

Bridges Library System Board Meeting Minutes
September 20, 2023

PRESENT: In person; Linda Ager, Art Biermeier, Betsy Forrest, Jim Heinrich, Larry Nelson, Robert Kraus, Nancy Wilhelm, Jean Yeomans; Via ZOOM: Anthony Gulig, Diane Knutson, Amy Reichert

EXCUSED: None

OTHERS: In person; Karol Kennedy, Bridges Library System Director; Mellanie Mercier, Bridges Library System Automation Coordinator and Assistant Director; Angela Meyers, Bridges Library System Coordinator of Youth and Inclusive Services; Bruce Gay, Waukesha Public Library Executive Director and Resource Library Representative; Via Zoom: Genavieve Danes, Butler Public Library Director and APL Representative; Gerard Saylor, L.D. Fargo Public Library (Lake Mills) Director

Call to order: Linda Ager, Board President, called the meeting to order at 4:00 p.m.

Introductions were completed after the call to order.

Comments from the Public: None

Correspondence: None

Meeting Minutes: A Biermeier/Wilhelm motion to approve the minutes of the August 16, 2023, meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Reports: A Yeomans/Kraus motion to approve the monthly invoices for funds 210 and 215 for September 2023, as presented passed unanimously.

Financial Reports: A Heinrich/Biermeier motion to approve the financial report for funds 210 and 215 ending August 31, 2023, as presented passed unanimously.

REPORTS

Bridges Director's Report: Karol reported that the executive assistant position is still open, but she is hopeful it will be filled in the next week or so. She has been answering many questions from libraries and municipalities regarding municipal exemptions from the county library tax. Municipal resolutions are due to Waukesha County by September 30 and Jefferson County by November 1. Karol reminded the Board that the Trustee Appreciation Event is scheduled for September 28 at the Watertown Public Library.

APL: Genavieve Danes report that the group reviewed the final Bridges 2024 budget and discussed welcome packet materials for new businesses. They also talked about MessageBee, a new text message notification service.

Resource Library: Bruce Gay reported that the Waukesha Reads book distribution started and all available books for this October program have been given away. There are still some being held for giveaway at special events like Apple Harvest Fest. The libraries capital budget passed, and the roof repairs are nearly complete. All are invited to the Culver's Night Friends fundraiser following the meeting.

Personnel Committee: The committee met via Zoom to discuss the evaluation form to be used for the 2023 director evaluation process. It was recommended that someone from Waukesha County Human Resources Department come to speak with the board regarding the evaluation and pay for performance process. A representative will be presenting to the board in October.

DISCUSSION/ACTION ITEMS

Final Bridges Library System Budget 2024: Karol shared the final System budget document with the Board and pointed out the revisions since the July Board review. Changes include:

- An addition to the Fund 210 reserve fund projects to reflect changes as a result of the recent Waukesha County Compensation Study. A recommendation is being made to the County Board to realign upward the pay grade for some positions, including that of the executive assistant. Additional funds in the amount of about \$3,400 may be needed in the budget to accommodate this change.
- Some small adjustments to some reimbursements from Jefferson County to Jefferson County libraries.
- An increase of \$8,985 in the Waukesha County library levy request and resulting changes in the distribution to libraries based on the Waukesha County funding formula.

She said this budget reflects the System's 2024 priorities based on discussions with staff, member library directors, and the Board. APL reviewed the plan and budget at their meeting on Friday and made a recommendation for board approval. It should be noted the library levy change was made following the APL review.

A Heinrich/Nelson motion to approve the Bridges Library System Budget 2024 as presented passed unanimously.

State Public Library System Plan and Certification of Intent to Comply for Calendar Year 2024: As a result of delays and complications with the form and late changes to the County Library budget request, this item will be moved to the October Bridges Library System agenda.

System Director Evaluation Form: The Bridges Library System Personnel Committee met on Wednesday, September 13, to finalize the form to be recommended to the board. Following the meeting October board meeting, all evaluators (directors, trustees, and staff) will receive a link to complete the director evaluation online. These responses will be sent directly to Board President Linda Ager. A Heinrich/Forrest motion to approve the System Director Evaluation Form passed unanimously.

Library Memory Project Strategic Plan: Bridges Coordinator of Youth and Inclusive Services Angela Meyers presented the recently developed Library Memory Project Strategic Plan.

Next meeting: October 18, 2023, at 4:00 p.m. as a hybrid meeting at Menomonee Falls Public Library

At 5:30 p.m., a Wilhelm/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:
Karol Kennedy
System Director

Respectfully Submitted:
Jean Yeomans
Board Secretary