

**Bridges Library System Board Meeting Minutes  
September 20, 2016**

PRESENT: Dick Nawrocki, Larry Nelson, Howard Pringle, Linda Ager, Betty Scanlon, Jim Heinrich, John Rhiel

ABSENT: Dwayne Morris, Rose Sura, Marion Onesti, Jean Yeomans

EX OFFICIO: Connie Meyer, Library System Director and Jennie Stoltz, Director Pewaukee Public Library, APL Representative

OTHERS: Meg Henke, Library System Administrative Specialist; Steve Trimborn, Waukesha County Senior Financial Analyst

Dick Nawrocki, the Board President, called the meeting to order at 6:04 p.m. at the Pewaukee Public Library. There were no comments from the public.

Correspondence was received from Wisconsin Lt. Governor Rebecca Kleefisch. It was a congratulatory letter to Connie and the Bridges Library System for receiving the Salute to Local Government Award for “Data-Driven Management or Decision Making” and “Intergovernmental Cooperation”.

A Pringle/Scanlon motion to approve the minutes of the August meeting passed unanimously.

**FINANCIAL REPORT AND ACTION ON THE BILLS**

A Heinrich/Ager motion to approve payment of the monthly bill list passed unanimously.

Financial Report – Fund 205 is under expenditure. The second payment to the Waukesha County libraries will take place in October which will balance the expenditures and revenues. Jefferson County pays their libraries directly and does not use Waukesha County/Bridges to distribute payments. Lakeshores payments will be paid to the Waukesha County libraries next month as well. The overall budget is on target to end in the positive in 2016. A Nawrocki/Nelson motion to receive and file the financial report passed unanimously.

**REPORTS**

*APL Representative’s Report:* Jennie Stoltz reported that APL met last week. The group supported reducing the 2017 resource library contract to \$20,000 with \$14,000 specified for services (including OverDrive support) and the remaining \$6000 for profession collections. The 2017 Bridges Library System budget and annual plan was endorsed by APL. Libraries should be updating their privacy policies due to the “return of materials” legislation that was passed in spring of 2016. This legislation enables libraries to engage outside collection agencies and law enforcement to aid in the collection of unreturned materials. The other topic discussed was the 2017 LSTA grant proposal. Nancy Massnick of Hartland has been the past chair of the

technology committee would like to see some new committee members. The proposed LSTA grant will be a Wi-Fi hot spots project. The grant would provide funding for 5 hot spots (including data) per library for the year.

*Resource Library Report:* No report was made.

*Bridges Staff Report:* Meg Henke reported the 2016 Trustees' dinner is Tuesday, October 4<sup>th</sup>. It is not too late to RSVP.

*Bridges Director's Report:* Connie Meyer reported that Jill Fuller will return 9/21 from maternity leave. Connie will be presenting next week at the state's new library director boot camp in Wausau.

*Act 150 Committee:* Connie Meyer reported that the Act 150 committee progress is moving along slowly. A good vision statement has been created. Quite a bit of time was spent discussing structure since it has changed with the addition of Jefferson County. A subcommittee is being formed to talk about standards and report back the full committee. The current criteria are based on standards from 2000 at 85% of the lowest level for the following: 1) full time employees, 2) hours open, 3) size of collection and 4) \$ spent on materials. The standards may need to respond to a phase in strategy, perhaps based on a continuum versus an arbitrary line. Libraries are happy with the current funding formula in terms of fairness but the committee may wish to make some changes based on other criteria to set a fair bar for community commitment.

## **DISCUSSION**

*Library System Program Plan and Budget 2017.* A few minor changes have been made since the July proposal. A \$20,000 reduction in resource library funds to Waukesha Public Library (from \$40,000 to \$20,000) has been incorporated into the budget to reflect the changing expectations for resource library services. This action allows an additional \$21,100 to be directed to the CAFE reserve fund to pay it back for costs associated with migrating Jefferson County in 2015—making the fund whole one year early. That will free up \$21,100 in state aid in 2018 and position the library system in such a way that it can more fully explore strategic priorities in its 2018 operations budget. It has been reported that the Badgernet contract at the state level has been renegotiated to increase bandwidth with no increase in monthly service cost but there are still some significant unknowns. For example, it is unknown if firewall and router updates will be needed. The T1 line will change to fiber on 9/23/16. Designated reserve funds are listed in this final version of the budget. A Heinrich/Pringle motion was made to approve the 2017 budget and it passed unanimously.

*State Public Library System Plan and Certification to Comply for 2017.* The 2017 plan was provided to the board for review and acceptance. Several typos were reported which will be corrected on the final document. Connie Meyer commented that the plan must be signed and filed by 10/15/16 to qualify for the first 2017 state aid payment (75% of the annual appropriation) which is generally received in November of the year prior to the budget. A Pringle/Nelson motion to accept and file the report passed unanimously.

*2017 LSTA Grant applications.* Three LSTA grant proposals were proposed: 1) Library accessibility grant in the amount of \$5000, 2) System technology block grant for charging stations and Wi-Fi hot spots in the amount of \$22,400 and 3) Outcome measurement support block grant in the amount of \$5000. A Nelson/Scanlon motion to approve and file the grant applications passed unanimously.

Next meeting: **Tuesday, October 18, 2016 at 6:00 p.m.** at the **Dwight Foster Public Library in Fort Atkinson.**

At 7:48 p.m. a Scanlon/Ager motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

John Rhiel  
Board Secretary