

**Bridges Library System Board Meeting Minutes
November 21, 2017**

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

ABSENT: Dwayne Morris, Jean Yeomans

EX OFFICIO: Connie Meyer, Bridges Library System Director; Betsy Bleck, APL representative and Director of the Oconomowoc Public Library and John Klima, Resource Library Representative and Interim Director of the Waukesha Public Library

OTHERS: Steve Trimborn, Waukesha County Senior Financial Analyst and Meg Henke, Bridges Library System Administrative Specialist

Call to order: 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: No correspondence was received.

Meeting Minutes: A Betty Scanlon/ Marion Onesti motion to approve the minutes as submitted for the October 2017 meeting passed unanimously.

ACTION ON THE BILLS AND FINANCIAL REPORT

Bills Report: A Jim Heinrich/Howard Pringle motion to approve the monthly invoices as submitted for the November 2017 bill list passed unanimously.

Financial Report: Connie Meyer stated a revised copy of the financial statement is included in today's materials. The revised copy has no financial changes; it merely includes footnotes that were inadvertently missed in the original packet. Fund 205 is fully expended. Funds 210 and 215 are forecasted to end the 2017 year in the positive. A Jim Heinrich/Howard Pringle motion to accept the month end financial report for the October 2017 passed unanimously.

Funds Transfer: A funds transfer request in Fund 210 is sought for \$3000 to cover personal, phone and mail costs that exceed initial budget amounts. A transfer in Fund 215 of \$22,000 is requested as the new servers planned in the CAFÉ budget need to be moved to the correct budget category as we opted to move to the cloud in a vendor-hosted solution with our Polaris database rather than upgrade our on-site servers. A Howard Pringle/Marion Onesti motion to approve the requested funds transfers passed unanimously.

REPORTS

APL: Betsy Bleck reported the APL met on 11/17. Highlights included the introduction of three new library directors; Vicky Kollar (Butler), Eric Robinson (Fort Atkinson) and Brittany Larson (Muskego). 2018 APL Officers will be Barbara Draeger as President, Gerard Saylor as Vice President, and Stephanie Ramirez as Secretary. APL also discussed the 2018 Libraries Transform billboard slogans. CAFÉ system administrator, Shawn Carlson, was recommended for appointment to Wisconsin Public Library Consortium (WPLC) steering committee as the new Bridges Library System representative replacing Amy Lutzke (Fort Atkinson) who indicated she was no longer interested in serving beginning in 2018. Bridges Library System has two appointments on that committee, the other one held by Jennie Stoltz (Pewaukee). APL also discussed the 2018 database selections and held off recommending *Reference USA* and *JobNow* until further review. The other databases were recommended for renewal: *Consumer Reports*, *Novelist Plus*, *Morningstar*, and *Ancestry Library Edition*. The Department of Public Instruction (DPI) has strongly encouraged removing driver license numbers in automation systems as a security breach could put all of that patron information at risk. The APL directors agreed with the recommendation of removing drivers' license information. Shawn Carlson and Mellanie Mercier will undertake this project to remove these data points in Polaris.

Resource Library Report: John Klima reported, on the 2017 Waukesha Reads program. This year's books was *True Grit* by Charles Portis. Over 2000 copies were given away. Over 3300 books were collected for charity. The Marcus movie theater dinner and movie event sold out and was attended by over 120 people. Keynote speaker, Mike Earp's presentation about the U.S. Marshall Service was attend by 175 people. Next year's book selection will take place in December. Bruce Gay joins Waukesha Public Library as their new executive director on 11/29/17.

Bridges Staff Report: Meg Henke reported 950 Waukesha County Heroin Guides were requested and distributed to 18 libraries in the system.

Bridges Director's Report: Connie Meyer reported that the AT&T bandwidth upgrades are still not going well. The vendor comes unprepared and we have seen many failed attempts to upgrade. The E-commerce projects is installed and in the configuration and testing stages. This system will be used to pay fines and for lost books at a local library level. A public hearing on proposed new legislation for TEACH/WISE funds to be expanded for use in both public and school libraries is planned. This legislation is still working its way through the legislative process and people are encouraged to support it because it would help our state libraries. Kathy Klager and Connie will present at an upcoming December Wisconsin County Association meeting on the topic of county library funding. Lastly, Jefferson County and Waukesha County library budgets for 2018 passed without changes.

DISCUSSION/ACTION ITEMS

2018 Resource Library contract: No change to the financial figures or programs from 2017. A Betty Scanlon/Rose Sura motion to approve the 2018 Resource Library contract as presented passed unanimously.

2018 Café Consulting Services contract: The contract includes a 2.2% increase for cost of living adjustments. A Marion Onesti/Howard Pringle motion to approve the 2018 Café Consulting Services contract as presented passed unanimously.

2018 Café Office Space contract: The contract reflects a 50% decrease in costs due to the decrease in server count housed at WPL. A Howard Pringle/Betty Scanlon motion to approve the 2018 Café Office Space contract as presented passed unanimously.

2018 MCFLS Continuing Education Consulting agreement: This is the annual agreement for Bridges to support/provides CE services to Milwaukee County Federated Library System (MCFLS) libraries. The cost is driven by staff (FTE) count. A Jim Heinrich/Rose Sura motion to approve the 2018 MCFLS Continuing Education Consulting agreement as presented passed unanimously.

2018 Database Selection: Connie reported that a database workgroup meets to review usage, cost and comparable products. The workgroup makes recommendations that are brought to APL for consideration. *Morningstar, Novelist Plus, Ancestry* and *Consumer Reports* all received support for renewing. The workgroup has been asked to review alternatives to *Reference USA* and *JobNow*. Based on usage and cost for these two databases the group is not ready to recommend renewal. Rosetta Stone is not recommended for renewal. A Betty Scanlon/Rose Sura motion to approve the four recommended databases (*Morningstar, Novelist Plus, Ancestry* and *Consumer Reports*) at a cost of \$52,520 passed unanimously.

Library System Bill Paying Practice discussion: Connie led a discussion about the logistical and legal obligation to pay our bills on time. The need to review the process was precipitated by the recent failed quorum for the originally scheduled October board meeting. Connie asked Meg Henke, the party responsible for monthly bill paying, to comment on her workflow and the impacts of possible changes in bill paying practices. Meg Henke shared that there are logistical challenges to holding bills and then bombarding accounts payable with all the bills at once. Steve Trimborn commented on the fiscal controls in place at Waukesha County, the fiscal agent. After careful consideration of the impacts and issues, Larry Nelson recommended a change to the process in which bills are paid. Nelson motioned that bills should be paid as authorized by the Bridges Library System Director with a comprehensive monthly report to the Bridges Library System Board, who will continue to be responsible for reviewing and approving all bills at upcoming Bridges Library System Board meetings. Marion Onesti seconded that motion and it carried unanimously.

Director's Evaluation: The board convened in closed session pursuant to section 19.85(1)(c) of the Wisconsin Statutes to consider employment and compensation for the Director of the Bridges Library System. At 7:37 p.m. a motion was made by Betty Scanlon, seconded by Marion Onesti, and approved by a roll call vote to go into closed session to discuss the Library System Director's annual review.

A motion by Marion Onesti/Betty Scanlon and approved on a roll call vote to return to open session was made at 8:10 p.m. The motion carried by the remaining members of the board. A motion by Betty Scanlon and seconded by John Rhiel was made to approve a 2% base and the maximum the County allows under the non-represented employees as approved by the County Board. The Bridges Library System board carried the motion unanimously.

Director's Goals for 2018: Connie Meyer lead the discussion and the following items were identified as the 2018 goals:

1. Strategic Planning- update the outdated 2015-2017 plan.
2. Assist the Jefferson County library board with their county plan.
3. Participate in the PLSR process to affect positive change for Wisconsin libraries.
4. Continue to be an advocate and work on legislative issues for Wisconsin libraries.
5. Revise the policy manual for the Bridges Library System Office.
6. Visit a minimum of six (6) member libraries each year in a rotation to ensure all libraries are visited at least once every 4 years.

Trustee Heinrich recommended that Waukesha County Corporation Counsel review the policy manual before implementation. In a side note, several trustees expressed an interest in a pre-meeting library tours (approx. 5:45 start time) when Bridges Library System Board meetings are on location. Meg Henke will make those arrangements. A Betty Scanlon/Rose Sura motion to approve the Director's Goals for 2018 passed unanimously.

Next meeting: **Monday, December 18, 2017 at 6:00 p.m.** at the **Bridges Library System office.**

At 8:32 p.m. a Betty Scanlon/Howard Pringle motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

John Rhiel
Board Secretary