

Bridges Library System Board Meeting Minutes
July 16, 2019

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

Excused: Dwayne Morris

OTHERS: Connie Meyer, Bridges Library System Director; Leann Lehner, Jefferson Public Library Director and APL representative; Bruce Gay, Waukesha Public Library Director and Resource Library 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 6:01 p.m. at the Jefferson Public Library.

Introductions: Introductions were completed after the call to order. Director Lehner welcomed everyone to the Jefferson Public Library.

Comments from the Public: None.

Correspondence: None.

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

ACTION ON THE BILLS REPORT

Bills Report: A Heinrich/Yeomans motion to approve the monthly invoices for funds 210 and 215 for July 2019 with correction to the Muskego June e-commerce payment 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 for any revenue or expenditure variances. A Heinrich/Pringle motion to accept the financial reports for period ending June 30, 2019 passed unanimously.

REPORTS

APL: Leann Lehner reported that APL saw a product demo and discussed the possibility of a mobile app. The group is excited about possibility of an app to increase functionality of the catalog in a mobile device environment. APL reviewed the draft Bridges Library System budget for 2020. Most local libraries are flat for their local 2020 municipal budgets and struggle with increasing costs against that flat budget. They discussed databases and made the recommendation not to renew the ReferenceUSA database in 2020. The consensus was that savings from not renewing ReferenceUSA could be used to fund a larger proportion of WI Digital Library materials and piloting the Hoopla digital content service in 2020.

Resource Library Report: Bruce Gay reported they have met with the architect for the Waukesha Public Library first floor remodel project three times in the last month. They have made a Board decision to eliminate fines on children's materials. And lastly several of the glass front panels were shattered in the latest windstorm.

Bridges Staff Report: Mellanie Mercier reported she attended the 2019 American Library Association conference in Washington DC. While there she attended sessions that demonstrated augmented reality in a story walk and with tattoos. She reported that she learned that Carroll County Library partnered with the historical society to create coasters with 3D images and narration via the Holotats application. Funding for these programs was from an LSTA grant. Mellanie provided a brief demonstration of both of these examples to the Board. Mellanie further reported that there was a demonstration of a library app at APL and that an app for CAFÉ would allow some unique possibilities in a mobile device environment. If approved in the 2020 budget, an RFP process would begin as soon as possible allowing for implementation to begin as soon as possible in 2020.

Bridges Director's Report: Connie Meyer stated she and retired Pauline Haass Library Director Kathy Klager road tripped to Northern Waters Library System for their July 13th Board meeting. They gave a presentation about adjacent county funding to the Board to educate them and others unfamiliar with the statute related to library funding across county lines. Connie indicated there was a COLAND meeting on July 12th where the PLSR implementation plan was presented. They will move forward with piloting a Continuing Education portal and evaluating the funding formula for state aid and standardizing reporting of financials on annual reports. On July 15th the Jefferson County Library Board met and passed their 2020 budget request.

DISCUSSION/ACTION ITEMS

Bridges Library System Preliminary 2020 Budget - Connie reviewed the 2020 budget. The proposed highlights/changes for the 2020 budget include: converting the existing technical services contract to a full time staff person for 2020 resulting in \$17,000 in budgetary savings; a 6 month pilot Hoopla service in 2020; continuation of the \$2,500 competitive innovation grant as well as continuing innovation grants or database credits in lieu of an innovation grant. There was overwhelming support at the APL meeting to drop ReferenceUSA from the 2020 database offerings so Connie indicated she changed the budget to discontinue that subscription. Because the libraries are billed 85% of the cost of the databases, the majority of the savings from that decision are realized by libraries. The savings in the Bridges Library System budget were allocated to the project to create a fundraising toolkit for libraries. That project had been one of the reserve fund projects in the previous version of the budget. Projects proposed for 2020 funding from reserves are: 2D scanners for a more automated checkout and registration processes; RFID project (leveraging LSTA grant funds in collaboration with Lakeshores Library System, Arrowhead Library system and Kenosha County Library System), digitization project, upgrade to the 1000 Books before Kindergarten app, and funding the Advantage Program in the Wisconsin Digital Library in a reduced amount from 2019. Fund 215 reserve fund projects are: API integration for Polaris necessary for the software to interface with third party vendors, NCIP interlibrary loan automation tool and the full cost of a mobile app for the first year. Trustee Heinrich suggested the Board may want to consider establishing a policy about reserve fund levels for both fund 210 and fund 215. A Pringle/Yeomans motion to approve the 2020 Bridges Library System Board preliminary budget as presented passed unanimously.

DPI Audit Request discussion – Connie thanked Trustees Ager, Biermeier and Heinrich and Waukesha County Department of Administration (DOA) staff Danielle Igielski and Steve Trimborn for participating

in the DPI Audit meeting held on July 8th at the Bridges offices. Steve and Danielle’s planning efforts and participation were key to the success of the meeting. Connie stated a discussion started last fall with leaders at DOA to discuss the DPI’s request for a separate audit. Waukesha County, upon the advice of the auditor, reclassified the Bridges Library System as a component unit of Waukesha County and the Library System was reported that way in the 2018 financial statements. Connie reported that the Bridges Library system is unique in the state since it is the only multi-county system with the County serving as fiscal agent. Connie indicated that she sent all requested documentation to the DPI several days following the meeting. Connie proposed inviting Danielle Igielski to present the 2018 CAFR (Comprehensive Annual Financial Report) and audit results to the Bridges Library System Board at the August meeting for approval and acceptance. There was consensus that this was a good idea.

Strategic Plan Update - Meyer stated updates are posted on the Bridges Library System website. No new updates to report.

Confirmation of next meeting: **Tuesday, August 20, 2019 at 6:00 p.m.** at the **Johnson Creek Public Library (125 Lincoln Street, Johnson Creek, WI).**

At 8:37 p.m., a Pringle/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

Amy Reichert
Board Secretary