

**Bridges Library System Board Meeting Minutes  
December 16, 2019**

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

EXCUSED: Jean Yeomans, Jim Heinrich, Amy Reichert

OTHERS: Connie Meyer, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Mellanie Mercier, Bridges Library System Assistant Director/Automation Coordinator; Betsy Bleck, Oconomowoc Public Library Director and APL representative 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.

Introductions: Introductions were completed after the call to order.

Comments for the Public: None.

Correspondence: A letter from DPI State Superintendent Carolyn Stanford Taylor was received notifying Board President Linda Ager of the approval of the 2020 Annual System Plan with notification of transmittal of funding in the amount of \$973,342—the first state aid payment for 75% of the annual appropriation. Connie Meyer reported that Bridges Library System received a \$2,000.00 donation from the James & Leigh Peterson Family Foundation on December 13<sup>th</sup>.

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

**ACTION ON THE BILLS REPORT**

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

*Financial Report:* A Dick Nawrocki/Nancy Wilhelm motion to accept the monthly financial reports for November 2019 passed unanimously.

**REPORTS**

*APL:* Betsy Bleck reported that the nominating committee has proposed the following APL officers for 2020: Brittany Larson, President; Eric Robinson, Vice President and Adele Loria Secretary. Voting will take place at the January 2020 meeting. They also discussed APL representation at Bridges Board Meetings for 2020. Alli Chase, Brittany Larson, and Betsy Bleck volunteered to rotate for the winter schedule (Nov- Mar) for meetings held at the Bridges office. During traveling season each hosting library's director will attend the Board meeting and report as the APL representative. Connie Meyer demonstrated the new meeting management software called Board Effect at the APL meeting. It will be a portal that will have a Bridges Board view and an APL view to help manage agendas, minutes, and document storage.

*Resource Library Report:* Bruce Gay reported the library held a staff training day on Friday, December 6. The library showed the film, *The Public*, starring Emilio Estevez, telling a fictional story of people experiencing homelessness during a bitter cold spell at the Cincinnati Public Library. Staff discussed issues around homelessness after the film. The library received three responses to its RFP for a feasibility study and capital campaign. A library board subcommittee evaluated all of the proposals and will bring a recommendation to the January board meeting. WiLS completed a marketing plan for the library. Library staff will now work through the plan and figure out a best way to move forward.

*Bridges Staff Report:* Mellanie Mercier reported on the Request for Proposal (RFP) process for the CAFÉ app as well as reporting that Innovative Interfaces Inc. (the vendor for our Polaris integrated library system software) had recently been purchased by ExLibris/ProQuest.

*Bridges Director's Report:* Connie reported the year-end wrap up is in progress and staff evaluations are underway. Steve Trimborn our assigned Waukesha County Senior Budget Analyst has accepted a new position within Waukesha County as the Business Manager for Parks and Land Use. Another analyst will be assigned to our business line but that person has not yet been assigned.

## **DISCUSSION/ACTION ITEMS**

*Hiring Committee Update:* Linda Ager reported that the committee met on 12/16. The application process closed on December 13<sup>th</sup>. They reviewed the stakeholder survey completed by trustees, staff and APL members and identified key qualities that they should search for from within the candidate pool. Nine candidates were submitted by Jane Barwick from Waukesha County Human Resources for committee consideration. The committee made a determination to advance a selection of candidates to the first round interview process in January. The next steps are for the committee to develop a series of interview questions for phases one and two of the interview cycle. Linda asked trustees to formulate potential interview questions for consideration and send them to her attention by January 2, 2020. The next meeting will be on Monday, January 6<sup>th</sup>.

*2019 Public Library Public School LSTA Sub Award:* Connie Meyer reported that as part of the 2019 Public Library Public School Library Services and Technology Act (LSTA) Sub-Awards, Bridges Library System, along with Elmbrook School District, is seeking approval for a grant (not to exceed \$10,000) to fund an Intergenerational Book discussion featuring "Enrique's Journey" by Sonia Nazario. The discussion is an ongoing partnership between four school districts in Waukesha and Milwaukee counties. This grant would fund books and project materials and will extend the partnership to include both Brookfield Public Library and Elm Grove Public Library with Elm Grove agreeing to act as the fiscal agent.

*Board Effect Portal Training:* Tablet computers were distributed to Trustees who did not have a portable device available to bring to monthly meetings. User agreements were signed and login credentials were handed out by Meg Henke. A live portal demonstration and brief training was given by Connie Meyer highlighting the features and functionality of our secure board management and reporting portal. Beginning in January 2020 this will be the primary communication tool for trustees to access meeting materials and relevant trustee information.

*Appoint 2020 Nominating Committee:* Members Rose Sura, Nancy Wilhelm, and Dick Nawrocki were identified to comprise the nominating committee. A Larry Nelson/Art Biermeier motion to approve the committee passed unanimously.

*Marketing Librarian Staffing Change:* Connie Meyer reported that follow up negotiations to Jill Fuller's resignation resulted in a consideration to move the Marketing Librarian staff position to part-time position (approximately 25 hours a week) typically working Tuesday through Thursday. Graphic design work will be contracted out for services to accommodate the staffing change/workload as necessary. Jill will also be working on prioritizing her 2020 goals and workload to meet staff and member libraries' top strategic plans under this revised work schedule. This is a win for everyone and the staff and member libraries are so happy to hear the Jill is staying with the system. A Nancy Wilhelm/Art Biermeier motion to approve the proposed staffing change passed unanimously.

*Director's Goals for 2020:* The self proposed goals for the Library System Director for 2020 include:

- 1) In preparation for her retirement, document and provide a detailed calendar with links to important files and deliverables as part of the onboarding process for the new library system director.

A Nancy Wilhelm/Rose Sura motion to accept the goal as proposed passed unanimously.

*Revised Fiscal Agent Agreement:* Connie stated that when corporation counsel was asked to review the contract for our authority control project, they indicated that they could only review it from the County's perspective, not our library system's perspective since we are a separate legal entity. As a result of that discussion, it was agreed that we should all take another look at our fiscal agent agreement and clarify some language in a manner that was more detailed. The Department of Administration engaged accounting, risk management, the two insurance carriers we use, and corporation counsel. An Art Biermeier motion to accept the Revised Fiscal Agent Agreement between Waukesha County and Bridges Library System as presented passed unanimously.

*Resolution Honoring Dwayne Morris:* Connie Meyer reported that tonight is Dwayne's last meeting as a trustee. Dwayne has been working on behalf of libraries since he joined the Jefferson County Library Board and the Mid-Wisconsin Federated Library System board in 2008. The library system has had the benefit of his analytical and thoughtful approach to decision-making and we are really going to miss him. Connie Meyer read the resolution honoring Dwayne. By consensus it was agreed that the aforementioned resolution be accepted unanimously.

Next meeting: **Wednesday, January 15, 2020 at 4:00 p.m.** at the **Bridges Library System offices (741 N. Grand Avenue #210, Waukesha, WI 53186).**

At 7:45 p.m., a Dick Nawrocki/Rose Sura motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Amy Reichert  
Board Secretary