

Bridges Library System Board Meeting Minutes September 18, 2018

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

OTHERS: Connie Meyer, Bridges Library System Director; Betsy Bleck, Oconomowoc 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 6:00 p.m. at the Oconomowoc Public Library.

Comments for the Public: None.

Correspondence: None.

Meeting Minutes: A Rose Sura/Art Biermeier motion to approve the minutes for the July 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 August/September 2018 as submitted passed unanimously.

Financial Report: A Jim Heinrich/Howard Pringle motion to accept the July 31, 2018 and August 30, 2018 financial statements as submitted passed unanimously.

REPORTS

APL: Betsy Bleck reported that the APL met on September 14th and discussed whether or not their communities assessed impact fees. . They reviewed the proposal for 2019 library local technology support and the 2019 budget and annual plan. All of these items were recommended for approval. There was a discussion about the creation and use of individual logins for Polaris for each staff member and the associated timeline for rollout.

Resource Library Report: Bruce Gay was unable to attend the meeting in person but submitted a written report including: Summer Reading Program—thanks in part to the Library’s new Community Library Liaison, the full-time Librarian partly funded by the School District of Waukesha, the library surpassed the previous high for Summer Reading Program participation, breaking the number previously set in 1994. The Library kicked off its 12th annual “Waukesha Reads” program on September 11 at the City’s “Tribute Tuesday” festival. This year’s book, *Everything I Never Told You*, by Celeste Ng, is proving to be popular and already more than half of the 2000 Library copies have been distributed. One book club requested copies of the book and, when questioned, admitted that this book was enough of a draw for them to create the book club—this will be their first meeting. The Library’s Strategic Planning process is entering the beginning of the end—a final meeting with the vendor will be held this coming Wednesday and then the plan will be drafted. The Library, along with the rest of the City, is implementing a comprehensive employee evaluation system, so Library employees are becoming versed in SMART goals

and quarterly check-ins. Larry Nelson commented that the SEWI Festival of Books event will be held on November 2nd and 3rd.

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 the ALA American Library Association Young Adult Library Services Association (YALSA), in partnership with the Chief Officers of State Library Agencies (COSLA), will implement a new project, [Transforming Teen Services: A Train the Trainer Approach](#). Angela Meyers and Laurie Freund, along with Caitlyn Schaeffer from Oconomowoc Public Library and members of the DPI team will attend the train the trainer sessions in Chicago in early October. Additionally Connie reported the result of the PLSR 2-day Summit and Steering Committee meeting at the end of July resulted in a discussion about the models and a result where people seemed open to alternative views. The Steering Committee will have a complete report for delivery sometime in November 2018, after the fall election. There was some consensus about non-mandatory consolidation of systems allowing for voluntary and perhaps incentivized consolidation processes.

DISCUSSION/ACTION ITEMS

2019 Dan Plautz Cleaning Contract: Connie commented that the proposed contract extension reflects a \$2.00 monthly increase. A Jean Yeomans/Art Biermeier motion to approve the 2019 Dan Plautz Cleaning Contract as submitted passed unanimously.

Extension of Action Logistics and CS logistics Delivery Services Contracts: A Dwayne Morris/Jean Yeomans motion to approve the respective one (1) year contract extensions as submitted passed unanimously.

IT Staffing Proposal: Connie reported that she and Mellanie met with Waukesha County IT and HR along with Interactive Business Systems to discuss staffing options for offering local tech support for member libraries. The proposal is to purchase IT services under the existing Waukesha County contract with Interactive Business Systems by making an amendment to include the Bridges Library System. In 2019, some services will be charged back to the member libraries and others will be funded from the annual budget. This is an important area of services Bridges Library System would offer to its member libraries as identified in the most recent strategic plan. A Howard Pringle/Dwayne Morris motion to accept the IT Proposal to use Interactive Business Systems under the Waukesha County contract terms for tech support for 2019 as submitted passed unanimously.

Bridges Library System Budget 2019: Connie stated the updated budget reflects some changes since the July draft based on new information. The IT resources will now be a contractor as opposed to a hired staff position. \$20,000 has been allocated from reserves to complete a managed switches project in which local libraries will have separate segments on their LAN separating the staff from the public. Additionally \$17,000 has been budgeted for a one-time authority control project for cataloging. Funds for this project will come from CAFÉ reserve funds. Quarterly updates will be utilized to maintain data integrity following the project completion. A Jim Heinrich/Howard Pringle motion to approve the 2019 Bridges Library System final budget passed unanimously.

Bridges Library System State Annual Plan and Certification for 2019: The signed plan is due to the DPI by October 15, 2018 for awarding of 2019 funds. A Dwayne Morris/Jean Yeomans motion to approve the Bridges Library System State Annual Plan and Certification for 2019 passed unanimously.

Next meeting: **Tuesday, October 16, 2018 at 6:00 p.m.** at the **Irvin L. Young Memorial Library at 431 W. Center Street, Whitewater, WI.**

At 7:36 p.m., a Linda Ager/Nancy Wilhelm motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Jean Yeomans
Board Secretary