

JEFFERSON COUNTY LIBRARY BOARD MEETING MINUTES
February 28, 2017 at the Watertown Public Library

Meeting was called to order by President Ager at 5:09 p.m.

Board Members Present: Linda Ager, Art Biermeier, Leigh Froelich, Sue Hartwick, and Dwayne Morris. Nancy Lust and Jeff Zaspel were absent.

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

Other Guests: Connie Meyer, Bridges Library System Director.

Minutes: Biermeier moved approval of the Nov. 16, 2016 minutes; seconded by Froelich and passed.

No public comments or correspondence

Administrator Report:

- The Funding Formula Committee of Meyer, TerKeurst, Ager, Biermeier, Lust, Lehner and Lunsford will be meeting on March 16th at 3 p.m. in the Dwight Foster Public Library in Fort Atkinson.
- The guidelines checklist approved by the county library board were reviewed by all library directors with their boards, completed, and returned to Administrator TerKeurst. It appears to have been a good exercise that was taken seriously. Morris suggested the results of this guidelines assessment be shared by the Administrator when presenting the annual library report to the county board. As a number of libraries mentioned concerns with ADA issues, Hartwick asked the directors whether they interpreted ADA accessibility to include access to books. A discussion followed concerning the challenges that raised. Meyer indicated a library system staffer is attending a seminar on this very topic and will be reporting to all directors as to what type of access libraries should be providing.

Bridges Library System Rep Report - Ager:

- Bridges gave a presentation in February to the Arrowhead Library System which is looking to join an Integrated Library System (automation system).
- Bridges is continuing to work on an ecommerce system to allow online payment of fines.
- System staffer Jill Fuller is writing a guest column appearing in the *Daily Jefferson County Union*, *Waukesha Freeman*, and now, thanks to Checkai, in the *Watertown Daily Times*.
- Legislative Day was last Tuesday and there were a number of system library directors at the Capitol along with Meyer and Fuller. The goal was to request a \$1.5 million increase in the budget to support libraries, targeted to workforce development, broadband access, and lifelong learning.

Library System Director Report – Meyer:

- Bridges should hear back from the Arrowhead Library System sometime after ALS's March directors meeting regarding their decision about the ILS. We have encouraged them to think bigger and consider system membership. Morris inquired if the Bridges library directors supported taking on Arrowhead and Meyer indicated they did.
- The State's Public Library System Redesign project is ongoing. Library directors are encouraged to participate in the PLSR survey; Meyer will email the link to everyone tomorrow. Our concern is that the focus is on how to do something – i.e., get fewer systems – instead of focusing on how to help systems provide the best possible services. We'd prefer organic change stemming from systems seeking what's in their best interests rather than an abrupt shift to something like five consolidated systems which would cause lots of challenges for our libraries. Things are moving quickly so input is needed now. WiLS (Wisconsin Library Service) is managing the project with a Steering

Committee and they would listen to input. Hartwick moved the Jefferson County Library Board weigh in on the system redesign project by having Meyer and TerKeurst draft a letter for President Ager's signature expressing our concern that any changes be evaluated with regard to system effectiveness and performance; seconded by Morris and passed unanimously.

- The Palmyra Library has a new director, Laura Gest. She will have her orientation with Meyer next week. She comes to Palmyra from the Williams Bay Library.

New Business

- A. Selection of 2017 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. Morris moved to approve DFPL as the county resource library. Seconded by Biermeier and approved unanimously.
- B. 2016 Jefferson County Library Service State Annual Report:** TerKeurst presented the county library's annual report which has to be filed with the state. Morris moved approval, seconded by Froelich, and approved unanimously.

Election of Officers: Officers elected by unanimous votes for 2017 are as follows:

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

Vice President – Art Biermeier (volunteered)

Secretary – Biermeier moved the secretary election be tabled until TerKeurst could consult with Lust to see if she'd be interested; seconded by Morris and passed. Hartwick will take the July meeting minutes.

Reports from County Libraries: (There was a lot of in-depth description of activities at the libraries. These minutes reflect just short summaries)

Jefferson: Lehner asked TerKeurst to let everyone know that Jefferson will be hosting a Harry Potter Festival in October. Lehner is on the planning committee.

Fort Atkinson: The Jefferson County Literacy Council held their Taste of Literacy Fundraiser at the library this past Saturday night. It went well. The local Project Lead program is purchasing Spanish language materials for both children and adults for the library. The two injured staffers are still out but recovering. Elizabeth from the Jefferson Public Library is helping one night a week and filling in on Saturdays. This works well as she already knows the automation system. The Wisconsin Library Association's Support Staff and Circulation Services Section will hold their one-day conference in Fort Atkinson on May 25th. TerKeurst is the chair of SSCS.

Waterloo: Mountford thanked Meyer for the help on the annual report. Circulation is up; highest it's been in 4 years. They started a Biggest Loser program that has been very popular; the program on how to reduce the sugar in your diet was especially well attended.

Watertown: Two RFPs were due today – one for a fundraising consultant (got 5) and one for the Carnegie building's front stairs (only got 1). The city engineer has been very helpful. The Carnegie building is celebrating 110 years. They are losing two full-timers – one retiring in June and one moving away this spring. The TV is up showing what's happening in the meeting rooms.

Whitewater: Not making much progress on the building project so they are moving things around a lot. Space issues are ongoing. Circulation is down in 2016.

Lake Mills: They are always weeding items. Have a number of author visits coming up. Their Legislative Day experience was largely positive. Met with Rep. Kleefisch who emphasized the theme of consolidation to avoid duplication of effort. They have instituted a 'Sip and Swipe' program for

Seniors to help them learn how to use their tablets. These are 4-6 week sessions using an instructional software package that's targeted to seniors. The idea of a new building is still in the capital budget; next step might be a space needs assessment.

Cambridge: They held their own in circulation. They manually track a number of internal statistics and have now added recording how long a user is on the computer. They have seen an increase in OverDrive. The Friends group gave the library \$10,000 which they used to buy a number of items including a laminator. The Friends annual plant sale is May 13th.

Other:

- TerKeurst noted that District Administrator Dr. Jeff Zaspel will be retiring on June 30th. We will need a new superintendent to sit on the board. If any directors would like to recommend their superintendent, they should contact TerKeurst.
- Checkai suggested we have Victoria Pratt of the Jefferson County Economic Development Consortium come and visit with the Jefferson County Library Board. TerKeurst will see what can be arranged.

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

Adjournment: Biermeier moved to adjourn; seconded by Morris and passed unanimously. Meeting adjourned at 6:24 p.m.

Respectfully Submitted,
Sue Hartwick
March 1, 2017