the new Executive Director has been finalized and posted by the WPL board. It is anticipated the search will take 3-6 months to complete.

Bridges Staff Report: Mellanie Mercier reported on E-commerce. The Envisionware implementation is in process. Documentation has been delivered to purchasing and the merchant ID has been assigned. There isn't a go-live date set yet. The CAFÉ servers require replacement. The decision has been made to move to a hosted solution via Amazon cloud. The annual cost is \$28,000 for production servers and an additional \$18,000 for a training/testing server. The cost of the training/test server is not justified so the plan is to take the current production servers and turn them into local test/training servers until the end of their useable life. The fiber connection between Bridges, Waukesha County and Waukesha City is planned to go live on Thursday, March 23. The VPN tunnel has been created. After successful cutover to fiber, Bridges will look to install VOIP (Voice Over Internet Protocol) phones for the office. A new BadgerNet fiber connection will provide for a bandwidth upgrade to all libraries. The installation at the libraries is projected to take place over the next 6 months.

Bridges Director's Report: Connie Meyer reported the 2016 annual report process is complete. 100% of the libraries are in compliance as the Pauline Haass Public Library lawsuit between the library and the Town of Lisbon has been settled. The county library planning committee (Act 150 committee) met in January and the 2017-2021 plan is currently being drafted. The draft will be reviewed at the upcoming March 30 meeting at the Hartland Public Library at 5:00 p.m. There are new standards in the plan. Statutorily the standards adoption needs approval from the Waukesha County Board and 50% of the libraries representing 80% of the municipal population. The plan will go to the Waukesha County Board and then the standards will follow a separate process. The bar has been raised in some standards categories. Jefferson County is doing library

planning as well. In other news the Institute for Museum and Library Services (IMLS) budget may be cut at the federal level. This budget provides federal funding to libraries via grants (LSTA grants) and the Wisconsin Department of Public Instruction for staffing and programs. If there is a cut or an elimination of the program, it would have a significant impact on Wisconsin as many key DPI staff resources have salaries funded through these grants. Pending LSTA grant proposals for 2017-18; including the accessibility assessments for our libraries may at risk.

DISCUSSION/ACTION ITEMS

Bridges Library System Marketing and Communication Plan: Connie Meyer stated that Jill Fuller wrote this plan to lay the groundwork for what she does to communicate with our stakeholders and to serve as a model for the libraries. Larry Nelson commented that our biggest weakness is that people do not know what Bridges Library System does and why we exist. It is so important to increase this awareness and Jill's plan and work will help close this gap. A Pringle/Onesti motion to approve the Bridges Library System Marketing and Communication Plan was made and unanimously accepted.

PLSR update: Connie Meyer commented that enclosed in the meeting packet is a letter from the PLSR Committee (Public Library System Redesign) advising library systems not to sign long-term contracts. This might be a good time for the library system board to weigh in on the topic. PLSR's goal is to rebalance the inequities between the services and 16 library systems in Wisconsin. There was discussion about the fact that while equity is a noble goal it's a complicated topic and there is a risk of creating a regional library system model that takes away from leading systems to shore up struggling systems. Additionally, there was discussion about how important local control is in successful library systems and any proposal that would risk or marginalize the autonomous, grass-roots nature of library system boards would be difficult to support. Tony Evers, State Superintendent of Public Instruction, has appointed the PLSR steering committee. The steering committee does not have the power to make any statutory change without legislative approval. A draft letter was reviewed Larry Nelson motioned for approval to send the letter to the PLSR committee. Rose Sura seconded the motion and the remaining board members unanimously approved it.

Next meeting: **Tuesday, April 18, 2017 at 6:00 p.m.** at the **Pauline Haass Public Library in Sussex.**

At 7:59 p.m., a Scanlon/Ager motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

John Rhiel
Board Secretary