

Bridges Library System Board Meeting Minutes
August 15, 2017

PRESENT: Dick Nawrocki, Larry Nelson, Howard Pringle, Linda Ager, Betty Scanlon, John Rhiel, Jean Yeomans, Rose Sura

ABSENT: Dwayne Morris, Jim Heinrich, Marion Onesti

EX OFFICIO: Connie Meyer, Library System Director, John Klima, Interim Director Waukesha Public Library, Resource Library Representative, Karol Kennedy, Director Menomonee Falls Public Library/APL Representative; Angie Zimmermann, Director Mukwonago Community Library

OTHERS: Angela Meyers, Bridges Library System Coordinator of Youth and Special Services, Mellanie Mercier, Bridges Library System Technology Coordinator, Meg Henke, Bridges Library System Administrative Specialist

Dick Nawrocki, the Board President, called the meeting to order at 6:02 p.m. at the Mukwonago Community Library.

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

Correspondence: Meg Henke reported there was no correspondence.

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

ACTION ON THE BILLS AND FINANCIAL REPORT

Bills Report: A Pringle/Sura motion to approve the monthly invoices as submitted for the July 2017 bill list passed unanimously.

Financial Report: Connie Meyer reported the budget is on target to the plan. A Nelson/Yeomans motion to accept the financial report for July 2017 passed unanimously.

REPORTS

Resource Library Report: John Klima reported the Executive Director search closed on August 6 to applicants. The committee will meet to review all applications on August 17. The committee will narrow down to a group of semifinalists for a Skype interview with finalists coming to WPL for on-site interviews on September 14 and 15. An upgrade has been made to the document scanner station as it now has a translation feature.

Bridges Staff Report: Mellanie Mercier reported the CAFÉ to Amazon cloud services move will begin at 9 p.m. on August 16. The CAFÉ catalog will be down on Thursday 8/17 until the data is all migrated. Libraries will work offline in the interim. A bandwidth upgrade is scheduled for September 6. The new telephony server arrived today and will be installed soon.

Bridges Director's Report: Connie Meyer thanked Angie Zimmermann, Director of the Mukwonago Community Library, for hosting tonight's meeting. Connie reported that the Waukesha county equalized assessed values were published and distributed to directors today to document the minimum municipal allocation for the county library tax rate exemption certification process. She further reported that both the Jefferson County and Waukesha County budgets have been submitted and are going through their annual budget processes.

DISCUSSION/ACTION ITEMS

Summer Library Program : Angela Meyers introduced herself and spoke to the trustees about the 2017 Summer Library Program. This summer the theme was *Build a Better World*. Each library received three (3) library system sponsored programs. The performer categories included two magicians, Rick Allen Magic and David Seebach; two comedy acts, Kids Play and Comedy Sportz; and two animal educators, David Stokes and Animal Quest. Librarians were asked to complete a survey and review including providing statistics about attendance following each performance.

Amendments to CS Logistics and Action Logistics delivery contracts: Connie Meyer presented the proposed contract amendments. She recommends that both the Action Logistics and the CS Logistics contracts be revised to specify an 11:59 p.m. daily delivery deadline as a result of missed connections between the vendors. In addition, she recommends that the CS Logistics' contract be revised to update the delivery schedule for Jefferson County libraries. Because CS Logistics does have other business in conjunction with our service route, the schedule has changed since the contract was originally signed. It's very important that our libraries have an accurate, consistent and reliable delivery schedule so this amendment is being recommended. The libraries have been queried about this schedule and it's acceptable to all.

A Pringle/Sura motion to approve the amendments to both the CS Logistics and Action Logistics delivery contracts as submitted passed unanimously.

Next meeting: **Tuesday, September 19, 2017 at 6:00 p.m.** at the **Delafield Public Library**.

At 7:05 p.m., a Scanlon/Sura motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

John Rhiel
Board Secretary