

**Bridges Library System Board Meeting Minutes**  
**August 20, 2019**

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

Absent/Excused: Dwayne Morris, Nancy Wilhelm

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Abby Armour, Johnson Creek Public Library Director and APL representative, Tim Semo, President Johnson Creek Public Library Board, Gerard Saylor, L. D. Fargo Public Library Director, Danielle Igielski, Waukesha County Accounting Services Manager, 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 Johnson Creek Public Library in Johnson Creek, Wisconsin.

Introductions were made.

Comments for the Public: None.

Correspondence: None.

CAFR/Audit Discussion: Danielle Igielski, Accounting Services Manager for Waukesha County presented information to the board about the Bridges Library System in the 2018 Audit and Comprehensive Annual Financial Report (CAFR). A Howard Pringle/Jean Yeomans motion to approve the 2018 audit for Bridges Library System as presented passed unanimously. Meyer indicated she would submit it to the state.

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

**ACTION ON THE BILLS REPORT**

*Bills Report:* Jim Heinrich/Rose Sura motion to approve the monthly invoices for funds 210 and 215 for August 2019 as submitted passed unanimously.

*Financial Reports:* Connie Meyer reported the financials for Fund 210 and 215 indicate spending is on track with plan. A Heinrich/Pringle motion to accept the financial reports for Funds 210 and 215 for period ending July 31, 2019 passed unanimously.

**REPORTS**

*APL:* Abby Armour reported that the APL had no meeting for the month of August. The next meeting will take place in September.

*Resource Library Report:* Bruce Gay reported the architect has presented the first floor redesign to the Board. It includes a maker space, four meeting rooms and one larger meeting space. The next steps will

be a feasibility study for a capital campaign On September 3<sup>rd</sup> fines will be removed on all children's materials and new library hours will become effective.

*Bridges Director's Report:* Connie reported that the 2020 system budget is undergoing fine tuning for presentation to the Board in September. The LSTA cooperative technology grant has been approved by the DPI for the RFID project. A vendor demo has been provided and many libraries are interested in participating. The Bridges Library System Technology Plan is due at the DPI by January 1, 2020. A working committee has been formed with Bruce Gay leading the plan discussions as the chairperson. The state has now published equalized assessed values for all municipalities in Wisconsin for 2019. Waukesha County's municipalities with libraries have until September 30<sup>th</sup> to request exemption from the county library tax.

### **DISCUSSION/ACTION ITEMS**

*2020 Delivery Service contract extensions:* Connie Meyer reported that both the CS Logistics and Action Logistics delivery contracts are up for extension for 2020. This is the second and final year the contracts are eligible for extension according to Waukesha County's purchasing rules. Contracts will be rebid in 2020 for the 2021 budget year. A Nawrocki/Biermeier motion to approve the contract extensions for both CS Logistics and Action Logistics as presented was unanimously approved.

*Meeting schedule:* Connie Meyer reported that Nancy Wilhelm has been recently elected to another very important Board. She will have a conflict moving forward as they meet on the third Tuesday evening of the month just as we do. In an effort to allow Nancy to remain on our Board, the group was polled to see if the option of moving our meeting date/time was possible. After discussion, the consensus was that the 4<sup>th</sup> Wednesday of the month looked workable for those in attendance. The October meeting was moved to the 4<sup>th</sup> Wednesday of the month but the September, November and December will remain as scheduled. Because there was one board member not in attendance and his schedule was unknown, more discussion may be needed before finalizing the 2020 calendar.

*2019 Library Memory Project Family Day Performer Agreement:* Connie Meyer reported the agreement is for a singer storyteller on September 29<sup>th</sup> at Retzer Nature Center for the Library Memory Project Family Day Event. A Pringle/Sura motion to approve the performer contract as submitted was unanimously approved.

Next meeting: **Tuesday, September 17, 2019 at 6:00 p.m. at the Oconomowoc Public Library .**

At 7:35 p.m., a Jim Heinrich/Art Biermeier motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Amy Reichert  
Board Secretary