

**Bridges Library System Board Meeting Minutes
December 19, 2016**

PRESENT: Dick Nawrocki, Larry Nelson, Howard Pringle, Linda Ager, Betty Scanlon, Jim Heinrich, Marion Onesti

ABSENT: Rose Sura, Dwayne Morris, Jean Yeomans, John Rhiel

EX OFFICIO: Connie Meyer, Library System Director and Grant Lynch, Director Waukesha Public Library, Resource Library Representative

OTHERS: Meg Henke, Library System Administrative Specialist

Dick Nawrocki, the Board President, called the meeting to order at 6:02 p.m. at the Bridges Library System Office. There were no comments from the public.

Included in the Board packet was correspondence dated November 28, 2016 from Tony Evers, PhD, State Superintendent notifying us of the approval of our 2017 annual system plan. Additionally, the letter acknowledged that the initial state aid payment funding transfer in the amount of \$912,558 had been initiated.

A Heinrich/Onesti motion to approve the minutes of the November 2016 meeting passed unanimously.

ACTION ON THE BILLS AND FINANCIAL REPORT

Bills Report: A Pringle/Scanlon motion to approve payment of the monthly bill list passed unanimously.

Financial Report: Connie Meyer reported that Fund 205 is 100% spent as planned. Fund 210 has some remaining revenue available. Fund 215 has a recently completed fund transfer and will be reflected in the December month end statement. A Heinrich/Pringle motion to receive and file the financial report passed unanimously.

REPORTS

APL Representative's Report: Grant Lynch reported that the APL received a presentation about Patron Link and its marketing of library services capabilities. 2017 officers were nominated – Leann Lehner, Director Jefferson Public Library, will assume the role of APL President, and Barbara Draeger, Director of the New Berlin Public Library will become the Vice President, with Angie Zimmerman, Director of the Mukwonago Community Library, retaining her position as Secretary. Board member Larry Nelson asked for a schedule of APL representatives who will be attending the 2017 library system board meetings to be published. Additional topics discussed at the APL meeting included Flipster title review (e-magazines), Act 150, Intersystem Agreements and library closing emergency processes and communication.

Resource Library Report: Grant Lynch attended a PLSR meeting to talk about Resource Library Services. The discussion was a philosophical discussion about the evolution of resource library services to meet member and patron needs.

Bridges Staff Report: Meg Henke provided an update that evaluations and plans are in process to paint white boards in Angela Meyers' office and potentially one in the large conference room.

Bridges Director's Report: Connie Meyer reported that the system received a \$1,000 undesignated donation from the Peterson Family Foundation last week. Kalmbach Publishing Company generously donated stacks of *Rather Dashing Games* board games to each of our member libraries. Every library received seven games, which were delivered and sent out to the libraries on Friday. ALS responded that they received our proposal for merging into one ILS on our Polaris platform but no other reply has been received since then. We understand that the committee is starting to review proposals and will make a decision in Q1 2017. Bridges Library System staff evaluations have now been completed.

Act 150 Committee: Connie Meyer reported that the Act 150 committee met on 12/8 and the primary discussion was focused on the funding formula. The distribution part of the formula will not change. Interlibrary loan statistic questions from the meeting will be answered in January as part of the formula discussion. Additional discussion centered around the collection part of the formula and possible ways of 'growing the pie'. Capital cost reimbursement has historically been a contentious item. A discussion about innovation and technology programs as a competitive grant program will likely not move forward as the committee did not seem to support this option. APL reviewed other options in their December meeting. The Act 150 Committee meets next on January 19th at the Pewaukee Public Library and should close the loop on standards at that meeting as well as continue to discuss funding options.

DISCUSSION

Intersystem Agreements: The state needs updated agreements on file by January 15, 2017. Sample agreements were included in the Board packet of materials for Arrowhead Library System, Milwaukee County Federated Library System, Monarch Library System, South Central Library System and Winnefox Library System. An Onesti/Pringle motion was made to approve the agreements. The remaining members of the Board unanimously agreed.

Approve Presenter Agreement: The Terry Ehle SLP workshop agreement for January 6, 2017 in the amount of \$450 was presented. The cost for this will be shared between Bridges and Lakeshores Systems. A Scanlon/Nelson motion made to approve the agreement passed unanimously.

Appoint Nominating Committee: Members Betty Scanlon, Linda Ager and Jean Yeomans were identified to be members of the nominating committee. A Nelson/Onesti motion made to approve the committee passed unanimously.

2017 Bridges Library System Board Meeting Schedule: A review of the draft schedule was made to ensure that no conflicts existed with Waukesha County Board meetings. Members Heinrich and Nelson stated that a Monday meeting in November was not necessary and that all months with the exception of December 2017 could be held on the third Tuesday of the month. The 2017 December meeting will be held on the third Monday of the month to accommodate the County Board of Supervisors meeting conflict. A Scanlon/Onesti motion was made to approve the 2017 meeting schedule passed unanimously.

Director's Evaluation: At 7:05 p.m. a motion was made by Heinrich/Onesti and approved by a roll call vote to go into closed session to discuss the Library System Director's annual review. A motion by Scanlon/Onesti was approved to return to open session at 7:35 p.m. The Bridges Library System board approved a 2% base and a 2% non-base increase for the director.

Director's Goals for 2017: Connie Meyer lead the discussion and the following items were identified as the 2017 goals:

1. Complete the Act 150 county library planning process
2. Provide administrative oversight for the upgrade of the CAFÉ automation servers
3. Provide administrative oversight for the Arrowhead Library System project; if we are the selected system
4. Seek member input by visiting all 24 member libraries
5. Define the need and structure for local IT tech support
6. Write internal job descriptions for staff that start with an overall description and identify subsets with specific areas of responsibility

A Scanlon/Ager motion was made to approve the 2017 goals passed unanimously.

Next meeting: **Tuesday, January 17, 2017 at 6:00 p.m.** at the **Bridges Library System Office.**

At 7:50 p.m. a Scanlon/Nelson motion to adjourn passed unanimously.

Minutes prepared by:

Meg Henke
Administrative Specialist

Respectfully Submitted:

John Rhiel
Board Secretary