

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **April 20, 2017 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

PRESENT: MARISSA MELI, KAYLA JACOBSON, DAVID RUNNING, JOHN VAN DYCK, JOHN VANDER LEEST and CHRISTOPHER WAGNER

EXCUSED: BOB NIELSEN

ALSO PRESENT: Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff); Jane Dederling, David Lang, Erika Frederickson (HGA); Paul Ballard, Troy Streckenbach (Brown County); Ben Krumholz (WLUK, Fox 11); Bobbie Kuehn (East Branch staff); Eric Jandrain, Garrit Bader, and Jonathan Van Camp (Concept Loft); Bill Meindl (GB Development News); Amanda Beerntsen, Kathleen Masse, Carrie Masse, Kathryn Daley, Jackie Bond, Nathan Jeske, and Kathy Pletcher.

I. CALL TO ORDER Secretary Chris Wagner called the meeting to order at 5:15 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Vander Leest, seconded by Running, to approve the agenda and minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Introduction of new board member.

Jackie Bond and Kathryn Daley voiced their opposition of the recent reassignment of some children's librarians (specifically Kress staff), stating that they have developed relationships in the community moving them is losing an asset. Carrie Masse expressed her support for keeping the librarians where they are and not moving them. Kathleen Masse noted her upset and believes they are doing a good job where they are and should not be moved.

IV. PRESENTATION BY HGA ON EAST BRANCH FEASIBILITY STUDY

Jane Dederling and David Lang presented the findings of the East Branch Feasibility Study including options for a future East Branch. With the recent sale of the UW-Extension Building, this option was only briefly addressed. They discussed the process of assessment of the buildings, evaluating the sites, and verifying the programs that have to be accommodated. The presentation included conceptual drawings and cost estimates. Read the full report online: <http://www.browncountylibrary.org/about-the-library/library-reports/>

Discussion took place about the library's future identity and responding to the needs of younger generations. How will the library respond to trends? How will the library attract new learners? **Motion** by Van Dyck, seconded by Running, to open the floor for public comment. **Motion carried.** Cantina Bacelis, an East Branch Library patron commented on the Hispanic community in the neighborhood and suggested that the library be tuned to this culture through bilingual signage as an example. Wagner suggested considering smaller spaces for a business environment. All agreed that access to daylight, horizontal surfaces, power access, transportation, being pedestrian friendly and opportunities for programming are key consideration in the decision-making process. **Motion** by Vander Leest, seconded by Van Dyck to return to regular order. **Motion carried.**

Vander Leest would like the board to have time to review and tour the facilities. Details can be discussed at the June meeting. It is important to understand the options and related budget impact. Simons commented that added personnel costs were not expected but if needed, would be minimal. Operational costs, however, would increase due to additional space but efficiencies would be utilized whenever possible. The current East Branch lease expires February 2018. At one time, the managing agent was open to one-year extension. This would have to be readdressed. Vander Leest suggested that decision be made on leasing or purchasing the current east Branch and perhaps the board could seek the assistance of Corporation Counsel in writing an offer to purchase. Running questioned the condition of the current East Branch roof. Its service life is about over and maybe this could be part of the sale negotiation. Wagner commented, in terms of the cost of these projects, that there is less to do with the mall space in terms of a floor plan and some sections could be phased. The current location has less demolition than the other two.

Motion by Vander Leest, seconded by Running, to schedule tours of the facilities and to receive the report digitally. **Motion carried.**

V. PRESENTATION BY POTENTIAL TENANT TO DISCUSS LEASE TERMS OF CENTRAL LIBRARY THIRD FLOOR Part co-worker space, part incubator, Concept Loft would utilize ~ 4400 sq. ft. on the third floor of the Central Library, wrapping around the space Proto occupies. The Board discussed the terms of the presented lease. Garrit Bader, Eric Jandrain, and Jonathan Van Camp (tenants) answered questions asked by the Board. The library is a cultural hub with appealing assets (like the renovated auditorium). This

entrepreneur incubator educational center will complement the library as its clients will develop business skills while developing a business. This venue will provide office space and classes related to a business start-up.

Build out costs and a timeline were discussed. Vander Leest asked what assurances were that it would get done. The tenants replied that they have business model that works and they are committed to doing this the right way. They are passionate about being part of the community,

The County Executive is on board with this as it fits the county's and library's strategic plan tenet of economic development. As presented, the lease, needing only executive approval, has a three-year term (no changes) with two option periods to extend the term for one year each. Rent would become part of the library's funds.

Van Dyck is interested in being able to negotiate the last two years. He feels the terms are fair because of significant buildout. Vander Leest prefers small increases during those two years.

For clarification, Proto is seen as a great partner in this scenario, sub-tenants are tenants of Concept Loft, not the library. Streckenbach commented that the library has rights, per the agreement, with the tenant. Van Dyck asked if there was opposition to modifications to the lease. Bader replied they would consider suggested modifications. They are anxious to go public with their business plan and are seeking some degree of approval.

Motion by Vander Leest to build in a 2.5% rent increase in years 4 and 5 as part of the lease. (2.5% in year 4 and another 2.5% in year 5). The tenant is not asking for dollars for the build out. Van Dyck suggested up to a 2% increase in years 4 and 5 at the discretion of the Library Board. Vander Leest amended his motion to reflect Van Dyck's modification and the motion was seconded by Van Dyck. Wagner disagreed with increasing the rent in option years 4 and 5 because of the investment in the buildout by the tenants. **Motion carried with one vote against.**

Suggestions for language changes were made. Motion by Van Dyck, seconded by Vander Leest to open the floor for public comment. **Motion carried.** Bill Meindl chastised the board for, "talking the deal to death." He noted that the three before the board are responsible business partners. He commented that the board has a business opportunity before them and they should, "go for it." **Motion** by Van Dyck, seconded by Vander Leest to close the floor. **Motion carried.**

Meli suggested to seek advice from Corp. Counsel and write in language to better define clientele and tweak language to prevent political parties and candidates from being sub-tenants in Section 7. "Entrepreneurs"

Motion by Vander Leest, seconded by Van Dyck, to approve amended lease and to forward language to Corp Counsel to incorporate mutually agreeable language. **Motion carried unanimously.**

VI. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

March financials were distributed. Fines and fees still declining. **Motion** by Vander Leest, seconded by Running, to approve the financial report ending 3/31/2017 and the February and March donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
February 2017**

Gifts & Donations

02/01/17	James & June Stern - In Memory of Terry Erskine	10.00	Adult Materials
02/01/17	Patricia Binish Estate	3,000.00	Children's Services
02/01/17	Chapter N PEO Sisterhood - In Memory of Rita M. Jarvis	54.00	Adult Materials
02/08/17	Lorelei & Doug Starck - In Memory of Margaret Aebischer	25.00	Children's Picture Books
02/15/17	Greater Green Bay YMCA	275.47	US Bank Eve
02/15/17	Friends of the Brown County Library	75.39	Every Child Ready to Read
02/22/17	Local History & Genealogy Participants	587.63	Local History & Genealogy
02/22/17	Shopko Foundation	360.00	Celebrate Libraries
02/22/17	Beth Wickwire - In Memory of Alana Sample	100.00	Adult Materials
02/01/17	Ashwaubenon	56.13	Donation Box
02/01/17	Bookmobile	5.25	Donation Box

02/01/17	East	22.57	Donation Box
02/01/17	Weyers/Hilliard	62.81	Donation Box
02/01/17	Customer Service	50.37	Donation Box
02/01/17	Kress	10.28	Donation Box
02/01/17	Pulaski	13.50	Donation Box
02/01/17	Southwest	9.77	Donation Box
02/01/17	Wrightstown		Donation Box
	Total Donations	\$ 4,718.17	

Federal & State Grants

2/28/2017	Nicolet Federated Library System	\$ 105.91	Collection Development
2/28/2017	Nicolet Federated Library System	2,916.24	Continuing Education
	Total Grants	\$ 3,022.15	

**Brown County Library
Gifts, Grants & Donations Report
March 2017**

Gifts & Donations

03/01/17	L. Jorgensen	3.50	Local History & Genealogy
03/01/17	Local History & Genealogy Participants	347.00	Local History & Genealogy
03/01/17	Steve & Ruthann Reynen - In Memory of Daniel Ritter	50.00	Adult Non-Fiction
03/08/17	Susan Chapel Conlon	300.00	Kress Summer Reading
03/08/17	Local History & Genealogy Participants	86.00	Local History & Genealogy
03/08/17	Jean Grove	115.99	Kress Children's Materials
03/08/17	Friends of the Brown County Library	20,200.00	UntitledTown Author Festival
03/15/17	Anita Sevcik	25.00	Youth Services Programming
03/22/17	Peggy Shannon	28.00	Local History & Genealogy
03/22/17	Richard Behrendt	100.00	Local History & Genealogy
03/22/17	Ashwaubenon Lioness Club	400.00	Ashwaubenon Furniture
03/29/17	Local History & Genealogy Participants	164.00	Local History & Genealogy
03/29/17	Friends of the Brown County Library	5,070.00	Programming & Supplies
03/29/17	Stacks & Steeples	471.16	Concession sales
03/01/17	Ashwaubenon	30.98	Donation Box
03/01/17	Bookmobile		Donation Box
03/01/17	East	44.60	Donation Box
03/01/17	Weyers/Hilliard	66.37	Donation Box
03/01/17	Customer Service	28.37	Donation Box
03/01/17	Kress	12.78	Donation Box
03/01/17	Pulaski	10.75	Donation Box
03/01/17	Southwest	15.54	Donation Box
03/01/17	Wrightstown		Donation Box
	Total Donations	\$ 27,570.04	

Federal & State Grants

3/23/2017	Universal Service Administrative Company (USAC)	\$ 7,200.00	E-Rate
3/31/2017	Nicolet Federated Library System	2,318.96	Collection Development
3/31/2017	Nicolet Federated Library System	83.76	Continuing Education
	Total Grants	\$ 9,602.72	

Motion carried.

B. Approve Budget Adjustment for Projects to be funded by Fund Balance

Denault explained the project detail. Proposed projects total \$119,611 from available fund balance of \$259,580. This leaves a balance of \$139,969. Donations typically carry over. **Motion** by Van Dyck, seconded by Vander Leest to approve the budget adjustment for projects to be funded using the fund balance. **Motion carried.**

VII. APPROVE NAMING RIGHTS OF FACILITIES POLICY This policy was updated to reflect language change requested at February meeting. **Motion** by Vander Leest, seconded by Running, to approve the Naming Rights of Facilities Policy. **Motion carried.**

VIII. APPROVE NFLS MEMBER LIBRARY AGREEMENT This is procedural to approve the agreement that states Brown County Library agrees to participate in the Nicolet Federated Library System. **Motion** by Vander Leest, seconded by Jacobson, to approve the NFLS Member library agreement. **Motion carried.**

IX. FACILITIES

A. Facilities Manager's Report Beyler reported that bids for landscaping at the Southwest Branch are being sought. Interviews are taking place for a housekeeper – the challenge is to find a qualified person that is the right fit. Van Dyck inquired about finding qualified hires in general. Rogers and Beyler stated that it's become increasingly difficult. **Motion** by Van Dyck, seconded by Running, to receive and place on file. **Motion carried.**

B. Discuss Potential Donation for Central Library Media Lab A conversation Simons had with Craig Dickman (Breakthrough Fuel) led to talks about a media lab, and if the library would be interested in having one. Madison PL has a fully equipped media lab and Breakthrough Fuel funded a similar lab at UWGB. If the Library Board is interested in pursuing a media lab, Dickman is interested in discussing funding. Simons would like to have Library Board support in advancing this idea. The lab could be located on the Central Library's second floor and would be a wonderful addition to BCL. Future costs would be software and updates. **Motion** by Vander Leest, seconded by Jacobson, to approve concept of media lab and donation from Dickman. **Motion carried.**

X. PRESIDENT'S REPORT

A. Discussion and possible action on honoring Mike Aubinger Meli thanked the Board for their patience and for helping her learn as she adjusts to the role of President. She feels strongly that the board should honor Mike Aubinger in some way. Ideas included re-dedicating the Ashwaubenon Branch to Mike Aubinger. Vander Leest mentioned, at one time, Mike wanted to improve the existing branch and maybe the board should contact the village for their input and possible participation. Simons offered to reach out to the Village of Ashwaubenon. Van Dyck cautioned about potential conflict with this idea as Mike was adamant that the East Branch remain a priority. There was also concern about boxing the branch in and how this could affect potential future donors. Wagner warned about being careful and not letting emotions rule. Van Dyck suggested a display or programming that highlights Aubinger's career and impact on the community.

XI. LIBRARY DIRECTOR'S REPORT

Simons reported on the Youth Service Librarians move. Restructuring Youth Services was precipitated by a retirement. Six are being moved because the new locations are growth areas for them with better situations to grow professionally. The library wants to grow quality employees. Running asked why the public showed up for this meeting. Simons replied that people get connected to the library staff that they see very often. However, the points made tonight about children and their connection to those employees implies that no other librarian can do the same job. Simons believes the attachment issues exhibited will become inconsequential over time. Children will adapt and so will the librarians. The library's community is the whole county and networks/connections should be shared. This move is what is best for the organization. Wagner asked how one retirement precipitates six moves. Simons explained that it's like a chain reaction – one branch manager doesn't do children's programs; another staff member at the branch is on maternity leave; and there are some personnel issues that make the moves appropriate and advantageous. The Board agreed that further discussion of this topic be done in closed session.

UntitledTown Book and Author Festival planning is going well! Tickets for authors Margaret Atwood and Sherman Alexie are all but sold out. There will be over 80 authors and 100 events.

The Friends of the Brown County Library will hold their annual meeting on Saturday.

The Admin team is exploring ways to standardize and streamline hours at all locations beginning in 2018.

Motion by Vander Leest, seconded by Van Dyck to receive place the Director's report on file. **Motion carried.**

CLOSED SESSION

XII. Open Session: Discussion and possible motion to convene in closed session. Motion by Vander Leest, seconded by Van Dyck to go into closed session. Roll call vote: Aye: Meli, Van Dyck, Running, Vander Leest, Jacobson, Wagner; Nay: None. **Motion carried.**

XIII. Closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation and performance evaluation of director.

XIV. Reconvene in Open Session: Approve any action that may have been recommended in Closed Session Motion by Van Dyck, seconded by Wagner to reconvene in open session. Roll call vote: Aye: Meli, Van Dyck, Running, Vander Leest, Jacobson, Wagner; Nay: None. **Motion carried.** The Board will reconvene in closed session Tuesday, April 25, 2017 at 5:30 p.m.

XV. OLD BUSINESS None.

XVI. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

XVII. ADJOURNMENT

Motion by Van Dyck, seconded by Wagner, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 9:55 p.m.

NEXT REGULAR MEETING

**March 16, 2017
Central Library
5:15 p.m.**

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary