

**Bridges Library System Board Meeting Minutes
September 17, 2019**

PRESENT: Linda Ager, Dick Nawrocki, Jim Heinrich, Art Biermeier, Rose Sura, Howard Pringle, Jean Yeomans, Amy Reichert

Excused: Dwayne Morris, Larry Nelson, Nancy Wilhelm

OTHERS: Connie Meyer, Bridges Library System Director; Betsy Bleck, Oconomowoc Public Library Director and APL representative; Mellanie Mercier, Bridges Library System Automation Coordinator/Assistant Director; Steve Trimborn, Waukesha County Senior Budget Analyst and Meg Henke, Bridges Library System Administrative Specialist

Call to order: Linda Ager, the Board President, called the meeting to order at 6:03 p.m. at the Oconomowoc Public Library.

Introductions: Introductions were completed after the call to order. Director Bleck welcomed everyone to the Oconomowoc Public Library.

Comments from the Public: None.

Correspondence: None.

Meeting Minutes: A Biermeier/Yeomans motion to approve the minutes for the August 2019 Bridges Library System Board meeting as presented passed unanimously.

ACTION ON THE BILLS REPORT

Bills Report: A Pringle/Sura motion to approve the monthly invoices for funds 210 and 215 for September 2019 passed unanimously.

Financial Reports: Connie Meyer reported the financials for Funds 210 and 215. Trustee Jim Heinrich thanked director Meyer for the annotations on the report and asked for the addition of YTY (year to year) actuals columns for meaningful comparison. A Heinrich/Sura motion to accept the financial reports for period ending August 30, 2019 passed unanimously.

REPORTS

APL: Betsy Bleck reported that APL members held a debrief about their summer reading program success stories. The directors reviewed the 2020 budget and recommended the Board approve the proposed library system budget. CAFÉ Council held a meeting and discussed the usage and issuance of temporary cards. The CAFÉ Council consensus was that libraries should be allowed to remove expired patrons with fines (up to \$100 per card holder) if the card has been expired for three years or greater.

Resource Library Report: Bruce Gay was unable to attend due to a Waukesha Public Library conflict but sent his updates electronically for report to the Board. He noted that on September 3, 2019 the library changed hours to better serve the public. The Library now closes Monday through Thursday at 8:30 pm, Friday at 6 pm, and is open Sundays 1-5 pm. The Library will also keep the same Saturday hours (9 am -5 pm) year round. This change was a result of studying use patterns at the library. Also on the 3rd, the

Library eliminated overdue fines on children's materials. This was done to encourage reading and use of the library by children, especially those families that might struggle with the threat of fines. At the September 17 common council meeting, the Library is seeking city council approval of its \$4.9 million capital request to renovate the first floor of the Library. In 2020 the Library plans to replace its front entrance panels and do a full design, with the bulk of the work to happen in 2021.

Bridges Staff Report: Mellanie Mercier reported that the Bridges Library System Technology Planning Committee is working on the final draft of the new plan and will likely have it ready for the October meeting for Board review and approval. The Technology Committee will also be surveying member libraries to help guide the committee in understanding what mobile app features are important to the libraries. A Request for Proposal (RFP) for the purchase of a mobile app is currently in the planning stage. Meg Henke reported that 128 Trustees and guests have RSVP'd to attend the 2019 Trustee Dinner.

Bridges Director's Report: Connie Meyer reported the Audit documentation has been sent to the State following the August meeting with DPI representatives. The ordinance for reserve funds transfer from fund 205 to fund 210 is in process. Connie has appeared before the executive and finance committees. Continued conversations regarding our fiscal agent relationship with Waukesha County have taken place. Corporation Counsel sees a potential for representational conflict of interest in certain circumstances and has asked for us to budget for funding in the event outside legal review is necessary. Additionally there may be a need for some existing contracts to be re-written to delineate our component unit status. Lastly, Connie Meyer announced that she has decided to retire effective March 17, 2020. She further commented that this 6 month timeline will allow the Board the time needed to complete a successful search.

DISCUSSION/ACTION ITEMS

Authority Control Service Project Contract – Connie reported that following a thorough RFP process, the vendor selected for the cataloging authority control project was BackStage Library Works. The enclosed contract outlines the services and costs. A Nawrocki/Biermeier motion to approve the contract for services with BackStage Library Works passed unanimously.

Retzer Library Memory Project Family Day contract – Connie reported that the attached contract represents costs for program services provided by Retzer Nature Center and DeRemer Planetarium Staff for the day of the event on September 29. A Sura/Heinrich motion to approve the contract with Retzer Nature Center passed unanimously.

Bridges Library System Final 2020 Budget - Connie reported a few minor changes are represented since the draft budget proposal in July 2019. No changes have been made to reserve fund projects. In fund 210 a \$17,000 LSTA grant has been awarded for YALSA Computational Thinking mini grants to libraries. Also, in fund 210, \$1000 was moved from contracted services to contracted legal services. No significant changes were made in fund 215 to the CAFÉ budget and they had no impact to local library costs. Trustee Heinrich recommended that the Board develop a 3-year reserve fund spending plan/project list and review that annually. Further discussion about this reserve fund spending plan will be brought forward at a future meeting. A Pringle/Sura motion to approve the Bridges Library System 2020 budget passed unanimously.

Bridges Library System State Annual Plan and Certification for 2020 - The signed plan is due to the DPI by October 15, 2019 for awarding of 2020 funds. A Biermeier/Sura motion to approve the Bridges Library System State Annual Plan and Certification for 2020 passed unanimously.

Confirmation of next meeting: **Wednesday, October 23, 2019 at 6:00 p.m.** at the **Watertown Public Library (100 S. Water Street, Watertown, WI 53094).**

At 7:27 p.m., a Pringle/Reichert motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary