

**Bridges Library System Board Meeting Minutes
October 18, 2016**

PRESENT: Dick Nawrocki, Larry Nelson, Howard Pringle, Linda Ager, Betty Scanlon, Jim Heinrich, John Rhiel, Dwayne Morris, Marion Onesti, Jean Yeomans

ABSENT: Rose Sura

EX OFFICIO: Connie Meyer, Library System Director and Grant Lynch, Director Waukesha Public Library, Resource Library Representative

OTHERS: Meg Henke, Library System Administrative Specialist; Mellanie Mercier, Assistant Library System Director/Technology Coordinator and Kelly TerKeurst, Dwight Foster Public Director

Dick Nawrocki, the Board President, called the meeting to order at 6:04 p.m. at the Dwight Foster Public Library. There were no comments from the public nor any correspondence.

A Heinrich/Scanlon motion to approve the minutes of the September 2016 meeting passed unanimously.

ACTION ON THE BILLS AND FINANCIAL REPORT

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

Financial Report – Fund 205 is under expenditure but will be fully expended in October as payments for the final funding of 2016 for Waukesha Counties is on the bill list for payment. Lakeshores payments for crossover borrowing will also be paid this month from fund 210. The nine-month budget status report has just been completed. We are under expended in Fund 210. Fund 215 is slightly overspent due to a Café billing timing issue. Funds are available to cover the anticipated slight over expenditure from the reserves. A Heinrich/Nelson motion to receive and file the financial report passed unanimously.

REPORTS

APL Representative's Report: Jennie Stoltz was unable to make the meeting so Connie Meyer reported on her behalf. Nyama Marsh joined APL to share what the Public Library System Redesign (PLSR) project is and what it all entails. There will be a booth at the Wisconsin Library Association (WLA) conference next week in Milwaukee as well as an opportunity to review some of the working sub-groups findings to date. A discussion was had about the 'Libraries Transform' campaign and poster project. Each library is asked to contact their local legislators to have their photos taken holding a state "library card"—a poster showing the logos of all the state's library systems. Connie received a letter from Steve Platteter, the director of Arrowhead Library System requesting the consideration to possibly join CAFÉ. At this point, it is not a request to merge library systems. Connie stated that there can be issues when sharing an

automation system between two library systems and two boards. The APL directors endorsed a shared automation system but would prefer a shared library system and stated that they we are willing to explore this option.

Resource Library Report: Grant Lynch reported that Waukesha Public Library had a bedbug outbreak in one section of the library about two weeks ago. The library was closed for one day. A bug sniffing dog was hired to search the library for affected areas. Four upholstered chairs were tagged. They were covered in plastic and were removed from the library. Exterminators were brought in to fumigate the entire building as a safety precaution. Waukesha Public Library will be in management mode going forward and will be sprayed every 6 months to ensure no further outbreaks occur. There is no legal obligation to report the bedbug outbreak to the health authorities as bedbugs are considered a nuisance issue only. A furniture replacement plan will balance practicality and comfort going forward.

Bridges Staff Report: Mellanie Mercier provided an update on the LSTA grant request for hotspots. They may not be an option due to CIPPA law; she is further investigating. Bandwidth increases are planned. Communities with a population less than 3,000 will get a 50 Mbps capacity connection and those under 50,000 but more than 3,000 population will get a 200 Mbps capacity connection. The bandwidth increase may require new router and firewall purchases in 2017. All member libraries have fiber installed to their building.

Bridges Director's Report: Connie Meyer reported the 2017 budget was approved by the Waukesha County Finance and Executive committees as well as the Jefferson County finance committee.

Act 150 Committee: Connie Meyer reported that the Act 150 committee met on 10/6. They have completed all of the chapters except funding and standards. Steve Trimborn came to meet with the standards sub-committee, consisting of many Waukesha County library directors, on 10/14 at the Bridges office. They worked on various scenarios to identify the right solution for standards. The next meeting will be on November 3rd at the Waukesha Public Library.

DISCUSSION

2017 Café Agreement and Membership Addendum. Rather than rewrite the agreements for 2017, since no changes have been made, an addendum is being used as the 2017 contractual document to convey funding and costs for 2017 to our member libraries. The addendums have been provided in the updated meeting materials. A Heinrich/Yeomans motion was made to approve the addendums with unanimous agreement.

Arrowhead Library System ILS Merger. The Arrowhead Library System (ALS) sent a letter to Connie requesting consideration for a proposed ILS merger partnership in the Bridges CAFE. Arrowhead consists of 7 member libraries in Rock County: Beloit, Clinton, Edgerton, Evansville, Janesville, Milton, and Orfordville. Janesville is their Resource Library. Connie commented that they are on an Innovative Interfaces platform and their system administrator left their library system employment last year. They have approached two other systems in addition to Bridges for this ILS merger proposal, South Central Library System (SCLS) and Lakeshores Library

System (LLS), both of which share a geographical border with them. ALS brings to the table an amazing unique and large collection from the Janesville Public Library, in particular. The timing of this proposal would be ideal given the Bridges planned upgrade to new servers next year. Joining CAFE, or another ILS, would be a step in the natural progression for a system merger should that be of interest to ALS.

Connie reported that she presented the ALS proposal at the APL meeting on 10/14. After discussing the proposal, our library directors determined they are open to the merger but would prefer it to be a system merger.

Larry Nelson asked if we need an ad hoc committee to further investigate the staffing impact to our system as well as pros and cons before moving forward with the response to their proposal. Connie Meyer responded that an ad hoc committee would only be necessary at this time if this were a request for a library system merger. Howard Pringle asked what is their primary driver for the ILS merger: cost, timeline or long term plan for the system? Meyer responded that it could be all of those things and that she anticipated that their timeline is to complete the ILS merger in 2017. It would be about a ten-month process to convert to a new system, based on our experience with Jefferson County. Linda Ager asked about the cost. Meyer indicated that the cost for a new ILS is high; it is certainly less expensive to share costs with another library system. Connie Meyer recommends that we proceed with drafting a response to their proposal and provide data in response to their questions within the proposal request. A proposal is required by November 18, 2016.

A Morris/Yeomans motion to move forward in the proposal process with Arrowhead Library System, communicating to them in our proposal that it would be our preference to have a system merger with shared ILS rather than shared ILS only. The motion was carried unanimously.

Next meeting: **Tuesday, November 15, 2016 at 6:00 p.m.** at the **Bridges Library System Office.**

At 7:25 p.m. a Scanlon/Yeomans motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

John Rhiel
Board Secretary