

## **Bridges Library System Board Meeting Minutes May 20, 2020**

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

**OTHERS:** Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Gerard Saylor, L. D. Fargo Library (Lake Mills) Director and APL representative; Mellanie Mercier, Automation Coordinator and Assistant Director at Bridges Library System; Alex Klosterman, Waukesha County Senior Financial Analyst; and Meg Henke, Bridges Library System Administrative Specialist

Due to the COVID-19 Pandemic and in recognition of the declaration of states of emergency by the President, the Governor, and the Waukesha County Executive, this meeting will not be open to the public in an in-person capacity. Those wishing to join may do so by downloading the ZOOM app to their personal computer, tablet, or smart phone, and utilizing the above information to join via computer, or they may dial in by telephone. No members of the public community joined the meeting.

**Call to order:** Linda Ager, the Board President, called the meeting to order at 4:00 p.m. via Zoom meeting.

**Introductions:** Introductions were completed after the call to order.

**Comments for the Public:** None.

**Correspondence:** None.

**Meeting Minutes:** A Biermeier/Reichert motion to approve the minutes of the April 15, 2020 Bridges Library System Board meeting as presented passed unanimously.

### **ACTION ON THE BILLS REPORT**

*Bills Report:* A brief discussion was held about the suspension of delivery services and vendor invoicing. A Heinrich/Pringle motion to approve the May 2020 monthly invoices for funds 210 and 215 as submitted passed unanimously.

*Financial Reports:* Karol commented that our 2020 spending is on track with the plan. We do have unplanned personnel expenses related to the retirement of Connie Meyer. Budget adjustments will be made in late Q3 or early Q4 for these expenses. A Heinrich/Reichert motion to accept the April 30, 2020 financial report for funds 210 and 215 passed unanimously.

### **REPORTS**

*APL:* Gerard Saylor reported APL has discussed reopening processes and rules. Brainstorming about possibilities and sharing what each library is planning. The Hoopla trial which started on April 1<sup>st</sup> has not been able to be promoted as planned, due to COVID 19. Based on usage the trial should extend into the fourth quarter of the year. WPLC, for OverDrive use, had a discussion about boosting the pool and adding another magazine service to the reading pool. This proposed magazine service would only offer 10 popular titles. Not all systems have Flipster magazine subscriptions, so this idea was received with

mixed results at a statewide level. They also talked about the avenues for the marketing campaign in September. Jill is investigating options other than billboards due to the drop in road traffic as many are working from home and/or limiting their travels.

*Resource Library:* Bruce Gay stated curbside materials pickup began on April 27<sup>th</sup>. They are scheduling in 3 hour blocks of time with a maximum of 50 patrons within the three hour pick up window. Contactless pickups are from 9-12, 12-3 and 3-6. This process is highly staff intensive. Planning for stage two services is underway. The repair of the library front entrance should be completed in late summer. Delivery exchange of materials restarted on May 4<sup>th</sup>.

*Bridges Staff:* Mellanie Mercier stated a survey has been created to gauge patron response to the trial subscription of Hoopla services. 134 responses have been received to date. Spending for Hoopla is at \$10,250. Hoopla has sponsored 'bonus borrows' in the month of April and May. These borrows are free to the patrons and are not an expense for the library system. Hoopla has offered this during the COVID pandemic. The State has a grant to cover the costs of a virtual SLP program called Beanstack. This will be available for all our libraries. Meg Henke reported Continuing Education seminars and Summer Library Program Performances will be made available via Zoom webinar. Angela and Laurie spent a great deal of time evaluating options and feel that Zoom will best meet their needs. Angela is working on performance rescheduling of all 72 summer programs, most of which will be held via Zoom.

*Bridges Director's Report:* Karol Kennedy stated planning for phase two of library services to the community is underway now that the Safe at Home orders have been lifted. Waukesha County continues to work from home. We are following the lead of the CDC, DPI, and Waukesha County officials. The reopening of libraries is a local decision, and most are looking at phased services. Many will continue curbside pickup. Jill and Karol are working on a statement explaining opening processes that will direct patrons to their local library for more details. Libraries are considering many safety factors not limited to staff masks, plexiglass at circulation desks, enhanced cleaning practices, social distancing, limited footprint access, no public seating, computer spacing and use by appointment only, meeting room closure and adding wireless access points outside of their buildings.

## **DISCUSSION/ACTION ITEMS**

*Innovative Interfaces API subscription* – Karol commented the 2020 budget allocated \$25,313 from CAFÉ reserve funds to purchase API (application program interface) software to allow Polaris to interface with third party vendors such a library mobile app. We received a revised quote from Innovative. The current license cost is \$29,869.50. The ongoing maintenance cost at \$4,557, would begin with the 2021 budget. Innovative is now offering API as an annual subscription at \$8,437 per year, with inflationary increases in subsequent years it would take at least 7 years at the annual subscription cost to match what the license/maintenance costs. A Pringle/Biermeier motion to approve the revised contract/ quote as an annual subscription passed unanimously.

*741 N. Grand Avenue #210 lease proposal* – Karol stated our lease expires in August of 2020. The proposal from Berg Management is a slight increase in overall costs by about \$240 annually. The new contract would be a three-year term with the option for two one-year extensions. A Nelson/Biermeier motion to move forward with the proposal passed unanimously.

*COVID 19 Discussion* – Karol stated many of the meeting topics have been linked to COVID 19 impacts and she opened the floor to questions and discussion. Larry Nelson asked if there is an industry standard on the cleaning of books and materials. Karol reported that a 72-hour quarantine is the

current standard. Library staffs are using gloves and/or hand washing regularly to maintain safety standards. Some libraries are cleaning (wiping down) materials in addition to the 72-hour quarantine process.

Confirmation of next meeting: **June 17, 2020 at 4:00 p.m.** at **Mukwonago Community Library** (511 Division Street, Mukwonago, WI 53149). If libraries continue to be closed to the public, we will meet again via Zoom.

At 5:10 p.m., a Biermeier/Reichert motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Amy Reichert  
Board Secretary