

**Bridges Library System Board Meeting Minutes
September 16, 2020**

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

OTHERS: Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Stephanie Ramirez, Delafield Public Library Director and APL representative; Mellanie Mercier, Automation Coordinator and Assistant Director at Bridges Library System; Beth Bechtel, Database Management Librarian at Bridges Library System 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 be open to the public at the Bridges Library System office as well as virtually via Zoom. Those wishing to observe virtually 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 4:01 p.m. via Zoom.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: None.

Meeting Minutes: A Nawrocki/Biermeier motion to approve the minutes of the August 19, 2020 Bridges Library System Board meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

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

Financial Reports: A Heinrich/Biermeier motion to accept the August 31, 2020 financial report for fund 210 and fund 215 passed unanimously.

REPORTS

APL: Stephanie Ramirez reported that APL met last Friday and has endorsed the 2021 Bridges Library System Program Plan and Budget. A discussion was held about the 2021 Summer Library Program performances, the use of the Beanstack application and coupons as an incentive to read. APL also endorses the pilot subscription of HelpNow online tutoring application and services thru the end of 2021. Results of the REALM test were discussed and a four-day quarantine of returned materials is still being recommended. Karol Kennedy also did a stress check-in with the directors.

Resource Library: Bruce Gay stated the Resource Library had a budget review and 2021 will have an overall 2% increase over 2020. This increase is largely tied to COLA adjustments for staff. He reported their capital budget was also approved to move forward with the first-floor redesign project. The Waukesha READS programs has kicked off. Many events are scheduled. This year's featured title is *When the Emperor was Divine* by Julie Otsuka. Free editions are available for pick up at Waukesha Public Library. They are also beginning to open more areas within the library for patron access.

Bridges Staff: Mellanie Mercier stated she coordinated a HelpNow demonstration, a live online tutoring resource. The Innovative Interface application demo will be held next week. Beth Bechtel reported Karol Kennedy attended her first catalogers meeting. Meg Henke reminded trustees to attend the upcoming virtual appreciation event on Thursday, October 1 and to share the reminder at their upcoming local library board meetings.

Bridges Director's Report: Karol Kennedy stated is anxiously awaiting the birth of her first grandchild sometime in the next few weeks. When she arrives, Karol plans to take a day or two off to visit her.

DISCUSSION/ACTION ITEMS

HelpNow Live Online Tutoring and Homework Help – APL has endorsed proposed subscription effective October 1, 2020 through December 31, 2021. The services offers live tutoring, including services in Spanish, between the hours of 2-11 p.m. central time and other homework and skills assistance. All tutors have bachelor's or master's degrees. The 2020 budget has \$40,000 in reserve funds available that were previously designated for library digitization efforts. Due to vendor capacity these projects will not be completed in 2020. Additionally, the use of some library CARES grant funds could be applied to these costs. An Ager/Wilhelm motion to approve the HelpNow pilot subscription program passed unanimously.

Authority Control Project Contract Amendment – Karol reported the contract amendment would extend the contract for ongoing maintenance for an additional year, from October 1, 2020 through September 30, 2021. This maintenance work is essential to the upkeep of the catalog. A Pringle/Sura motion to approve the Authority Control Project Contract Amendment passed unanimously.

Bridges Library System Budget 2021 – Karol reported the updates included changes to CAFÉ costs due to updates. A Heinrich/Pringle motion to approve the 2021 Bridges Library System Budget passed unanimously.

State Public Library System Plan and Certification of Intent to Comply for Calendar Year 2021 – Karol reported the items highlighted in the plan follow the 2018-2021 Bridges Library System Strategic Plan initiatives and 2021 Budget. The signed plan is due to the DPI by October 15, 2020 for awarding of 2021 funds. A Pringle/Biermeier motion to approve the Bridges Library System State Annual Plan and Certification for 2021 passed unanimously.

Confirmation of next meeting: **October 21, 2020 at 4:00 p.m.**, Trustees and ex-officio members will continue to meet via Zoom with availability for public attendance at the Bridges Library System Office.

At 5:03 p.m., a Wilhelm/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:
Meg Henke
Administrative Specialist

Respectfully Submitted:
Amy Reichert
Board Secretary