

JEFFERSON COUNTY LIBRARY BOARD MEETING MINUTES  
July 26, 2017 at the Dwight Foster Public Library in Fort Atkinson

Meeting was called to order by President Ager at 5:03 p.m.

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

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

**Other Guests:** Tom Fick, Trustee, Dwight Foster Public Library; Connie Meyer, Bridges Library System Director; and Victoria Pratt and Julie Olver of the Jefferson County Economic Development Consortium.

**Minutes:** Two corrections were made to the Feb. 28, 2017 minutes – a correction to Leann Lehner’s name and insertion of the word ‘items’ in a description of weeding at Lake Mills. Minutes were declared approved with those changes.

**No public comments or correspondence**

**Presentation on the Jefferson County Economic Development Consortium:** Executive Director Victoria Pratt gave an overview of the work of the JCEDC and inquired of those present as to how they saw libraries helping economic development. The consensus answer was as community assets that improve quality of life.

Old Business

**Update on Formula for County Budget Request:** Connie Meyer, Bridges Library System Director, reported that the Formula Committee met two times and is ready to make a recommendation. The focus is not on expanding the pie so much as the distribution of funds. A challenge with the current formula is consistent planning. Large changes in funding from year to year make it hard to plan for regular operational needs. To help stabilize funding, the committee is recommending the county library board adopt a formula that provides for a safety net prohibiting a drop of more than 5% or \$5,000. A library’s funding could increase by more than the 5% or \$5,000, but not decrease beyond those numbers.

During discussion, all librarians indicated their support of the change. Art Biermeier made a motion to adopt a revised formula for the county funding calculation in which the distribution of funds would ensure no library would suffer a decrease of more than 5% or \$5,000; motion was seconded by Leigh Froelich. Motion approved.

New Business

- A. **2018 County Library Service Budget Request:** Meyer introduced the documents detailing the budget request noting that in the ‘Ask’ portion there has been a switch to using the aggregate calculation to determine the countywide cost of providing services to rural users, instead of adding up the libraries individual reimbursement amounts. The numbers are quite similar but the aggregate method is easier to calculate and explain. Rural usage increased last year, leading to an increase in the reimbursement request. Biermeier made a motion to approve the 2018 Jefferson County Library Service Request as presented; seconded by Froelich. Motion approved.
- B. **2018 Jefferson County Resource Library Budget Request:** Fort Atkinson Library Director Kelly TerKeurst presented a \$500 budget request made by the Dwight Foster Public Library to act as the Resource Library for 2018, which was the same as 2017. Nancy Lust made a motion to approve the budget request as presented; seconded by Biermeier. Motion approved.

- C. **Jefferson County Library Service Plan:** TerKeurst noted that the County Library Service Plan expires at the end of 2018. It was agreed to put this item on the agenda of the November 2017 meeting in order to discuss how the Board would like to handle reviewing and updating the 2016-18 plan so it will be ready to go at the start of 2019.

**Administrator Report:**

- TerKeurst reported that she is leaving her position at the Dwight Foster Public Library to move to England in October. She thanked everyone for all their work on behalf of libraries.

**Bridges Library System Rep Report – Linda Ager:**

- Bridges had a presence at both the Waukesha and Jefferson County fairs.
- The annual Trustee Dinner is set for 5 p.m. on September 27<sup>th</sup> at the Country Springs Hotel in Waukesha.
- Bridges approved their 2018 budget which includes more money for Overdrive.

**Library System Director Report – Meyer:**

- The Public Library System Redesign Project is moving along. There was a Steering Committee retreat to which library system directors were invited to give input. The PLSR report is due by the end of May 2018.
- The Waukesha County Library Service Plan was just approved by Waukesha County. It is 67 pages long. The mandatory standards were 16 years old so the various library boards had to approve the updated versions and 15 of the 16 library boards did so.

**Reports from County Libraries:**

**Cambridge:** They are enjoying their new library.

**Fort Atkinson:** TerKeurst noted they are now circulating STEM kits thanks to a Bridges grant.

**Jefferson:** Lehner reported a good summer. They filled their tech/cataloguing position and the youth services person is starting library school. New security lights are coming.

**Palmyra:** Gest reported on her first six months at the library. They received a grant to check out kayaks.

**Waterloo:** Mountford reported a good summer. Had a very successful program with an author of a craft beer book.

**Watertown:** Checkai reported a good summer including the repair of their front steps.

**Whitewater:** Lunsford reported that there has been no proposal put forward yet about a public/private partnership to build a new library. It's still up in the air.

**Other:**

- Hartwick noted the need for someone to fill the role of Secretary for 2017 as that office was left unfilled at the officer elections held at the Feb. 2017 meeting. Froelich agreed to act as Secretary going forward.

**Next Meeting:** Next meeting will be in November.

**Adjournment:** Biermeier moved to adjourn; seconded by Lust. Motion passed. Meeting adjourned at 6:57 p.m.

Respectfully Submitted,  
Sue Hartwick  
September 22, 2017