

## **Bridges Library System Board Meeting Minutes April 15, 2020**

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

**OTHERS:** Karol Kennedy, Bridges Library System Director; Bruce Gay, Waukesha Public Library Executive Director and Resource Library representative; Mellanie Mercier, Automation Coordinator and Assistant Director at Bridges Library System, Angela Meyers, Bridges Library System Coordinator of Youth and Inclusive Services; Alex Klosterman, Waukesha County Senior Financial Analyst; and Meg Henke, Bridges Library System Administrative Specialist

Due to the COVID-19 Pandemic and in recognition of the declaration of states of emergency by the President, the Governor, and the Waukesha County Executive, this meeting will not be open to the public in an in-person capacity. Those wishing to join may do so by downloading the ZOOM app to their personal computer, tablet, or smart phone, and utilizing the above information to join via computer, or they may dial in by telephone. No members of the public community joined the meeting.

**Call to order:** Linda Ager, the Board President, called the meeting to order at 4:04 p.m. via Zoom meeting.

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

**Comments for the Public:** None.

**Correspondence:** Three pieces of correspondence were received. Linda Ager, Board President, received a letter of funding notification for the final payment of 2020 state aid to libraries from Kurt Kiefer at the Department of Public Instruction. A nomination letter from Engaged in Excellence for Angela Meyers, Sue Daniels (Elm Grove Public Library) and Cathy Tuttrup (Brookfield Public Library) for their collaborative project between local libraries and the Elmbrook school district. The final piece of correspondence was from retired Bridges Library System Director, Connie Meyer, with a warm thank you to the Bridges Library System trustees for their hard work and support of libraries as well as her retirement party and gifts.

**Meeting Minutes:** A Biermeier/Pringle motion to approve the minutes of the March 18, 2020 Bridges Library System Board meeting as presented passed unanimously.

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

**Bills Report:** A brief discussion was held about the suspension of delivery services and vendor invoicing. A Heinrich/Biermeier motion to approve the April 2020 monthly invoices for funds 205, 210 and 215 as submitted passed unanimously.

**Financial Reports:** A Heinrich/Pringle motion to accept the March 31, 2020 financial report for funds 210 and 215 passed unanimously.

### **REPORTS**

**APL:** None.

*Resource Library:* Bruce Gay stated the library is in its fifth week of closure to the public due to COVID-19 and Governor Evers' Safer at Home orders. They have been increasing their social media presence and adding virtual programs to support the patron community. They are working on developing an online summer reading program in anticipation of limitations to typical program offerings. Many staff are working from home and others are in the library working and adhering to social distancing and other safety requirements. Fifteen staff members worked at the election polls on April 7, 2020.

*Bridges Staff:* Angela Meyers reported she is consulting with DPI staff on implementing a Summer Library Program virtual tracking tool. All 24 libraries from Bridges will participate using this tool. She is looking into summer library program performances via digital media as well as a possibility of rescheduling to later in summer (August or September). The 2020 WAPL conference at the end of April, scheduled to be held in Oshkosh, has been cancelled. This is a disappointment as her work and efforts as the 2020 WAPL Conference Co-chair are for not. Mellanie Mercier stated the CAFÉ upgrade is scheduled for April 16<sup>th</sup> as the team is taking advantage of catalog use downtime during the COVID closing of access to physical materials. Databases, OverDrive and Hoopla will all still be available during the upgrade. Currently, many electronic media and database vendors are granting temporary free access to services.

*Bridges Director's Report:* Karol Kennedy stated a large amount of her time has been spent on responding to COVID-19 issues and topics. The entire Bridges staff has been working to support our member libraries the best we can. 2021 budget and planning discussions will begin at upcoming APL meetings with a focus on special projects. Out trial with Hoopla went live on April 1, 2020. Mellanie will provide a demo later in the meeting agenda. Many library staffs are taking advantage of this patron down time to do project work, like RFID tagging, or using the time to get online continuing education completed. Many libraries have made significant changes to the marketing of patron services using social media and creating virtual programs. Libraries have a wide variety of workplace scenarios; some libraries are completely closed; others have staff working from home. Those who are not working may be paying staff and others are not be paid as governed by local municipalities. APL along with Bridges staff are discussing re-opening processes and procedures to develop best practices for staff and patron safety.

## **DISCUSSION/ACTION ITEMS**

*Tech Days East 2020 Presenter Agreement* – Karol reported the event is scheduled for Sept 22 -24<sup>th</sup>. Three full day workshops will be held in Monona, Franklin and Appleton. Kristopher Turner was the keynote speaker for the Tech Days 2019 Tech Days West programs and was well received. The total cost for the three 3-hour keynote presentations is \$1500 inclusive of all costs. A Biermeier/Heinrich motion to approve the Tech Days East 2020 presenter agreement as submitted was unanimously approved.

*Innovative Interfaces NCIP contracts* – Karol commented that this is a planned project with the use of CAFÉ reserve funds. Mellanie Mercier commented that two contracts are in place. One for the installation and the other for the application software. A Pringle/Biermeier motion to approve the Innovative Interfaces NCIP contracts totaling \$5,700.00 as submitted was unanimously approved.

*2020 Performers' Showcase venue contract* – Karol Kennedy presented the contract for the 2020 Performers' Showcase venue to be held on Tuesday, November 10, 2020. The last showcase event was in 2016 and libraries are eagerly awaiting this event. Based on the popularity of the 2016 event a larger venue is needed. The Waukesha County Expo has flexibility to size the space to meet event needs and is

easily accessible from the I-94 corridor. The contract has a clause for cancellation and full refund of funds in the event of Safer at Home orders. A Yeomans/Nelson motion to approve the 2020 Performers' Showcase venue contract with the Waukesha County Expo as submitted was approved unanimously.

*Hoopla Demonstration* – Mellanie Mercier provided a brief demonstration of the Hoopla Application. The trial subscription went live on April 1, 2020. Hoopla charges are based on a per item material check out. Item prices range from \$1.99 to \$3.99 each. Materials include digital content such as e-books, audio books and movies. Jill has worked on developing a marketing campaign including banners in CAFÉ, Facebook ads, E-blast news message, print materials and mentioning Hoopla during virtual book discussions. We have \$50,000 budgeted for the trial subscription from reserve funds.

*COVID 19 Discussion* – Karol reported DPI is working on providing a platform for a statewide virtual Summer Library Program. LSTA funds in the amount of \$6,250 are available to any library system wishing to request grant funds in support of technology and connectivity during the COVID-19 pandemic. The submission needs to be completed by mid-May with fund reimbursement by June 30, 2020. Potential uses for these funds may include investing in more circulating hotspots, Zoom platform conferencing or other web-based tools for connectivity with patrons. A state-wide public WIFI map has been developed to share with residents throughout the state for those in need of free public internet access. DPI and system directors are meeting weekly to discuss COVID-19 process and challenges. The new shift is looking at how to transform library services in the new environment. APL will be discussing processes and planning for what “re-opening” library services looks like in their communities.

Confirmation of next meeting: **May 20, 2020 at 4:00 p.m. at L. D. Fargo Public Library** (120 E. Madison Street, Lake Mills, WI 53551). If libraries continue to be closed to the public, we will meet again via Zoom.

At 5:29 p.m., a Yeomans/Wilhelm motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke  
Administrative Specialist

Respectfully Submitted:

Amy Reichert  
Board Secretary