

**Bridges Library System Board Meeting Minutes
October 23, 2019**

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

EXCUSED: Dwayne Morris, Larry Nelson

OTHERS: Connie Meyer, Bridges Library System Director; Peg Checkai, Watertown Public Library Director and APL representative, Mellanie Mercier, Bridges Library System Automation Coordinator; Jane Barwick, Waukesha County Human Resources Analyst; Rene Gage, Waukesha County Human Resources Manager; Jonathan Lampe, Watertown Public Library Board President; Kim Rahfaltd, Watertown Public Library Trustee; and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, the Board President, called the meeting to order at 6:04 p.m. at the Watertown Public Library.

Introductions: Introductions of the Board and special guests were completed after the call to order. Director Checkai welcomed everyone to the Watertown Public Library.

Comments for the Public: None.

Correspondence: None.

Meeting Minutes: A Biermeier/Sura motion to approve the minutes for the September 2019 Bridges Library System Board meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Report: A Heinrich/Pringle motion to approve the monthly invoices for funds 205, 210 and 215 for October 2019 as submitted passed unanimously.

Financial Report: A Heinrich/Sura motion to accept the September 30, 2019 financial reports as submitted passed unanimously.

REPORTS

APL: Peg Checkai reported that the APL met early this month on October 4th due to the WLA conference. They discussed the processes and procedures for library closings due to weather and in-service events. There was a discussion about the Wisconsin Public Library Consortium (WPLC) buying pool increase and how it might impact OverDrive Advantage in the future. APL officer elections will be in January. On November 5th the authority records will be imported into the catalog. Polaris and the CAFÉ catalog will be down temporarily during this event. The WISCAT update was completed last month. And lastly, they discussed Connie's retirement announcement and solicited members to be a part of the System Director Search Committee. Bruce Gay, Betsy Bleck, and Leann Lehner were recommended by APL to be on the search committee.

Resource Library Report: Bruce Gay stated that two staff members from the Waukesha Public Library gave presentations at the 2019 WLA Conference in the Wisconsin Dells. Waukesha Public Library is

undergoing a feasibility study for its capital campaign to move forward on the next steps in the fund raising efforts for the library renovation. Furthermore, they received approval to replace the front panels at the library main entrance.

Bridges Staff Report: Mellanie Mercier provided details about the planned CAFÉ outage beginning late evening of November 4th until mid-day November 5th. Signage and website banners will be created to notify patrons about the planned outage. Additionally, the technology committee met to discuss the features and functionality for the mobile app in preparation for the Request For Proposal (RFP) process. The RFP is planned to go out on November 5th.

Bridges Director's Report: Connie reported the business continuity plan is in final draft stages and will be presented to APL and the Board in November for review/approval.

DISCUSSION/ACTION ITEMS

Director Search: Connie introduced Jane Barwick and Renee Gage of the Waukesha County Human Resources department. Connie shared a projected timeline for the recruitment and hiring process. Linda Ager, Board President, will chair the Search Committee. Linda will appoint the committee based on interest and representation. A list of potential initial questions was distributed. Trustees made some comments about elimination several questions and changes to the proposed questions. Jane Barwick has been identified as the primary contact for the Library System director search. Jane presented a draft posting and job ad. Neo.gov will be the portal for receiving applications. Other options for advertising the position will be conducted via appropriate listservs and websites. The target date to have to job posted is November 8, 2019. The job ad will express the minimum required criteria and Jane will screen initial applicants to ensure that all candidates meet minimum requirements before forwarding to the full search committee. Meyer stated a stakeholder survey is in draft stage for the search committee to review and finalize. Connie indicated the nominated APL representatives on the Search Committee are Bruce Gay, Waukesha Public Library and Resource Library Director; Betsy Bleck, Oconomowoc Public Library Director and Leann Lehner, Jefferson Public Library Director. Renee Gage stated that next steps will include finalization of the search committee membership and holding a meeting to finalize job posting information. Renee suggested that the committee create a rubric for screening applicants to narrow the field for the interview process. Connie Meyer indicated that Meg Henke, Bridges Administrative Specialist, will be the person responsible for the coordination of meeting dates and times and can handle other administrative activities. Renee Gage indicated that initial interviews may be held via phone or Skype if the candidate is not local. The timeline indicates that the committee should be finalized by October 25th to keep in step with the timeline.

2020 Library Membership & CAFÉ Agreement Addendums: Meyer stated the addendums were completed as no complete contract re-write was necessary. The numbers represented match the 2020 budget information. A Pringle/Biermeier motion to approve the respective one (1) year contract extensions as submitted passed unanimously.

2020 Milwaukee County Federated Library System Continuing Education Agreement: Connie reported that the content of the contract remains the same as 2019, except for a slight increase to cost based on number of staff participating for 2020. A Yeomans/Wilhelm motion to approve the contract as submitted passed unanimously

2020 Waukesha Public Library Resource Library Contract, 2020 CAFÉ Office Space Agreement and the 2020 CAFÉ Consulting Services Agreement: Connie stated the breakout for the \$20,000 Resource Library

Contract allocates \$6,000 to the system professional development collection and the remaining \$14,000 to technical support for databases. The CAFÉ Consulting Services agreement is reflective of a cost of living adjustment covering wages and benefits for the CAFÉ System Administrator. No change to the office space contract other than dates. A Sura/Nawrocki motion to approve the 2020 Waukesha Public Library Resource Library Contract, CAFÉ Office Space Contract, and CAFÉ Consulting Agreement passed unanimously.

Bridges Library System Technology Plan for 2020-2024: Meyer stated that the DPI statutorily requires an updated system technology plan every five years. A Board approved plan is due to the DPI by January 1, 2020. Trustee Pringle commented that the Board may want to look at reviewing and updating the plan bi-annually to keep current with the changing needs of the system. A Pringle/Wilhelm motion to approve the Bridges Library System Technology Plan for 2020-2024 passed unanimously.

Bridges Library System Board 2020 meeting schedule discussion: Connie stated that after taking a closer look at the system meeting cycle, it became evident that the meeting date change to the last Wednesday of the month as discussed previously would create conflicts several times throughout the calendar year. She proposed looking at the third week again and considering starting the monthly meetings earlier in the day. The group shared their availability and conflicts. Based on the discussion, Howard Pringle motioned to move the monthly meetings to the third Wednesday of the month with a start time of 4:00 p.m. beginning with the January 2020 meeting. The motion was seconded by Art Biermeier and was passed 8-1 in favor of the change with Nawrocki dissenting.

Next meeting: **Tuesday, November 19th at 6:00 p.m.** at the **Bridges library System Office, 741 N. Grand Avenue #210, Waukesha, WI 53186.**

At 7:39 p.m., a Pringle/Wilhelm motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary