

**Bridges Library System Board Meeting Minutes**  
**March 19, 2019**

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

Excused: Jean Yeomans

OTHERS: Connie Meyer, Bridges Library System Director; Karol Kennedy, Menomonee Falls Public Library Director and APL representative; Steve Trimborn, Waukesha County Senior Financial Budget Analyst and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, 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: A Nawrocki/Biermeier motion to approve the minutes for the February 2019 Bridges Library System Board meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Report:* A Pringle/Biermeier motion to approve the monthly invoices for funds 210 and 215 for March 2019 as submitted passed unanimously.

*Financial Report:* Connie Meyer stated that she and Steve Trimborn worked to develop a more detailed financial report from a request made at the February 2019 meeting. The new reports separate Fund 210 and 215 and each is reported on a separate page. A Nawrocki/Wilhelm motion to accept the February 2019 financial report passed unanimously.

**REPORTS**

*APL:* Karol Kennedy reported that APL shared ideas about creating a library mission/vision statement. The library system has been awarded LSTA funds for collaborative project related to technology and the best use was determined to be to provide cyber-security training to all libraries' staffs. A brainstorming discussion was held about die cut circulation between libraries for staff (not patron) use/checkout. APL discussed possible services that could be added to the 2020 Resource Library Agreement including Spanish translation services. No decision has been made at this time about expanding or changing services. Lastly, APL discussed the hourly rate for the Library System Technology Consultant position provided by Interactive Business Solutions contract and agreed that increasing the rate was worthwhile to attract a qualified person.

*Resource Library Report:* Bruce Gay provided a written Resource Library Report prior to the meeting as he was unable to attend the meeting. Work continues on implementing EDI ordering—this process would automate book orders between the vendor and the Polaris system and should save a considerable amount of staff time and reduce errors. The Library Board selected an architect to complete a predesign and funding study for the first floor. The selected architect, Engberg Anderson,

designed the Waukesha Public Library children's area and has worked on many libraries throughout Wisconsin. The library is working with the City of Waukesha to replace front entry panels—both the horizontal and vertical ones. The library's goal is a sturdy, low-maintenance, and attractive structure. The library is running a "Show Your Library Card" campaign during National Library week in April. Working with participating local businesses, patrons who show their cards will receive a discount or other benefit. Thanks to Sussex for the idea and early assistance. Successful programming continues: 485 attended a Youth Art Reception, 35 attended a recent showing of RBG, Weekly tax assistance from AARP continues to be fully booked.

*Bridges Staff Report:* Meg Henke reported she returned to work following medical leave. She is grateful to Connie and the Bridges Library System community for their support.

*Bridges Director's Report:* Meyer reported that Kathy Klager, Director of the Pauline Haass Public Library in Sussex is retiring. Her retirement party will be Wednesday, April 3 at the library. Her successor is Adele Loria former Assistant Director at PHPL. Pewaukee Public Library's director search is moving along. Interviews have been completed and they are close to making an offer to a candidate. In the interim Beth Savagian is serving as the Acting Director. All 24 library annual reports for 2018 were completed on time, by March 1. Revisions are in progress for two libraries based on updated local municipal information. All 24 libraries indicated on their annual report they are satisfied with their Library System services. All comments made by libraries regarding their satisfaction with the library system were compiled. The 2019 budget has an Innovation and Improvement competitive grant opportunity. A rubric has been outlined for scoring the proposals. Eight libraries submitted proposals for this competitive grant and the funds will be awarded to one library sometime this spring as soon as the grant reviewers finish their evaluation process.

## **DISCUSSION/ACTION ITEMS**

*2018 Bridges Library System Annual Report discussion:* Connie presented the comments from the statement concerning public library system effectiveness for the 2018 annual reports.

*Interactive Business Solutions (IBS) contract increase:* Meyer presented a request amending the contract with IBS and increasing the hourly contracted rate to \$55 hour for the final three quarters of 2019. The initial consultant that was hired (\$40 hour rate) did not meet needs and expectations. Connie met with our representative at IBS and they discussed the necessity to find a consultant with the essential people, listening and technical skills required to successfully support our very specialized customer, public libraries. Connie further reported that she and Steve Trimborn reviewed the budget and financial forecast and expect a \$7,000 worst case scenario shortfall at year end but overall she believes that there will be money leftover from other projects to cover the anticipated shortfall. A motion to approve the contract rate increase was made by Howard Pringle, seconded by Amy Reichert and passed unanimously.

*Strategic Plan Update:* Meyer had no updates to report.

*PLSR Update:* Meyer reported the Steering Committee recommendation report was recently completed. Seven recommendations were made and published in the report. The Southeastern PLSR listening session will be held on Thursday, March 28, 2019 at the Racine County Ives Groves Office Complex from 6- 7:30 p.m. There are three other listening sessions in other parts of the state.

Next meeting: **Tuesday, April 16, 2019 at 6:00 p.m.** at the **Hartland Public Library (110 E. Park Avenue, Hartland, WI 53029).**

At 7:21 p.m., a Reichert/Wilhelm motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Amy Reichert  
Board Secretary