

Bridges Library System Board Meeting Minutes
July 17, 2018

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

ABSENT: Dwayne Morris

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Director and Resource Library; Stephanie Ramirez, Delafield Public Library Director, Jennie Stoltz, Pewaukee Public Library Director and APL representative, 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 6:01 p.m. at the Delafield Public Library.

Comments for the Public: None.

Correspondence: None.

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

ACTION ON THE BILLS REPORT

Bills Report: A Jim Heinrich/Howard Pringle motion to approve the monthly invoices for funds 210 and 215 for July 2018 as submitted passed unanimously.

Financial Report: A Jim Heinrich/Jean Yeomans motion to accept the June 30, 2018 financial statements as submitted passed unanimously.

REPORTS

APL: Jennie Stoltz reported APL met on 7/13 in Delafield. The two topics discussed were the 2019 budget and PLSR. More details will be provided in the library system director's report.

Resource Library Report: Bruce Gay reported that Waukesha Public Library is into their strategic planning process. They have received 1200 community responses to their survey/questionnaire. They have implemented a director's evaluation process. The summer reading program has the highest turnout since 1994. They are attributing that to the newly funded Community Liaison Librarian position. A Resource Library proposal was presented to the APL for 2019 to include additional services including; maker kit creation and management/delivery support, monthly circulation staff training and some Spanish translation services.

Bridges Staff Report: Meg Henke stated there were no updates to the staff report information contained in the meeting packet.

Bridges Director's Report: Connie reported outreach at the County fair season is underway.

DISCUSSION/ACTION ITEMS

2019 Lakeshores Intersystem Agreement: Connie commented that the calculations are based on the statewide average cost per circulation from last year. This agreement reimburses local libraries for cross county borrowing from Racine and Walworth County residents at Waukesha County libraries. A Howard Pringle/Art Biermeier motion to approve the 2019 Lakeshores Intersystem Agreement as submitted passed unanimously.

Bridges Library System Preliminary Budget 2019: Connie stated the updated budget draft reflects some changes based on the recent APL meeting. The two areas of changes are the additional staff person slated for local IT support and the Resource Library contract. Based on APL feedback, they feel the local IT support position needs to be at a higher salary level to attract and retain quality candidates. Connie has been in discussions with Waukesha County human resources as well as consulting with public sector IT professionals about salary expectations. Connie will survey directors to determine expected need and revenue and adjust for the final budget presented in September. The other budget update reflects the APL recommendation to continue to fund \$20,000 for professional materials and staff support for OverDrive technical support as well as back up reference support. Waukesha Public Library also proposed some new services for 2019 including maker kit creation and management/delivery support, monthly circulation staff training and some Spanish translation services. The cost for the kit materials would be funded from reserves and the balance of the expenses would come from the annual operating budget. Based on the cost, APL recommended removing these additional services from the proposed 2019 budget. A Howard Pringle/Amy Reichert motion to approve the Bridges Library System 2019 revised preliminary budget passed unanimously.

Lease extension for 741 N. Grand, #210: The proposed lease extension represents an extension through August of 2020 with a two percent (2%) increase. The new monthly rent will be \$2,408.53 effective September 1, 2018. A Jean Yeomans/Amy Reichert motion to approve the Bridges Library System 2019 revised preliminary budget passed unanimously.

PLSR: Connie commented that the last official PLSR community-wide event is the Summit meeting July 30 and 31 in Stevens Point. The Steering Committee will write a report following the meeting. The online feedback form will close at noon on July 26, 2018. New names have been given to the models. Model Y is now known as "Green" and model W is now known as "Gold". A draft letter has been created for Board review. A Larry Nelson/Amy Reichert motion to submit the letter as drafted to the PLSR Steering Committee on behalf of the Bridges Library System Board of Trustees passed unanimously.

Next meeting: NEW LOCATION -- Tuesday, August 21, 2018 at 6:00 p.m. at the Bridges Library System office, 741 N. Grand Avenue #210, Waukesha, WI.

At 7:26 p.m., a Rose Sura/Art Biermeier motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Jean Yeomans
Board Secretary