

Bridges Library System Board Meeting Minutes
January 15, 2019

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

Absent/Excused: Dwayne Morris, Jean Yeomans

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Betsy Bleck, Oconomowoc 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: None.

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

ACTION ON THE BILLS REPORT

Bills Report: Jim Heinrich/Howard motions to approve the monthly invoices for funds 210 and 215 for Year End 2018 and for funds 210 and 215 for January 2019 as submitted passed unanimously.

REPORTS

APL: Betsy Bleck reported that the APL discussed best places to advertise job opportunities especially for non-librarian positions. A final discussion about the policy manual and records retention policy took place. Jill Fuller presented some ideas for building outreach kits/bins for libraries to check out when they go to events (such as farmer's markets). Following the meeting, a good-bye lunch took place honoring Jennie Stoltz.

Resource Library Report: Bruce Gay reported the EDI committee (Equity Diversity and Inclusion) from Waukesha Public Library has a series of programs planned in celebration of Martin Luther King Day on Monday, January 21. The finale to the programming will conclude with a program at the Waukesha Civic Theater "Blood is at the doorstep" followed by a panel discussion. An exterior front entry replacement project is underway and planning for the first floor renovation project has begun.

Bridges Staff Report: Meg Henke reported the HVAC system installation project is completed. The contractor has a few follow up items but heat is restored to the office. Meg reminded Trustees that registration to attend the 2019 Wisconsin State Library Legislative Day on February 12th is underway through January 17th.

Bridges Director's Report: Connie reported that LD&L is sponsoring the 2019 Library Legislative Day in Madison on Tuesday, February 12th. This is a biennial budget year and the LD&L team will follow the same processes as the past biennial budget season including preparatory meetings with members of the

joint finance committee in January and February. Connie will be presenting a Webinar for WiLS on library advocacy on January 17th. The new IT contractor, Bill Pickering, will start on January 21st. Mellanie and Connie interviewed three candidates and selected Bill from the field of candidates.

DISCUSSION/ACTION ITEMS

2019 Nominating Committee Report and Officer Nominations: Nominating committee members Rose Sura, Nancy Wilhelm and Jean Yeomans met on 1/10/19. Their committee recommended the following slate of Bridges Library System board officers for 2019: Linda Ager as President, Art Biermeier as Vice President and Amy Reichert as Secretary. Motion made by Sura and seconded by Jim Heinrich to recommend the slate of officers for the election was unanimously approved.

2019 Officer election: A motion from Rose Sura seconded by Jim Heinrich to approve all officer candidates as nominated by the nominating committee passed unanimously.

Policy Manual: Connie commented the updated policy manual is the foundation for how we as a library system operate, including our vision and code of ethics. It outlines Library System Board to local library board responsibilities, APL roles and structure, Resource Library services, infractions and grievance policy, criteria for membership participation, procedures and programs and services. Linda Ager made a request to include a link to the bylaws within this document. A Rose Sura/Nancy Wilhelm motion to the Policy Manual passed unanimously.

Records Retention Schedule: Connie commented that the records retention schedule and policy presented is divided into two categories: library specific and general records. The DPI recommended the library system adopt the state's library retention schedule without change. One recommended variation for the library system is to keep annual reports for 10 years instead of just the minimum 2 years listed in the state's library retention schedule. For the records not in the library retention schedule, the policy indicates the Bridges Library System follow the Waukesha County general schedule for non-library specific records such as HR and fiscal records. The county has a SharePoint database that makes access to retention schedules easy. Connie provided a demonstration. Member libraries are encouraged to follow the same records retention processes/policies. A Howard Pringle/Nancy Wilhelm motion to approve the Records Retention Policy & Schedule as presented was accepted unanimously.

PLSR Update: Connie Meyer reported the Steering Committee timeline is delayed. They are still working on the report. The Steering Committee will meet again on January 24, 2019.

Strategic Plan Update: Connie informed the group that this topic will be on the agenda each month to keep an eye to the plan goals. She has no updates to report at this time.

Next meeting: **Tuesday, February 19, 2019 at 6:00 p.m.** at the **Bridges Library System offices (741 N. Grand Avenue #210, Waukesha, WI 53186).**

At 7:05 p.m., a Linda Ager/Art Biermeier motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary