

Bridges Library System Board Meeting Minutes
October 18, 2023
Menomonee Falls Public Library

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

EXCUSED: Betsy Forrest, Nancy Wilhelm

OTHERS: In person; Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library Representative; Kaushalya Iyengar, Town Hall Library Director and APL Representative; Jackie Rammer, Menomonee Falls Library Director; Ellen Rohr, Menomonee Falls Business Manager Via Zoom: Renee Gage, Waukesha County Human Resources Manager; Whitney Ruiz, Waukesha County Human Resources Analyst

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

Request was made by Board President Linda Ager to amend the agenda by moving the Waukesha County Human Resources presentation to follow introductions. There were no objections to this change.

Introductions were completed after the call to order.

Waukesha County Human Resources Presentation on Employee Evaluations and Pay for Performance Program: Renee Gage and Whitney Ruiz from Waukesha County Human Resources Department presented on these topics, highlighting changes made this year. Slides from the presentation will be shared with the board following the meeting.

Comments from the Public: None

Correspondence: A Waukesha Freeman article about the Pewaukee Public Library's new Library of Things collection was shared. Funding for the project was provided by a Bridges Library System Library Improvement and Innovation Grant.

Meeting Minutes: A Gulig/Biermeier motion to approve the minutes of the September 20, 2023, meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Reports: A Heinrich/Gulig motion to approve the monthly invoices for funds 210 and 215 for October 2023, as presented passed unanimously.

Financial Reports: Jim Heinrich had some questions regarding the reported 2023 personnel expenses being significantly lower than previous years. Karol noted that the System had several months with open positions in 2023. A Heinrich/Reichert motion was made to table this approval until the November meeting. The motion passed with one no vote by Gulig.

REPORTS

Bridges Director's Report: Karol reported that Bridges new executive assistant will start on October 30. She will be attending the WLA Conference October 24-26, including the awards ceremony on October 26 at which three award winners will be connected with the Bridges Library System.

APL: Kaushalya Iyengar reported that the group discussed and recommended the new collection analysis tool to be discussed by the Bridges Board this evening. They also talked about perpetual licensing for e-content, a recent parent perception survey, discovery layer input needed and time sheet practices at libraries. Karol then presented her annual report on her goals and Bridges activities.

Resource Library: Bruce Gay reported that the Waukesha Reads program has been very successful this year. The library budget will be presented next week, and the library is working with WILS on a new strategic plan.

DISCUSSION/ACTION ITEMS

State Public Library System Plan and Certification of Intent to Comply for Calendar Year 2024: A Gulig/Yeomans motion to approve the System Plan and Certification of Intent to Comply for Calendar Year 2024 as presented passed unanimously.

Approve 2024 Library Membership & CAFÉ Agreement Addendums: A Kraus/Biermeier motion to approve the 2024 Library Membership & CAFÉ Agreement Addendums as presented passed unanimously.

Approve 2024 Milwaukee County Federated Library System Continuing Education Agreement: A Reichert/Gulig motion to approve the 2024 Milwaukee County Federated Library System Continuing Education Agreement as presented passed unanimously.

MessageBee Circulation Notification Services Agreement: Karol explained that currently text notifications sent to patrons from Polaris are emails that have been converted to text. These texts are often blocked by phone carriers as they are locking down against spam. MessageBee is a service from Unique Management Services that works with Polaris to send texts directly to patrons using a phone number instead of an email to the carrier. A Yeomans/Knutson motion to use 2023 CAFÉ reserve funds for this project and to approve MessageBee Circulation Notification Services Agreement as presented passed unanimously.

Baker & Taylor Collection Analysis Subscription Agreement: Baker & Taylor offers this tool to analyze a library's fiction and non-fiction titles to identify gaps and suggest purchases to ensure libraries are providing diverse and inclusive collections. A Gulig/Kraus motion to use 2023 Fund 210 reserve funds for this project and to approve the one-year Baker & Taylor Collection Analysis Subscription Agreement as presented passed unanimously.

System Director's Annual Report to the Board: Karol presented an overview of system activities since October of last year, as well as a review of activities related to the goals set for her by the Board in December 2022. This overview was intended to help the Bridges Board, staff, and member library

directors offer an informed and constructive assessment of the system director's performance in the past year. Karol answered questions from the Board.

Next Meeting: December 20, 2023, at 4:00 p.m. as a hybrid meeting at the Bridges Office.

At 6:20 p.m., a Heinrich/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:
Karol Kennedy
System Director

Respectfully Submitted:
Jean Yeomans
Board Secretary