

**Bridges Library System Board Meeting Minutes**  
**July 19, 2023 - FINAL**

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

**EXCUSED:** Amy Reichert

**OTHERS:** In person; Karol Kennedy, Bridges Library System Director; Mellanie Mercier, Bridges Library System Automation Coordinator, Melissa Anderson, Jefferson Public Library Director and APL representative, Via Zoom: Bruce Gay, Waukesha Public Library Executive Director and Resource Library Representative; Alex Klosterman, Waukesha County Senior Financial Analyst

Call to order: Linda Ager, Board President, called the meeting to order at 4:01p.m.

Introductions: Introductions were completed after the call to order.

Comments from the Public: None.

Correspondence: None.

Meeting Minutes: A Biermeier/Knutson motion to approve the minutes of the June 21, 2023, meeting as presented passed unanimously.

**ACTION ON THE BILLS REPORT**

*Bills Reports:*

A Heinrich/Kraus motion to approve the monthly invoices for funds 210 and 215 for July 2023, as submitted passed unanimously.

*Financial Reports:*

A Heinrich/Forrest motion to approve the financial report for funds 210 and 215 ending June 30, 2023, as submitted passed unanimously.

**REPORTS**

*Bridges Director's Report:* Karol Kennedy reported that she was going to attend the County budget meetings with the County Executive on Thursday, July 20<sup>th</sup>. She also shared that the Passport Program had received some nice remarks and has been fun for the patrons.

*Staff Report:* Mellanie Mercier shared that the new Café app was live in the Apple store and Google Play should not be far behind.

*APL:* Melissa reported that Karol Kennedy presented the preliminary budget for 2024 which was approved to bring to the Bridges Board Meeting. Melissa shared that Laurie Freund presented two new resources, United for Libraries and Wisconsin Library Building & Spaces. There was also a discussion on Kirk Cameron's nationwide effort to reserve meeting rooms and host Storytime at libraries featuring his book on August 5<sup>th</sup>. This sparked a conversation on meeting room policies and activities. Employee safety in regard to the delivery bins was discussed as well.

*Resource Library:* Bruce Gay shared that the hold lockers were running well. The turnout for the summer reading programs have rebounded into pre-Covid levels. Bruce also shared that the roof project on Waukesha Public Library was almost complete. They have also started planning the budget for 2024 and 5-year strategic planning.

## **DISCUSSION/ACTION ITEMS**

*Preliminary Bridges Library System 2024 Budget:* Karol presented the preliminary 2024 budget with the following highlights:

- Bridges will receive a 10% increase in state aid. This leads to an increase in support for digital resources, adult programming, and library technology solutions, including Wi-Fi analytics, RFID inventory, and a shared online library program calendar.
- Gale Courses and Flipster will be discontinued in 2024. UdeMy will be renewed for 2024.
- Fund balance projects also include RFID implementation, hearing loop installation, accessibility scans, an improved Library Memory Project attendance database, small library strategic planning cohort grants, patron counters, and a catalog discovery layer implementation.
- The Waukesha County library levy to reimburse libraries for service to Waukesha County residents living in municipalities without libraries in 2022 will increase by 4.2% over 2023.

A Forrest/Biermeier motion to approve the 2024 budget was made and passed unanimously.

*Innovative Interfaces Amendment to Agreement:* Café Council decided to change from using Novelist Select for content enhancement to Syndetics Unbound. Syndetics Unbound will go live on September 1, 2023, and will result in decreased expenditures and subsequently decreased charges for member libraries. A Kraus/Yeomans motion to approve the agreement was made and passed unanimously.

*Berg Management Lease Agreement Extension:* This lease agreement extension is for the Bridges Library System office space. It is the first one-year extension, out of two allowed in the original lease. A Forrest/Knutson motion to approve the agreement was made and passed unanimously.

*Action Logistics Contract Extension for Delivery Services:* The original contract from 2020 allowed for 2 one-year extensions. This is the first extension which allows a 3% increase. A Biermeier/Heinrich motion to approve the agreement was made and passed unanimously.

*Presenter Agreement: Beginner Ukelele Instruction for Library Staff:* This contract is an agreement with Steve Girman, to teach a two-part ukelele class to library staff. The purpose of this class is to introduce staff that serve youth to the ukelele that can be used in storytimes and other youth programming. A Kraus/Biermeier motion to approve the contract was made and passed unanimously.

*Discovery Layer Exploration:* Mellanie Mercier demonstrated what a discovery layer looks like on the public facing catalog. This new discovery layer will bring all the different records together in a Google like search. This was approved by the Café Council and the Bridges staff will work with Waukesha County Purchasing to develop an RFP.

*Next meeting:* Wednesday, August 16, 2023, at 4:00 p.m. as a hybrid meeting at the Brookfield Public Library.

At 6:04 p.m., a Biermeier/Knutson motion to adjourn passed unanimously.

Minutes prepared by:  
Rachel McCracken  
Executive Assistant

Respectfully Submitted:  
Jean Yeomans  
Board Secretary