

Bridges Library System Board Meeting Minutes
July 21, 2021

PRESENT: In person - Linda Ager, Art Biermeier, Dick Nawrocki, Joan Fitzgerald, Larry Nelson, Jean Yeomans, Howard Pringle, Nancy Wilhelm; Via Zoom - Jim Heinrich, Rose Sura

EXCUSED: Amy Reichert

OTHERS: Karol Kennedy, Bridges Library System Director; Nan Champe, Pewaukee Public Library Director and APL representative; Alex Klosterman, Waukesha County Senior Financial Analyst; Beth Bechtel, Bridges Library System Database Management Librarian

Call to order: Linda Ager, Board President, called the meeting to order at 4:03 p.m. in person at the Pewaukee Public Library with optional attendance 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 June 2021 meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Reports: A Yeomans/Biermeier motion to approve the monthly invoices for funds 210 and 215 for July 2021 as submitted passed unanimously.

Financial Reports: A Pringle/Wilhelm motion to accept the financial report ending June 30, 2021 for funds 210 and 215 passed unanimously.

REPORTS

Bridges Director's Report: Karol reported that the Trustee Appreciation Event being planned for the evening of October 6 will be a hybrid event. The in-person location will be at New Berlin Public Library to minimize risk in case of cancellation due to changes in the pandemic. Karol explained that one of the PLSR (Public Library System Redesign) recommendations was to conduct an analysis of the state aid funding formula. DPI is in the process of contracting to have that analysis done. Results from that analysis are expected in Spring 2022. Karol reported that ARPA (American Rescue Plan Act) funding is still in process with DPI. It is anticipated that grant opportunities will be available by the end of August. Karol encouraged all to attend 2021 Trustee Training week's free virtual sessions offered over the lunch hour from August 23 – 27.

Bridges Staff: There were no further updates to the published monthly staff report.

APL: Karol reported that APL met on July 9 in person at Pewaukee Library with an option for virtual attendance. They discussed children's in-person programming, financial conversations with library

boards and local officials for 2022 budgets, take and make craft bags, and Friends groups. They discussed the 2022 budget and voted unanimously to recommend the budget to the Bridges Board.

Resource Library: Bruce Gay did not attend the meeting but submitted a written report with information about Waukesha Public Library's current first floor renovation and library services including Summer Reading programming and rebounding circulation numbers. Planning continues for the 15th annual Waukesha Reads program. The Library did not receive an NEA grant this year, but programming based on *The House on Mango Street* by Sandra Cisneros will continue thanks to local support.

DISCUSSION/ACTION ITEMS

Contract for 2021 Library Memory Project Family Day at Retzer: Karol described the Library Memory Project Family Day as a successful event when it was last held two years ago. The event cost to Bridges is minimal, with funds coming from other sources, including sponsorship from both the Aging and Disability Resource Center of Waukesha Co. and 100+ Women Who Care – MKE Metro West. Retzer Nature Center is not charging for the community room rental based on our collaboration on other programming with them. A Pringle/Wilhelm motion to approve the contract passed unanimously.

Personnel Committee nominations: Linda Ager explained the Personnel Committee will be an ad hoc Board subcommittee. After initial work, it will be determined whether the committee should be a standing committee. Linda appointed the following trustees to the Personnel Committee: Art Biermeier, Joan Fitzgerald, Dick Nawrocki, Larry Nelson, Nancy Wilhelm, Linda Ager.

Preliminary Bridges Library System 2022 Budget: Karol explained there is an increase in the TNR (residents in communities without a library) usage percentage of 1.4%, and a slight decrease in intercounty funding requests, which are the requests from other counties for use of their libraries by Waukesha County TNR. The overall result is a 1.3% increase of county funding to libraries. CAFÉ increases are a result of costs to continue service as well as mobile app costs. Mobile app costs are gradually being transitioned to the libraries. In 2021, Bridges pays 75% and the libraries pay 25% of the mobile app costs. In 2022, percentages will decrease for Bridges and increase for the libraries. The biggest change to Fund 210 is the 16% increase of state aid to libraries. This budget includes an increase in hours for the Departmental Executive Assistant to a full time position; a new grants to libraries program focusing on accessibility, technology and marketing; continuation of competitive grant program to small, medium, and large Bridges member libraries; system support for Hoopla; development of a data dashboard tool; social media archiving; and a book repair machine. The increase in state aid keeps the library charges steady, although there will be an increase in the OverDrive Advantage charges as planned, with the anticipation of Advantage being paid for fully by libraries in 2023. The percentage of library contribution for databases and e-content are being kept flat. Fund balance projects include RFID tagging, replacing routers in Jefferson County libraries, accessibility scans, and website redesign. The HelpNow pilot project is still under consideration for 2022. Usage data will be reviewed again in the fall. There will be an increase in funding from Lakeshores Library System due to an increase in cost per circulation. The budget incorporates an anticipated LSTA funding increase. A Pringle/Biermeier motion to approve the 2022 Bridges Library System Preliminary Budget passed unanimously.

Discussion of Departmental Executive Assistant Position: Linda Ager, Board President, announced the board would convene in closed session pursuant to section 19.85(1)(c) of the Wisconsin Statutes to review and consider the status and compensation of the Departmental Executive Assistant position. At 4:52 p.m. a Biermeier/Sura motion to go into closed session passed unanimously.

Jim Heinrich left the meeting at 5:10 p.m.

A Biermeier/Nelson motion to return to open session was approved unanimously at 5:24 p.m.

A Fitzgerald/Wilhelm motion to authorize full-time hours for the departmental executive assistant position passed unanimously.

A Biermeier/Wilhelm motion to authorize the system director to offer compensation for the position recommended by Waukesha County Human Resources passed unanimously.

Next meeting: **August 18, 2021 at 4:00 p.m.** as a hybrid meeting at **Jefferson Public Library** and via ZOOM.

The meeting adjourned at 5:31 p.m.

Minutes prepared by:
Beth Bechtel
Database Management Librarian

Respectfully Submitted:
Amy Reichert
Board Secretary