

Bridges Library System Board Meeting Minutes
March 17, 2021

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

EXCUSED: Rose Sura, Joan Fitzgerald

OTHERS: Karol Kennedy, Bridges Library System Director; Nan Champe, Pewaukee Public Library Director and APL representative; Alex Klosterman, Waukesha County Senior Financial Analyst; and Meg Henke, Bridges Library System Department Executive Assistant

Call to order: Linda Ager, the Board President, called the meeting to order at 4:05 p.m. via Zoom with optional attendance at the Bridges Library System Office in Waukesha.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: An email was received from Muskego Public Library Director, Brittany Larson expressing her appreciation for Director Kennedy's hard work and assistance in support of the 2020 Annual Report process. The email also commended the entire Bridges Library System staff for their hard work and dedication in 2020.

Meeting Minutes: A Biermeier/Yeomans motion to approve the minutes of the February 2021 meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Reports: Karol reviewed the list and highlighted some key transactions. A Pringle/Heinrich motion to approve the monthly invoices for funds 210 and 215 for March 2021 as submitted passed unanimously.

Financial Reports: Karol stated the updated 2020 Year-end report for Fund 210 reflects additional revenue found on the balance sheet from E-commerce fines and fees repayment. For 2020, \$2001 was credited and an additional \$5071 was credited for years 2017-2019. The prior year revenue will roll into the Fund 210 reserve funds. A Heinrich/Pringle motion to accept the revised December 31, 2020 financial report for funds 210 subject to the audit, and the financial report ending February 28, 2021 for funds 210 and 215 passed unanimously.

REPORTS

Bridges Director's Report: Karol reported that an initial meeting was held with County Executive Farrow, County Board Chair Decker and DOA Budget manager Bill Duckwitz to discuss the 2021 Waukesha County Library Planning process, participants and resources. Karol asked Waukesha County Library directors to identify potential committee members by the end of March. The planning committee will likely convene in June or July to begin developing the County-wide plan. Karol further reported 23 of the 24 member library buildings are currently open with public access to services and resources at varying levels.

Bridges Staff: Mellanie Mercier reported that the App has been sent to the app store with library access to pre-test beginning on March 23. Public announcement will be April 1, 2021 letting patrons know they can download the app and link it to their CAFÉ account. Mellanie reported 13 applications were received for the 2021 Innovation Grants. Three \$2500 grants will be awarded; one each to a large, medium and small library. Four expert independent reviewers are evaluating the applications. Notifications about the awarded grants will be made on April 1 to the libraries. Meg Henke provided a brief update about the delivery pilot project.

APL: Nan Champe reported APL met on March 12th. They discussed the County library planning processes for both Waukesha and Jefferson Counties. A brief discussion was held about the \$3.27 million 2021 American Rescue Plan Act funds coming to Wisconsin DPI for libraries. They are excited about the app both as it benefits the patrons and our system. They are starting to think more about 'normal' operational library activities, like utilizing LibraryAware. A brief discussion was held about the six Dr. Seuss titles that have recently ceased publication and are in high demand.

Resource Library: Bruce Gay provided a written report to the Board as he is on vacation. The report stated they opened the full library for browsing of materials. This decision was made as the average of new cases in Waukesha County continued to drop. The library continues to offer limited computer access and encourage short visits to the library. At the March 11 board meeting a plan was presented to move to offer nearly full services by the end of April. Managers continue to work on the first-floor renovation project with the project's architect and other City of Waukesha personnel. In the last month they've selected carpet and furniture colors, technology needed for the new and enlarged meeting rooms, and identified art that will need to be relocated. Construction is estimated to begin late in May and is expected to take up to 8 months. They filled three open positions—children's books and materials librarian and two library associates in marketing. The second associate is a new position meant to strengthen the library's marketing efforts, a key goal of the library's strategic plan. Bruce attended several library legislative day visits with local representatives.

DISCUSSION/ACTION ITEMS

Amendment to the Bridges Library System's 2020 state annual report: Karol reported the report was revised to reflect E-commerce revenue identified on the balance sheet. This revenue needed to be credited to offset our monthly USBank credit cards fees. A change in the amount of \$2001 was applied for 2020. The remaining revenue in the amount of \$5071 was from 2017 through 2019 and was credited to the reserve fund balance. A Biermeier/Heinrich motion to approve the amended 2020 Bridges library System State Annual Report with updates to revenue as presented passed unanimously.

2021 Bridges Library System Strategic Planning process and timeline: Karol reported the existing four-year plan is in effect until the end of 2021. Karol consulted with Nancy Wilhelm, our 2018 Strategic Plan facilitator, to scope out the best way to update the plan. Nancy Wilhelm commented that SWOT analysis in a virtual setting is not effective. She recommends the staff and APL review the work plan and update the accomplishments adding 'within the constraints of COVID' where appropriate. The updates would then create a modified plan for a year extending the plan through 2022. The modified plan would be presented to the Library System Board for approval. Then in 2022, following COVID return to business as usual or new usual, a SWOT planning session to develop a new plan (2023-2026) would be held.

Summer Performer Agreement Revision request from Didgeridoo Down Under: Karol Kennedy stated the contract terms were revised at the performer's request limiting social media recording and distribution

of the performance to 1 day. A Yeomans/Biermeier motion to approve the revised 2021 Summer Library Performer Contract for Didgeridoo Down Under as presented passed unanimously.

Memorandum of Understanding Wisconsin Public Library System Backup and Digitization Storage Collaboration: Karol Kennedy reported that this project has been discussed at a state level for the past several years. Many library systems are looking for a solution to meet their server storage and long-term data backups. Bridges does not have this need as our catalog data is in the cloud. This project also has an archival storage solution for historical publications. This is an area of interest to our member libraries. Costs have multifactor variables and no cost information has been presented yet. The WPLC steering committee has been identified as the probable governance authority for this effort. Karol recommends that the Board not make a decision about participating until more project and financial information has been solidified.

Next meeting: **April 21, 2021 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 5:27 p.m., a Biermeier/Reichert motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary