

**Bridges Library System Board Meeting Minutes
November 18, 2020**

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

OTHERS: Karol Kennedy , Bridges Library System Director; Brittany Larson, Muskego Public Library Director and APL representative; Bruce Gay, Waukesha Public Library Director and Resource Library representative; Mellanie Mercier, Bridges Library System Automation Coordinator /Assistant Director; Alex Klosterman, Waukesha County Senior Financial Analyst; and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, the Board President, called the meeting to order at 4:02 p.m. via Zoom.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: Karol Kennedy reported that she received a thank you note from Martha Berninger in support of the LAWDS project (Libraries Activating Workforce Development Skills) as well at a thank you email from Rosemary Hable from Class Act Performers applauding the 2020 Performers' Showcase team for a well-executed and exceptionally professional event.

Meeting Minutes: A Nawrocki/Biermeier motion to approve the minutes for the October 2020 Bridges Library System Board meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Report: A Yeomans/Heinrich motion to approve the monthly invoices for funds 210 and 215 for November 2020 passed unanimously.

Financial Reports: Karol Kennedy reported that the system looks like it will operate within budget for 2020. A Heinrich/Sura motion to accept the financial reports for funds 210 and 215 for period ending October 31, 2020 passed unanimously.

REPORTS

APL: Brittany Larson reported that APL met on 11/13. APL would like to thank the board members for their service and support in 2020. The new materials and services purchased in 2020 including Hoopla, HelpNow and Library Aware are what keeps our libraries relevant considering today's community needs. She further reported that APL is formally meeting every month and also informally one additional time each month. The 2021 APL schedule has been finalized and will remain virtual until it is safe once again to meet in person. A nominating committee has been formed for 2021 officers including a President, Vice President and Secretary. Other topics included self-care and team care discussions, including sharing innovative ideas about options to support their staffs. Finally, general COVID discussions topics including mask mandate enforcement until January 2021 and staffing and service levels at libraries.

Resource Library Report: Bruce Gay reported Waukesha Public Library has moved to limited building access with a 15-minute maximum visit. Additionally, access to computers is closed. Several staff have had positive COVID tests or are in quarantine. This has resulted in reducing library hours to ensure operations will continue. They are planning for a 2021 Martin Luther King Day programming. WPL has invited other member libraries to participate in the virtual program events. Planning for the 2021 Waukesha READS event is starting up as well. Lastly a feasibility study for the first-floor renovation project will be conducted with twenty-five people from the Waukesha community. Larry Nelson is one of the community participants. The projected cost is approximately \$3.1 million dollars with targeted private fundraising goal of \$1.5 million to reduce the municipal impact.

Bridges Staff Report: Mellanie Mercier reported on HelpNow statistics after the first month of service. Forty-four live tutoring sessions have helped students in writing, biology, algebra, and calculus. Data shows the 2,638 total usage broken out as 2,568 database usage, 44 tutoring sessions and 274 unique patron visits.

Bridges Director's Report: Karol Kennedy reported that libraries are focused on staying healthy and safe. She is starting to field 2022 budget questions. Several libraries have independent mask policies as adopted by their local board. Staffs are trying to handle non-compliant patrons regarding masking up. They are offering alternative service options or offering a free mask. The Board specific policies allow for local decisions made closer to home.

DISCUSSION/ACTION ITEMS

Bridges Final Program Plan and Budget 2021 Amendment Related to Hoopla Funding Changes – Karol reported the changes proposed in Fund 210 are related to Hoopla supportive funding from Bridges to the libraries. The total budget amount is unchanged. The change is a reallocation of expenditure and Karol wanted the information updated for historical purposes. No changes are made to Fund 215 for 2021. A Biermeier/Wilhelm motion to approve the Bridges Final Program Plan and Budget 2021 Amendment as presented passed unanimously.

Library Aware for 2020 – Karol stated that the Library Aware subscription is planned in the 2021 budget. The 2020 budget has unused state aid in the budget due to COVID impact of almost no travel, mileage, and conference attendance this year. She is proposing we start the subscription service in December 2020 and allow the libraries a two-year trial to determine the value for long term use. A demo has been provided to the libraries and the first-year subscription will cost \$19,900. A Nawrocki/Sura motion to approve the 2020 Library Aware subscription quote as presented passed unanimously.

2021 Bridges Library System Board meeting schedule – Karol presented the proposed schedule. A review of the draft was made to ensure that no conflicts exist with Jefferson County or Waukesha County Board meetings. Meeting dates and times will remain the same in 2021 at 4:00 p.m. on the third Wednesday of each month. Trustees will continue to attend virtually with public attendance at the Bridges Office until the COVID pandemic and social distancing requirements are lifted and in person meetings are safe to attend. A Pringle/Biermeier motion to accept the 2021 Bridges Library System Board meeting schedule as presented passed unanimously.

Director's Evaluation: Linda Ager, Board President, announced the board convened in closed session pursuant to section 19.85(1)(c) of the Wisconsin Statutes to consider employment and compensation for the Director of the Bridges Library System. At 5:01 p.m. a motion was made by Jean Yeomans, seconded

by Art Biermeier, and approved by a unanimous roll call vote to go into closed session to discuss the Library System Director's annual review. During the closed session trustees Sura and Nawrocki asked to be excused for the duration of the Board meeting.

At 6:25 p.m., a motion was made by Howard Pringle, seconded by Art Biermeier, and approved by a unanimous roll call vote to return to open session. The motion carried by the seven remaining members of the board.

Director's Compensation and Goals for 2021: A motion by Larry Nelson and seconded by Art Biermeier was made to approve a 2% base increase to the system director's salary and a 1% one-time merit award for the system director. The 2% base increase to the system director's salary motion carried on a vote of 7-1 in favor and with Trustee Heinrich against. The 1% one-time merit award motion for the system director carried unanimously by the members of the board. A motion was made by Art Biermeier was seconded by Nancy Wilhelm to table the Bridges Library System Director's 2021 Goals until the December 16, 2020 meeting. The motion carried by the remaining members of the board.

Confirmation of next meeting: **Wednesday, December 16, 2020 at 4:00 p.m.** via Zoom with public attendance at the **Bridges Library System office (741 N. Grand Avenue #210, Waukesha, WI 53186).**

At 6:37 p.m., a Biermeier/Yeomans motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary