

Bridges Library System Board Meeting Minutes January 16, 2018

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

ABSENT: Dwayne Morris

OTHERS: Connie Meyer, Bridges Library System Director; Karol Kennedy, Alliance of Public Librarians (APL) representative and Director of the Menomonee Falls Public Library; Bruce Gay, Resource Library Representative and Director of the Waukesha Public Library (WPL); Mellanie Mercier, Automation coordinator and Assistant Director of Bridges Library System; 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.

Introductions: Introductions were made as Dick Nawrocki welcomed our three new trustees, Amy Reichert, Nancy Wilhelm and Art Biermeier. All trustees shared their professional and library trustee experiences with the group.

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

Correspondence: No correspondence was received.

Meeting Minutes: Jim Heinrich commented the December 2017 minutes need a correction to reflect that Larry Nelson made the initial motion about the 2018 board schedule and it was seconded by Jim Heinrich. A Jean Yeomans/Rose Sura motion to approve the corrected minutes for the December 2017 meeting passed with a vote of 7-0 in favor; trustees Biermeier, Wilhelm and Reichert abstained from voting.

Welcome New Trustees: Connie Meyer welcomed our three new trustees, Amy Reichert, Nancy Wilhelm and Art Biermeier. She further reported that on January 15th all three participated in onsite trustee orientation and training at the Bridges Library System office. All three trustees have local library board experience and come to Bridges in strong support and appreciation of public libraries.

ACTION ON THE BILLS REPORT

Bills Report: Two sets of bills were presented for approval. One bill list representing year-end 2017 bills list and a second bills list representing 2018 invoices. A Jim Heinrich/Howard Pringle motion to approve the monthly invoices as submitted for year-end 2017 and January 2018 bill lists passed unanimously.

REPORTS

APL: Karol Kennedy reported the APL met on 1/12. Topics discussed were fines forgiveness, E-commerce, PLSR update and meeting room policies. Fort Atkinson has some planned experiences providing their patrons with fine forgiveness. The E-commerce roll out began in mid- December with a successful quiet implementation. APL is following the progress of the PLSR discussions very closely.

Lastly, the APL had a roundtable discussion to talk about meeting room policies. Trustee Nancy Wilhelm inquired if there is a round up option in E-commerce. Mellanie Mercier responded that it is not currently available.

Resource Library Report: Bruce Gay reported that he participated in new director orientation at the Bridges Library System offices last week. Bruce shared that the 12th year of planning for the annual Waukesha READS program will begin in March with finalizing the book choice for 2018. Last year's program, True Grit, was featured in an NEA Big Read newsletter. A staffer at WPL is sharing ideas with other libraries who have chosen True Grit for their upcoming 2018 NEA Big Read event. Lastly, Waukesha Public Library will be creating a position for a community liaison. This will be a shared position with Waukesha Public schools.

Bridges Staff Report: Mellanie Mercier reported that an E-commerce test transaction was completed on 12/14. It moved into a soft roll out of the application for member libraries to direct patrons to pay fines and fees via credit card through CAFÉ. December records between PAYware and Polaris have balanced. 205 transaction collecting a total of \$3,600 has been made to date. A formal marketing push will occur following the Libraries Transform campaign. BadgerNet Circuit installation continues and the third unsuccessful installation happened at Sussex today.

Bridges Director's Report: Connie wrote a formal letter of complaint to TEACH about the abundance of issues incurred during the BadgerNet upgrade project. DPI was copied on the communication outlining the numerous issues and extra expense incurred due to AT&T issues. Legislation AB572 passed unanimously in the State Assembly today. There is hope to get the Senate to vote before the break and then on to Governor Walker. Data was sent to the Department of Public Instruction (DPI) on January 15th so they could pre-populate library annual reports. The LD&L legislative committee is working to prepare articles and an info graphic for the Wisconsin Counties Association magazine. Paul Decker has been asked to pen an article focusing on the County Board perspective about the importance of county library planning to be included with the info graphic and other articles. Library legislative day is Tuesday, Feb 20th. Contact Meg if you'd like to attend and she will get you registered for the event. Hartland Public Library has begun their search process for a new director. Nancy Massnick will be retiring in early spring 2018. The Libraries Transform marketing campaign is ready for roll out. This February initiative will promote libraries and the value they bring to communities. Jill Fuller designed a tool kit for local library use in promoting their library and four Libraries Transform billboards will be a part of this campaign.

DISCUSSION/ACTION ITEMS

2018 Bridges Library System Board election of officers: Nominating committee members Dick Nawrocki, Linda Ager and Jean Yeomans, presented the following candidates for election of 2018 officers: Dick Nawrocki – President, Linda Ager- Vice President and Jean Yeomans – Secretary. A Howard Pringle/Rose Sura motion to accept all candidates as nominated passed unanimously.

Renewal of Reference USA database: Connie reported that in fall of 2017 there was no clear picture about renewing this database. After an investigation of an alternative, Mergent, APL found the two databases had similar features but Reference USA had more attractive pricing. At the December APL meeting, the group determined they would recommend Reference USA for renewal. Furthermore, if we

signed for a two-year contract we would receive two (2) free iPads. A Jean Yeomans/Linda Ager motion to renew the Reference USA contract for two years passed unanimously.

Summer Library Program Performers' Contracts for 2018: Connie reported that Angela Meyers prepared a summary of programs for review alongside the contracts. A Jim Heinrich/Art Biermeier motion to approve the 2018 Summer Library Performers' contracts as presented passed unanimously.

Brainstorm for 2018-2020 Strategic Plan: Connie shared the most recent Bridges Library System strategic plan with the group. Two format options would be readily available for use, the current format and a template used by Waukesha County. Both examples were shared with the trustees. Connie commented WiLS was contracted to develop the format and template the most recent version of the plan. To define the goals and objectives, a survey was developed and then distributed to member libraries. In the past, the information gathering was a one-day meeting including trustees and library directors collaboratively working to set goals and objectives to meet the needs of the Bridges Library System and its member libraries. The information would create the framework and details to build into the draft plan. Bridges staff would write the documents and present to trustees for final review and approval. The timeline to begin the process would be spring 2018. Planning would take place in May/June timeframe with plan creation. After a discussion, the group determined they would like to use a similar format and model (WiLS version) for developing the next plan. Jim Heinrich asked who would play the facilitator role in the absence of WiLS? Nancy Wilhelm volunteered to assist Connie Meyer in the guiding the process as her professional expertise is strategic planning.

Next meeting: **Tuesday, February 20, 2018 at 6:00 p.m.** at the **Bridges Library System office.**

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

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Jean Yeomans
Board Secretary