

## **Bridges Library System Board Meeting Minutes December 16, 2020**

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

**OTHERS:** Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library Representative; Jill Fuller, Bridges Library System Marketing Librarian; Alli Chase, Alice Baker Public Library Director and APL Representative; Alex Klosterman, Waukesha County Senior Financial Analyst and Meg Henke, Bridges Library System Administrative Specialist

**Call to order:** Linda Ager, the Board President, called the meeting to order at 4:03 p.m. via Zoom with opportunity for public meeting attendance at the Bridges Library System Office in Waukesha.

**Introductions:** Introductions were completed after the call to order.

**Comments for the Public:** None.

**Correspondence:** A letter from DPI State Superintendent, Carolyn Stanford Taylor, was received notifying Board President Linda Ager of the approval of the 2021 Annual System Plan with notification of transmittal of funding in the amount of \$973,342—the first state aid payment for 75% of the annual appropriation.

**Meeting Minutes:** A Biermeier/Nelson motion to approve the minutes for the November 2020 Bridges Library System Board meeting with a correction made to accurately reflect the vote on the base increase to the system director's 2021 salary passed unanimously.

### **ACTION ON THE BILLS REPORT**

*Bills Report:* Karol Kennedy reported all 2020 reimbursements for the federal CARES grants to expand accessibility to technology as well as all system sponsored Innovation Grants are paid. A Heinrich/Pringle motion to approve the monthly invoices for funds 210 and 215 for December 2020 as submitted passed unanimously.

*Financial Report:* Trustee Heinrich requested the addition of footnotes to the monthly financial reports as needed to document revenue or expenditure overages or unusual circumstances. A Heinrich/Reichert motion to accept the monthly financial reports for November 2020 for Fund 210 and Fund 215 passed unanimously.

### **REPORTS**

*Bridges Director's Report:* Karol Kennedy reported the year-end wrap up is in progress and staff evaluations are underway. The LibraryAware implementation is complete and in use by our libraries. The availability of COVID vaccines has generated comments and questions about library workers as essential workers. There is also a question about whether the vaccination will be a requirement of employment. More to follow in the coming months as policies are made at local levels. Karol also reported that the wearing of masks when inside libraries is occasionally reported to be problematic with some patrons and staff. Libraries are continuously making service adjustments to provide safe service to patrons including adjusting curbside pickup. The CAFÉ app is still targeted for release in early 2021.

Marketing materials are ready for the rollout. *Libraries are for Everyone* t-shirts have been sent to library staffs. Meg will begin providing a summary in the 2021 monthly staff report.

*Bridges Staff Report:* Jill Fuller provided metrics and reported on the successes of the 2020 Get Your Library Card Campaign. In September 2020, we partnered with Monarch Library System on this cooperative project.

*APL:* Alli Chase reported that the nominating committee has proposed the following APL officers for 2021: Eric Robinson (Dwight Foster), President; Nan Champe (Pewaukee), Vice President; and Melissa Anderson (Jefferson), Secretary. Voting will take place at the January 2021 meeting. 2021 meetings will start virtually and move to in person when safe to meet as a large group. A discussion about 2021 content was covered including a move to OverDrive vs. Flipster for magazine services. Mellanie Mercier presented a comparison of services and costs. The statewide cost for 3,000 magazine titles on OverDrive would be \$75,000 annually. Further discussion about the subscription service and the use of WPLC buying pool funds or alternative funding to cover those expenses was discussed. Most libraries that are interested in offering the Overdrive magazines favor the use of alternative funding to cover these costs. This is a statewide decision and additional discussions are to follow, as no clear decision has been made at this time. In 2021, the Innovation grants are replaced with three \$2,500 competitive grants, one each awarded to a small, medium, and large library. A brief discussion was held about county funding formulas. 2021 will be a big year for planning. The Bridges strategic plan and both the Waukesha and Jefferson County library plans will expire at the end of 2021. 2021 Wisconsin Library Legislative Day will be held virtually on February 16, 2021.

*Resource Library Report:* Bruce Gay reported the library's first floor renovation is moving forward with construction design documents. A vendor has been hired to complete a feasibility study for the project. Initial reports show positive support for the capital project at Waukesha Public Library. Children's librarian Kaushalya Iyengar has been hired as the new director for the Town Hall Library in North Lake. She will start there in late December. At the first of the year a new organization structure will be in place based on their strategic plan. Patron services have varied due to COVID-related staffing limitations. Waukesha Public Library will partner with 15 other Bridges Libraries for a Martin Luther King Day virtual program "Black Man in a White Coat" featuring Damon Tweety.

## **DISCUSSION/ACTION ITEMS**

*Bader Philanthropies Preliminary Grant Application:* Karol Kennedy reported that funding from Bader Philanthropies has been providing support for the Library Memory Project for the past four years. Our grant period will close at the end of 2020. Angela Meyers would like to write another grant proposal for 2021 and 2022. The initial submission would be a high-level description about implementing TimeSlips software and working with StoryCorps. . If preliminary approval is granted by the Bader Foundation, she would move forward with a detailed proposal requesting a total of \$30,000 over a two-year period. A Yeomans/Nelson motion to approve moving forward with the grant application as submitted passed unanimously.

*2021 Database Selections:* Karol reported APL had a lengthy discussion about 2021 database offerings. Morningstar, Ancestry, Gale Course, Flipster, Novelist Select and Consumer Reports are all endorsed for renewal by APL. Cypress Resume is still being evaluated for 2021 as usage is low and some services are included in HelpNow. A Pringle/Biermeier motion to approve all database contracts except Cypress Resume as submitted passed unanimously.

*Director's Goals for 2021:* Karol reported that the five director's goals for 2021 were based on feedback from the annual director review/survey completed by trustees, staff, and member library directors. Karol met with Board President Linda Ager to develop a list. The five goals include:

- 1) Work with stakeholders in the system and counties to update system and county plans expiring at the end of 2021, including an exploration of possible funding formula changes in both county plans.
- 2) Increase communication with and support for member library directors.
- 3) Develop Board relationships.
- 4) Continue to assess COVID issues and impacts on library service and provide resources and guidance to assist libraries in addressing the challenges and effects of the pandemic.
- 5) Improve goal setting and tracking with system staff.

A Sura/Yeomans motion to accept the goals as presented passed unanimously.

*Appoint 2021 Nominating Committee:* Members Jean Yeomans, Nancy Wilhelm, Dick Nawrocki and Art Biermeier were identified to comprise the nominating committee. A Larry Nelson/Art Biermeier motion to approve the committee passed unanimously.

*PSLR Update:* Karol Kennedy reported a final report was published at the end of March 2019. The report went to COLAND to monitor the seven identified recommendations of the project. More information can be found at <https://dpi.wi.gov/coland/plsr-update>. DPI has hired project manager Bruce Smith as the project leader. The professional development portal goal is a top priority to create efficiency in tracking and reporting continuing education hours. Since the onset of COVID, enhancing collaboration and delivery are the next identified priorities. Karol acknowledged there are positive signs of things to come.

Next meeting: **Wednesday, January 20, 2021 at 4:00 p.m.** via zoom with public participation at the **Bridges Library System offices (741 N. Grand Avenue #210, Waukesha, WI 53186).**

At 5:41 p.m., a Sura/Biermeier motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Amy Reichert  
Board Secretary