

Bridges Library System Board Meeting Minutes
February 19, 2019

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

Absent/Excused: Dwayne Morris

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Karol Kennedy, Menomonee Falls Public Library Director and APL representative

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/Sura motion to approve the minutes for the January 2019 Bridges Library System Board meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Report: A Pringle/Wilhelm motion to approve the monthly invoices for funds 210 and 215 for Year End 2018 and for funds 205, 210, and 215 for February 2019 as submitted passed unanimously.

Financial Report: Connie Meyer reviewed the 2018 year-end financial report indicating that all transactions have been posted but that the audit hasn't yet occurred so it isn't considered final. There were unspent monies in Fund 210 and Fund 215 and Fund 205 was completely spent. Because the increase in state aid wasn't considered permanent, a conservative approach has been taken regarding expenditures on personnel which is the primary reason for being underspent. Additionally, the digitization project was delayed and did not begin in 2018. A Heinrich/Biermeier motion to accept the unaudited December 31, 2018 financial report, subject to the audit, passed unanimously.

REPORTS

APL: Karol Kennedy reported that APL discussed policies on library closures. There was also a discussion of purchasing some new Flipster e-magazines since several have ceased publication. Following the APL meeting, Mellanie Mercier (Automation Coordinator/Assistant Director for the Bridges Library System) created a survey to get feedback from the libraries to help guide in the selection of replacement titles. There was a discussion at the APL meeting of a new library system LSTA grant for collaborative technology projects. The APL directors discussed three project possibilities—online staff cybersecurity training, in-person staff tech training, and the collaborative library system backup server project. Kennedy reported that the APL directors decided that the staff cybersecurity training would be the most useful at this time.

Resource Library Report: Bruce Gay reported the EDI committee (Equity Diversity and Inclusion) from Waukesha Public Library had a successful series of programs to celebrate Martin Luther King Day and as

a part of the activities held a successful finale at the Civic Theater for a showing of “Blood is at the doorstep.” More than 130 people showed up on a snowy winter evening to attend. Gay indicated that the Library was closed several times over the past month due to the unusual weather. He also noted that a Request for Proposal (RFP) had been released to solicit architectural proposals for a renovation of the first floor of the library.

Bridges Staff Report: There was no staff report.

Bridges Director’s Report: Meyer reported that the 2019 Library Legislative Day in Madison on Tuesday, February 12th was sparsely attended due to the very poor weather conditions. An effort will be made by staff to arrange visits to legislators yet this spring so that people unable to attend would have the opportunity to visit their legislators in their offices. Meyer reported that it’s annual report season and she’s been working hard on completing the library system’s annual report and reviewing all the libraries’ reports as well. She reported that the CAFÉ survey has been completed and it was rich with feedback from citizens. CAFÉ Council has received the data and had a preliminary discussion about it. Another meeting will be held to come together to discuss, in more detail, ways to improve the CAFÉ catalog experience. One of the most common suggestions was that CAFÉ should have an app. This suggestion will be reviewed prior to the 2020 budget request. Meyer indicated she would share the survey data with board members.

DISCUSSION/ACTION ITEMS

Approve summer library program performers’ agreements for 2019: The five different performer contracts were presented by Meyer at the recommendation of Angela Meyers (Coordinator of Youth and Inclusive Services for the Bridges Library System). Performers are booked to appear on a schedule that allows for closest geographic proximity at a time that works for the library. Thanks to Meyers for the work involved in arranging. There are two groupings--east and west--with twelve libraries in each group. Each performer will perform twelve shows with the exception of Mad Science who will perform 24 shows because they are being booked for both the east and west groups. A motion was made by Nawrocki and seconded by Wilhelm to approve the performers’ agreements was unanimously approved.

Approve 2018 SEWI continuing education program presenter agreement: Meyer presented an agreement at the recommendation of Laurie Freund (Coordinator of Library Development for the Bridges Library System) for Deb DiSandro to provide a workshop for library support staff in the SEWI region. A motion to approve the agreement for DiSandro was made by Yeomans and seconded by Biermeier. It passed unanimously.

Approve Bridges Library System’s 2018 state annual report: There was a discussion about the annual report that was distributed via email during the day and in the board members’ folders at the meeting. Heinrich asked about the supplemental documents referenced in the annual report. Meyer indicated that those were uploaded to the state’s annual report portal but that she would send them to the board members so they had them in case they wanted that detail. Because the annual report was just finalized that day and the board didn’t have adequate time to review, Heinrich suggested more time to review would be helpful. Due to the deadline of March 1, Meyer noted that the report must be filed with the state prior to the next board but that she would put the annual report back on the board’s agenda for their March meeting. If any changes needed to be made following the board’s March discussion, Meyer reported that the report could be re-opened and re-filed. Meyer noted that Steve Trimborn deserved a great deal of thanks for his assistance completing the financial portions of the annual report. She had numerous meetings with him and his assistance was invaluable. A motion from

Yeomans seconded by Nawrocki to approve the Bridges Library System’s 2018 state annual report passed unanimously.

PLSR Update: Meyer reported the Steering Committee is still working on finalizing the report and that she expects hearings to gather input will be handled by COLAND—the state’s Governor-appointed committee that advises the State Superintendent of Public Instruction on library matters.

Strategic Plan Update: Meyer informed the group that the staff reviewed the plan at their recent staff meeting and she will provide a written update at a board meeting sometime this spring.

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

At 7:07 p.m., a Nawrocki/Reichert motion to adjourn passed unanimously.

Minutes prepared by:

Connie Meyer
Director

Respectfully Submitted:

Amy Reichert
Board Secretary