

**Bridges Library System Board Meeting Minutes**  
**December 17, 2018**

PRESENT: Dick Nawrocki, Larry Nelson, Linda Ager, Jim Heinrich, Art Biermeier, Amy Reichert, Rose Sura, Nancy Wilhelm, Jean Yeomans

Absent/Excused: Dwayne Morris, Howard Pringle

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Mellanie Mercier, Bridges Library System Assistant Director/Automation Coordinator; Karol Kennedy, Menomonee Falls Public Library Director and APL representative 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 in Waukesha.

Comments for the Public: None.

Correspondence: Betsy Bleck, Director of the Oconomowoc Public Library, sent a thank you card to the Board for their support of member libraries in the form of the 2018 Library Innovation Grant. Betsy used the funds to attend training for crisis prevention. Additionally, a letter from State Superintendent Evers was received notifying Board President Dick Nawrocki of the approval of the 2019 annual system plan and notification of funding for \$973,342.

Meeting Minutes: An Art Biermeier/Rose Sura motion to approve the minutes for the November 2018 Bridges Library System Board meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Report:* A Jim Heinrich/Amy Reichert motion to approve the monthly invoices for funds 210 and 215 for December 2018 as submitted passed unanimously.

*Financial Report:* A Jim Heinrich/Nancy Wilhelm motion to accept the monthly financial reports for November 2018 were accepted unanimously.

**REPORTS**

*APL:* Karol Kennedy reported that the circulation of consumables was reviewed to ensure accurate statistics are reported. The 2019 APL meeting calendar is set and published. The APL reviewed and provided feedback to Connie Meyer on the draft Bridges Library System Policy Manual. APL talked about programming policies at their local libraries. A brief PLSR update/discussion was held.

*Resource Library Report:* Bruce Gay reported the accessibility scan for Waukesha Public Library is complete and 101 barriers have been identified. A staff-training day was held on December 7<sup>th</sup>. Topics of the training included active shooter and fire safety. Staff evaluations are now in place with 'SMART' goals for 2019.

*Bridges Staff Report:* Mellanie Mercier reported the CAFÉ user survey is underway and as of December 17<sup>th</sup> approximately 450 responses have been registered. The survey will continue to be administered via

IPADs in the libraries or the link in CAFÉ through the end of January 2019. Jill Fuller provided a written recap of her Library Marketing Conference in St. Louis she attended early in fall.

*Bridges Director's Report:* Connie reported the year-end wrap up is in progress and staff evaluations are underway. Connie and other members of the WLA legislative committee met with Governor Elect Tony Evers' transition team to discuss the 2019-2021 budget request. In January and February additional meetings with members of the joint finance committee will take place to prepare for spring budget hearings. Wisconsin State Library Legislative Day will be Tuesday, February 12, 2019 in Madison. Meg will send out more details about registration. In support of the strategic plan, Bridges Library System will sponsor 1 trustee and 1 member of the friends group from each member library to attend the 2019 Library Legislative Day.

### **DISCUSSION/ACTION ITEMS**

*PLSR Discussion:* Connie Meyer reported that the Steering Committee met on 12/14 and only got through recommendation 1 of 7. The library survey had a response rate of 50 percent. Members of the Steering Committee were given feedback by the LD&L Committee at their meeting in Madison on November 30<sup>th</sup>. The Steering Committee will meet again in January 2019.

*Appoint 2019 Nominating Committee:* Members Rose Sura, Nancy Wilhelm and Jean Yeomans were identified to comprise the nominating committee. A Larry Nelson/Art Biermeier motion to approve the committee passed unanimously.

*Director's Goals for 2019:* The following are goals Connie Meyer proposed for herself for 2019:

- 1) Advocate for Wisconsin Library Association's state legislative initiatives including the budget request that includes state aid to public library systems
- 2) Prepare detailed documentation for succession planning
- 3) Provide update on strategic plan initiatives

A Jim Heinrich/Nancy Wilhelm motion to accept the goals as proposed passed unanimously.

*Records Retention Schedule:* Connie commented that she and Mellanie Mercier have consulted with the DPI and Waukesha County records experts. After careful consideration, the plan is to adopt the library system specific schedule from the State and use the Waukesha county schedule for non-library specific items like HR, fiscal agency etc. The final draft will be added to the January APL and Bridges Board meetings for consideration and action.

*Policy Manual:* Connie commented that is the first draft of an update to our policy manual. The changes are so extensive I decided not to include the old document for comparison and should be viewed as a new manual. The directors reviewed this document at their December APL meeting and offered suggestions to include sections about equipment services, technology services and delivery policies. Another draft will be added to the January APL and Bridges Board meetings for consideration and action.

*2019 Bridges Library System Board Meeting schedule:* A review of the draft was made to ensure that no conflicts existed with Waukesha County Board meetings. A Jean Yeomans/Art Biermeier motion to accept the 2019 Bridges Library System Board meeting as presented passed unanimously.

Next meeting: **Tuesday, January 15, 2019 at 6:00 p.m.** at the **Bridges Library System offices (741 N. Grand Avenue #210, Waukesha, WI 53186).**

At 7:15 p.m., an Amy Reichert/Rose Sura motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Jean Yeomans  
Board Secretary