

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

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

EXCUSED: Larry Nelson, Nancy Wilhelm

OTHERS: Connie Meyer, Bridges Library System Director; Karol Kennedy, Menomonee Falls Public Library Director and APL representative; Bruce Gay, Waukesha Public Library Director and Resource Library representative; Mellanie Mercier, Bridges Library System Automation Coordinator /Assistant Director; Beth Bechtel, Bridges Library System Database management Librarian; Jill Fuller, Bridges Library System Marketing and Communications librarian and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, the Board President, called the meeting to order at 6:02 p.m. at the Bridges Library System office.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: None.

Meeting Minutes: A Nawrocki/Sura motion to approve the minutes for the October 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 November 2019 passed unanimously.

Financial Reports: Connie Meyer reported the supplementary reports show our nine month year-to-date spending at a detail level and the overall financial position is projected to be under expended by approximately \$130,000 for all funds combined. A Heinrich/Pringle motion to accept the financial reports for funds 210 and 215 for period ending October 31, 2019 passed unanimously.

REPORTS

APL: Karol Kennedy reported that APL met on 11/9 and discussed the 2020 APL nominating committee recommendations. Meeting minutes from the past five years of APL meetings were consulted, to attempt to avoid pulling nominees back into service so soon after serving in the roles of President, Vice President, and Secretary. The 2020 nominee slate is as follows: President Nominee, Brittany Larson (Muskego); Vice President Nominee, Eric Robinson (Fort Atkinson); and Secretary, Adele Loria (Sussex). They determined that APL representative duties were automatically assigned to the director of the library hosting that particular Bridges System Meeting but are seeking volunteers to report at the winter meetings held at the Bridges Library System office from November through March. An overview of Board Effect, the board management portal software, was provided by Connie. She shared the vision

that this secure portal would also be used for APL meetings and other committees. The group discussed and shared their processes for how the various libraries manage and track their collection budgets. Additionally, they talked about the recording of programs/performers by patrons, mostly parents at youth services events, and whether or not this is permissible. The consensus was this was a local decision. Lastly there was a brief budget discussion about municipal funding versus other funding sources.

Resource Library Report: Bruce Gay reported that the NEA Big Reads program at Waukesha Public library wrapped up in October. The program featured several successful speakers and events including: dinner and a movie at Marcus Majestic Theater featuring *Hidden Figures* and keynote presentation by astrophysicist Michelle Thaller, *Finding Home: From the Waukesha Public Library to the Edge of the Universe*. He further reported that responses to the library capital project RFP are due back on November 23. And lastly, the library's 2020 operating budget has been passed.

Bridges Staff Report: Beth Bechtel reported the cataloging authority project is completed. The vendor used was BackStage from Provo, Utah. Overall the project went well with very little catalog downtime impacting patrons. Updates took about 10.5 hours to upload. The project included title and author cleanup and subject headings in line with Library of Congress standards. Periodic updates will continue to keep the database clean. Jill Fuller reported that the *Get Your Library Card* marketing campaign was very successful. She shared metrics about new card issuance and circulation volume. There were two goals for the project: 1) increase the number of card holders by 4% and 2) increase circulation by 3% for the months of September and October 2019 over 2018 statistics. The new card holder goal was exceeded and circulation was up 2%. Bridges partnered with Lakeshores Library system and Milwaukee County Federated Library System on this project. Connie Meyer pointed out that Angela Meyers included a supplementary 2019 summer library program performer report in the meeting packet.

Bridges Director's Report: Connie Meyer reported that she continues to help the hiring committee with initial details related to the library system director hiring process but won't be involved with the interviews.

DISCUSSION/ACTION ITEMS

Hiring Committee update- Linda Ager, chair of the Hiring Committee, reported that they met on November 6th to kick off the official process. The committee members include: Bridges Library System Trustees Linda Ager, Art Biermeier, Howard Pringle, Nancy Wilhelm, and Larry Nelson; Resource Library Director, Bruce Gay; library directors Betsy Bleck and Leann Lehner; and Jane Barwick from Waukesha County human resources. Connie Meyer will participate as a consultant to the committee. The meeting discussion topics included: overall timeline; processes/procedures; job description finalization; formal job posting; stakeholder survey and vacancy advertising. The stakeholder survey will be sent to staff, trustees and APL for their input. Completion of the stakeholder survey is due December 13th. The next steps are to wait for stakeholder survey results and applications to be submitted via the neo.gov portal. The next Hiring Committee meeting will be Monday, December 16th at 3:30 p.m.

2020 Bridges Library System Board meeting schedule – A review of the draft was made to ensure that no conflicts exist with Jefferson County or Waukesha County Board meetings. The 2020 regular meeting day and time has moved to the third Wednesday of each month starting at 4 p.m. A Nawrocki/Yeomans motion to accept the 2020 Bridges Library System Board meeting schedule as presented passed unanimously.

Board Portal – Connie showed brief video about Board Effect’s secure portal for managing board materials and meetings. The overview illustrated the benefits this service brings to our Board as well as any Bridges Library System committees/groups. Connie further stated this will offer increased efficiency for staff preparing for meetings. The licensing fee will permit up to 60 users through December 31, 2020. The expected roll out of the portal would start in January 2020 with training to be scheduled for board members for a smooth deployment. Bridges Library System will check out a tablet to any trustee who doesn’t have a device that can be used for this purpose. Meg will reach out to members to identify their specific needs. A Reichert/Biermeier motion to approve the 2019/2020 contract for Board Effect passed unanimously.

Director’s Evaluation: Linda Ager, Board President, announced the board convened in closed session pursuant to section 19.85(1)(c) of the Wisconsin Statutes to consider employment and compensation for the Director of the Bridges Library System. At 7:30 p.m. a motion was made by Art Biermeier, seconded by Howard Pringle and approved by a unanimous roll call vote to go into closed session to discuss the Library System Director’s annual review.

A motion to return to open session by Howard Pringle seconded by Dick Nawrocki and approved on a roll call vote to return at 7:49 p.m. The motion carried by the remaining members of the board.

Director’s Compensation and Goals for 2020: A motion by Dick Nawrocki and seconded by Jean Yeomans was made to approve a 2% base increase to the director’s salary and a 3% one-time merit award for the director. The Bridges Library System Board carried the motion unanimously in favor. Further discussion ensued about 2020 goals for the System Director. Connie identified that her goal for 2020 is succession planning by documenting key recurring annual system director deliverables with detailed links along with timelines and deadlines for completing each task. This project will help to ensure for a smooth transition under new director leadership.

Confirmation of next meeting: **Monday, December 16, 2019 at 6:00 p.m.** at the **Bridges Library System office (741 N. Grand Avenue #210, Waukesha, WI 53186).**

At 7:57 p.m., a Pringle/Reichert motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary