

Bridges Library System Board Meeting Minutes July 15, 2020

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

OTHERS: Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and APL and Resource Library 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 following CDC recommendations regarding social distancing and large group meetings, this meeting will not be 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: None.

Meeting Minutes: A Biermeier/Sura motion to approve the minutes of the June 17, 2020 Bridges Library System Board meeting as corrected passed unanimously.

ACTION ON THE BILLS REPORT

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

Financial Reports: A Heinrich/Nawrocki motion to accept the June 30, 2020 financial report for funds 210 and 215 passed unanimously.

REPORTS

APL: Bruce Gay reported APL has reviewed the 2021 proposed preliminary budget for Bridges Library System and recommends the planned budget for Board approval. All 24 member libraries have reopened and have varying levels of service in place. There is a temporarily hold on expanding services as they watch COVID numbers in our communities. Currently, Lake Mills is the only library requiring patrons wear masks. The statewide WPLC 2021 budget has been approved with a 5% increase in OverDrive spending. Watertown will break ground on their capital project in August 2020. CARES and LSTA grant funds are being made available to fund technology services for libraries.

Resource Library: Bruce Gay stated they have been working with Engberg Anderson Architects on the design and development of the first-floor renovation and layout. In 2021, Waukesha Public Library will

celebrate its 125-year anniversary. They are starting anniversary event planning. A state-wide resource library directors meeting is happening weekly.

Bridges Staff: Mellanie Mercier stated Big Bend Public Library had an increase in circulation in June resulting from Karla's direct email contact with patrons. Abby in Johnson Creek has the outdoor WIFI installed and it reaches to the neighboring park. 40% of the summer library programs have been held. They have been integrated with Facebook for live streaming.

Bridges Director's Report: Karol Kennedy stated that she and Meg have spent the past several weeks working on the 2021 proposed budget. Meg Henke is coordinating COVID-19 cooperative bulk purchasing of PPE and other safety materials including masks, gloves, and hand sanitizer. Laurie Freund is scheduling a special continuing education program about HR related COVID questions for the libraries.

DISCUSSION/ACTION ITEMS

Mobile App Contract Amendment: Karol stated that Capira Technologies was recently purchased by OCLC resulting in a legal ownership change. We have an existing relationship with OCLC for library cataloging needs. No other changes to the terms of the mobile app contract are being made, just the name/ownership change. A Pringle/Sura motion to approve the mobile app contract amendment as presented passed unanimously.

Get Your Library Card Marketing Campaign: Karol stated that in 2021 Bridges will partner with Monarch Library System on the annual ad campaign to promote public libraries—specifically focused on increasing library card registrations. Jill is working with Monarch on design for graphics. We will work with the same three vendors as in 2020; Lamar (billboards), Clear Channel Communications (billboards) and MRA digital (radio and other digital media). Radio ads will be a two-way split shared expense for ads and billboards will be billed back by location. Success of the campaign will be measured by new patron registration/card sign up volume. A Wilhelm/Sura motion to approve the Lamar and Clear Channel billboards and the MRA digital media contracts as submitted passed unanimously.

Bridges Library System Delivery Services contract 2021-2023: Karol stated that the current contracts with Action Logistics and CS Logistics terminate at the end of 2020. It is the end of our 3/1/1 overall 5-year contract. Utilizing Waukesha County purchasing resources, the contract went out to bid in March of 2020. The option was to bid on both routes whole or as two separate routes. Four vendors submitted bids. The award was given to Action Logistics to provide services in both Waukesha and Jefferson counties. The contract is a three-year term with two one-year options for renewal. We are pleased to be working with a singular vendor. A Sura/Biermeier motion to approve the Bridges Library System Delivery Services contract 2021-2023 passed unanimously.

2021 Bridges Library System Preliminary Budget: Karol reported that the preliminary budget had some very last-minute changes due to a life event of a staff member. Jill Fuller requested to return to work full time in 2021. The changes are so fresh that APL has not yet met to review and endorse this change. The change does not have a service or financial impact to the member libraries so she is hopeful they will endorse this change. Other Fund 210 notable items for the 2021 budget include: a pending job reclassification for Meg Henke to department executive assistant; discontinuation of innovation grants to offset/reduce database charges; implementation of a larger competitive grant program; 2 more libraries moving to RFID; Library Aware and social media archive projects and Hoopla grants to libraries based on service population for digital collection support with the local libraries covering any costs beyond the grant funds. In Fund 215, CAFÉ, \$16,069 of reserve funds will be used to provide 75% of the cost of the mobile app for the CAFÉ catalog. Libraries will provide the other 25%. The reserve fund share

will decrease over the next several years, eventually being entirely supported by libraries. Member library costs are up about 6% to incorporate cost of NCIP, API, and the mobile app added in 2020. Fund 205, Waukesha County Library funding, will have a 3.4% increase in the amount of \$121,029 mostly due to an increase in the calculated allowable expenditures and a 56.9% increase for approximately \$10,000 to adjacent county libraries due to increased usage and cost per circulation. A Nelson/Nawrocki motion to approve the 2021 Bridges Library System Preliminary Budget passed unanimously.

Confirmation of next meeting: **August 19, 2020 at 4:00 p.m.**, we will meet again via Zoom.

At 5:33 p.m., a Nawrocki/Sura motion to adjourn passed unanimously.

Minutes prepared by:

Respectfully Submitted:

Meg Henke
Administrative Specialist

Amy Reichert
Board Secretary