

Bridges Library System Board Meeting Minutes
June 17, 2020

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

EXCUSED: Amy Reichert

OTHERS: Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Betsy Bleck, Oconomowoc Public 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 following Waukesha County restrictions in place about social distancing and large group meetings, this meeting was not open to the public in an in-person capacity. Those wishing to observe 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 4:02 p.m. via Zoom meeting.

Introductions: Introductions were completed after the call to order.

Comments for the Public: None.

Correspondence: Angela Meyers received a notification award letter from the Richard M. Schulze Family Foundation for the Power of 100—Women Who Care matching grant program! We wanted to notify you that \$3,635.00 has been sent to Alzheimer's Association - Library Memory Project.

Meeting Minutes: A Nawrocki/Biermeier motion to approve the minutes of the May 20, 2020 Bridges Library System Board meeting as corrected passed unanimously.

ACTION ON THE BILLS REPORT

Bills Report: A Pringle/Sura motion to approve the June 2020 monthly invoices for funds 210 and 215 as submitted passed unanimously.

Financial Reports: A Heinrich/Pringle motion to accept the May 31, 2020 financial report for funds 210 and 215 passed unanimously.

REPORTS

APL: Betsy Bleck reported APL has been meeting about every two weeks for various discussions and connecting. CARES funds grant program will allow for partial reimbursement for local library connectivity project costs. 2021 budget discussions are underway. The innovation grants will be replaced with a competitive grant program at small, medium and large library levels. Database selections are being made including the continuation of Hoopla subscription services. Hoopla will be

funded as a grant to each local library and Hoopla will bill local libraries based on patron usage. A discussion was held about LibraryAware for library marketing. Discussions were also held about various work from home solutions and library re-opening processes. Café council also met this month and the talked about automated patron communication and overdue notice message restart.

Resource Library: Bruce Gay stated Waukesha Public Library opened to the public on June 8th with a reduced footprint and maximum 40-person capacity with no browsing/seating and social distancing applied. They have distanced public computers and have made them available by appointment only. The repair of the library front entrance should be completed in late summer. Delivery exchange of materials restarted on May 4th. They are ramping back up on projects including the repair of the building front entrance, feasibility study for the building project capital campaign as well as the design development of the first floor. For the 14th year in a row, the library has been awarded an NEA Big Read grant. This year's novel is *When the Emperor was Divine* by Julie Otsuka. Plans include an online author visit and a 2000 book giveaway.

Bridges Staff: Mellanie Mercier stated LSTA connectivity grants for Zoom have been paid. There is about \$4000 left in the grant to support exterior WIFI connectivity for libraries that purchase equipment by June 30th. Pewaukee, Johnson Creek, Waukesha, Delafield, Menomonee Falls and Watertown have indicated they will move forward with this enhanced connectivity at their libraries for patrons. Libraries will each get about \$700 towards the hardware and installation expenses. Additional funding through the CARES Act will provide libraries an opportunity to fund remote access, self-check services, or other projects that promote a safe and social distanced environment. The mobile app will be ready in 3-4 months. Hoopla expenses to date are at about \$14,000 and at this rate we should have enough funds to carry us to nearly the end of 2020. WPLC buying pool budget will have a 5% increase in 2021. A technology collaboration committee is being formed and Mellanie will participate. OverDrive has made available 117 extra youth/young adult title for simultaneous borrowing use through August of 2021. Meg Henke reported on the plans for the 2020 Trustee appreciation event.

Bridges Director's Report: Karol Kennedy stated members of the staff are working from the office periodically and she is there more frequently. Guidelines about return to work practices and procedures have been documented. Karol stated she completed her Waukesha County new employee orientation last week. Karol stated her priority the next few weeks is budget planning and preparation for draft presentation in July.

DISCUSSION/ACTION ITEMS

Lakeshores/Bridges Intersystem Agreements 2021 - This agreement reimburses Waukesha County libraries for borrowing by residents of Racine and Walworth Counties who live in municipalities without libraries and use Waukesha County libraries as well as reimbursing Racine and Walworth County libraries for borrowing by residents of Waukesha County who live in municipalities without libraries and use Racine and Walworth County libraries. Cost per circulation is up to \$5.12 from \$4.96 last year. A Sura/Heinrich motion to approve the 2021 Lakeshores Intersystem Agreements as submitted passed unanimously.

2020 Trustee Appreciation Event Contract – Karol presented the contract for approval. Wisconsin author, Nickolas Butler will be the featured keynote speaker. This year the event will be virtual due to the unknown of COVID restrictions. Trustees will receive a copy of Nick's most recent novel, *Little Faith*, in August with an invitation to register and join the virtual presentation. The event is scheduled to be

held on Thursday, October 1st at 7:00 p.m. via Zoom. A Heinrich/Yeomans motion to approve the contract passed unanimously.

Strategic Plan 2018-2020 Discussion – Karol stated the staff is utilizing the current plan as their guide for projects and initiatives. Jill Fuller recently submitted a grant proposal for the John Cotton Dana award. PLSR is starting to come back to life. Bruce Smith has been hired as a DPI consultant leading the project. Jill is gathering positive patron comments to developing strategic marketing pieces about the relevancy of libraries in preparation for promotion to legislators and for 2021 Library Legislative Day.

Confirmation of next meeting: **July 15, 2020 at 4:00 p.m.**, we will meet again via Zoom.

At 5:13 p.m., a Nawrocki/Wilhelm motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary