

Jefferson County Library Service Board Minutes – November 21, 2019

Board Members Present: Linda Ager, Art Biermeier, Tim Semo, Barbara Beaver

Library Directors and Bridges Library System Present: Joan Behm, Cambridge; Eric Robinson, Fort Atkinson; Leann Lehner, Jefferson; Kelli Mountford, Waterloo; Stacey Lundsford, Whitewater; Gerard Saylor, Lake Mills; Abby Armour, Johnson Creek; Peg Checkai, Watertown; Connie Meyer, Bridges Library System; Traci Platz, Palmyra

Other Guests: None

1. **Call to Order and Introductions:** Meeting was called to order by President Ager at 6:02 pm.
2. **Approval of Minutes of the July 15th, 2019 Meeting:** Approval of minutes from July 15th, 2019 motioned by Art Biermeier, seconded by Tim Semo. Motion passed.
3. **Comments from the Public:** No public comments or correspondence.
4. **Administrator's report:** All the tax exemption forms have been signed and returned.
5. **Report from Library System Representative – Art Biermeier:** Reported that the early organization for the hiring committee has been formed to search for the next Bridges system director. The timeline is to have the new director in place to allow a few days of cross over with Connie. The annual review of the system director's performance was also completed – Connie received high marks for her performance. A brief discuss about a new portal for the Bridges board occurred. This portal will hold documents, agendas, and minutes for this board. It is likely that this portal will also be offered to other boards like the Jefferson County library service board.
6. **Report from Library System Director Connie Meyer:** Jill Fuller will transition from full time to 25 hrs a week in her role as the marketing staff for the library system. The authority project for cleaning up subject headings and catalog record details is now complete. The reporting and summary for the 2019 Summer Reading Programs is now complete.
7. **Old Business**
 - a. **Report on 2020 Jefferson County Budget – Discussion:** The 2020 Jefferson County library budget was unanimously approved. The county contract continues to be funded at 100%.
 - b. **Ideas for fairly capturing library usage beyond traditional circulation of physical items – Discussion:** A subcommittee of the board met to discuss the challenges of trying to capture electronic resource use within the county. The conversation has been tabled at this time because it is unclear how best to fairly capture electronic usage especially in relation to how the current funding formula is designed. A brief conversation also took place to discuss the impending boycott of McMillian as an ebook publisher with Overdrive. This boycott is the result of their restriction of access to newer materials in their publishing house within the Overdrive system.

8. New Business

- a. **Report on the Jefferson County Library Board Member Appointments - Discussion:** Linda Ager is going into her last three-year term in 2020. Mark Elworthy will come off the board starting in 2020 and a new school district representative will be appointed. Dwayne Morris will also come off the board in 2020 and a new county representative will be appointed.

- b. **Looking ahead: Meeting dates and officer positions in 2020 – Discussion:** A brief conversation about officer responsibilities going forward in the future highlighted possibly seeing the vice president's role increasing. The following are some of the issues discussed: Should there be term limits for officer positions, should the secretary and vice president roles be merged, should there be a progression from vice president to president to build up understanding and responsibility, should there be no first-year officers, and should the secretary position be set at a one-year term limit. Possible responsibilities were discussed but nothing was decided at this time.

- c. **Library Reports:**
 - Fort Atkinson is working on a new self-checkout machine, digital signage in the building, and preparing for strategic planning in 2020.
 - Watertown is still progressing towards ground breaking for a potential 2020 start date for a library remodel.
 - Jefferson's budget will stay flat in 2020 but their friends group was able to raise \$2,700 through a round up program with the Piggly Wiggly. They have also received a NLM grant of \$1000 for medical books.
 - Waterloo will re-open the days of the week that they were closed during 2019. Bev will be retiring. Their Friends of the Library raised \$1400 dollars through a 'round up' program at the Piggly Wiggly. They too will go fine free on children's materials in January.
 - Johnson Creek will try a fine-free trial in February.
 - Whitewater has seen an increase in Summer Reading Program adult participation and have received a \$10,000 bequest.
 - Cambridge's Friends of the Library raised \$12,000 through a craft sale in their community. They will also see a budget increase in 2020.
 - Lake Mills' new parking lot is in place, they have a new book drop, and an RFP for a needs assessment and cost of expansion is out to bid at the moment.
 - Whitewater's expansion possibility is at a standstill at the moment.

Next meeting: Will be in February 2020. Eric Robinson will send out poll.

Adjournment: Motion to adjourn by Tim Semo and seconded by Art Biermeier. Motion passed.
Meeting adjourned at 6:45 p.m.