

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD & ED & REC COMMITTEE

A joint meeting of the Brown County Library Board and the Brown County Education and Recreation Committee was held on **August 18, 2016** at **5:30 p.m.** at the **Brown County Kress Family Branch Library, 333 N. Broadway, De Pere, WI**

**PRESENT:** MIKE AUBINGER, NATHAN JESKE, MARISSA MELI, BOB NIELSEN, DAVID RUNNING, and JOHN VAN DYCK

**EXCUSED:** CHAD BIANCHI, and JOHN VANDER LEEST, and CHRISTOPHER WAGNER

**ALSO PRESENT:** Brian Simons, Curt Beyler, Sue Lagerman, and Emily Rogers (staff); Courtney Ryan (FOX 11); and Beth Lemke (Neville Public Museum)

**ED & REC:** John Van Dyck (District 17); Paul Ballard, District 15; Staush Gruszynski, District 5, Kathy Lefebvre, District 6; and Corrie Campbell, District 21 (Brown County Supervisors)

**CALL TO ORDER** President Aubinger called the meeting to order at 5:45 p.m. and Chair Van Dyck called the Ed & Rec meeting to order.

### II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Jeske, seconded by Running, to approve the agenda and the July meeting minutes. **Motion carried.**

### III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

**IV. PRESENTATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE HGA FACILITIES REPORT** Simons walked the Board through the HGA report. The purpose of the report was to evaluate the facilities of the Brown County Library in its nine locations, in order to define location, number and types of libraries necessary to support the library system and its future services. It notes the following:

The library's facilities are aging – even the newest libraries (Weyers-Hilliard and Kress Family branches) are approaching 15 years

Use of libraries is changing – the library is now providing the avenue of access to technology (example: eReader)

Demographics and population are changing - areas the library serves have grown but the library hasn't

Relevance of libraries to the community drove the purpose of the plan

This plan offers a lot of flexibility as it is a living document meant to help guide decisions

The plan was drawn up by HGA, Library administration, staff and elected officials and the public through review of 12 previous studies; five on-site workshops led by HGA (2 current state; 2 future state; and 1 with library staff); numerous online conferences with Administration and HGA; and one workshop to distill relevance into the desired future state.

Results of the research indicate that there are four types and sizes of libraries that are right for Brown County and the plan establishes criteria for them:

**Neighborhood/Community Library** Serves 6,000-20,000 (pop) | 5000 – 15,000 sq. ft.

**Regional Library** Serves 20,000+ (pop) | 18,000-35,000 sq. ft. | includes more amenities (fiber, study and meeting space, increased programming and more open hours)

**Downtown (Green Bay) Library** – civic landmark, space for public access; specialized local history collection, event destination; incubator/innovator pace; longer hour, meeting and study room

**Express/Non-staffed Library** Serves 6,000(pop) | Unattended. Self-service can act as a pilot test for next branch location.

Centralized services can be housed anywhere as long as they're easily accessible to the greatest number of residents as possible while taking cost into consideration. To be equitable to all residents of Brown County, square footage requirements are calculated at .68 sq. ft. per capita. This equation only applies to public-facing services (not centralized services).

Priority facilities were determined to be:

East Branch due to lease expiration in early 2018. Discussion took place about collaboration with other organizations, relocation, and renovation and expansion. Many of these options are being or have been explored.

Central Library (downtown) as it has many deferred maintenance issues and is 44 years old. It has had cosmetic upgrades but serious mechanical issues exist.

Pulaski Branch has a potential opportunity to partner with the Franciscans' as a tenant in their former Printery building.

Ashwaubenon Branch has potential to become a regional library and possible opportunity to renovate or relocate.

Wrightstown Branch is needs based, as it should be transitioned to a fully funded library by the county operating budget which would reduce the local fundraising that has taken place to fulfill a 50/50 cost-sharing partnership with the county. Van Dyck commented that to be successful, the Wrightstown staff should be connected to community.

Staffless stations could be located in areas of need as beta tests to determine potential future locations. Ballard asked if grants were available to fund this model. Simons thought possibly but grants often prefer programmatic outcomes that can show impact. The express library's collection would reflect what the community wants.

Regarding the first priority, the East Branch, Van Dyck stated that the Library Board has to decide what the property should be and then move forward. Downtown location is stuck in a cycle where many ideas have been put forward but none have been acted on. At some point the Library Board has to hone in on acceptable parameters and has to also accept possibilities within a range.

**V. LIBRARY BUSINESS**

**A. Financial Manager's Report, Bills and Donations**

There were no bills out of the ordinary. **Motion** by Jeske, seconded by Nielsen, to approve the July 2016 financial report and July, 2016 Gifts, Grants and Donations as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
July 2016**

**Gifts & Donations**

07/06/16	Friends of Brown County Library	359.28	Program Supplies
07/20/16	Friends of Brown County Library	5,198.15	Program Supplies
07/20/16	Douglas & Lynn LaRock	950.00	Southwest Memorial Bench
07/20/16	Green Bay Press Gazette	1,000.00	Map Framing
07/20/16	FBCL/Wrightstown Area Library Committee	2,839.11	Wrightstown Operating Exp.
07/27/16	Becky & Gage Steensen-In Memory of Solomon Steensen	13.99	Children's Materials
	Ashwaubenon	25.49	Donation Box
	Bookmobile		Donation Box
	East	29.98	Donation Box
	Weyers/Hilliard	84.00	Donation Box
	Central Circulation	51.62	Donation Box
	Kress	30.27	Donation Box
	Pulaski	8.30	Donation Box
	Southwest	14.99	Donation Box
	Wrightstown	17.15	Donation Box
	<b>Total Donations</b>	<b>\$ 10,622.33</b>	

**Federal & State Grants**

07/31/16	Nicolet Federated Library System	\$ 3,324.09	Collection Development
07/31/16	Nicolet Federated Library System	2,083.33	Technology Grant
	<b>Total Grants</b>	<b>\$ 5,407.42</b>	

**Motion carried.**

**VI. 2017 BUDGET UPDATE** Simons met with the County Executive and learned that there would not be any amount added to the target levy as he wants to keep tax rate at 0% increase. The Executive does, however, support the idea of the FF&E reserve but won't commit additional funding for it. The next step will be to bring the budget to Ed & Rec. The Library's Administrative team will discuss priorities at their next meeting.

**VII. FACILITIES REPORT**

**A. FACILITIES MANAGER'S REPORT** Staining of Weyers-Hilliard's siding will be finished Tuesday; the Central bathrooms renovation project is close to starting. The second and third floors are scheduled for September and the lower level and first floor is scheduled for mid-October. The design for landscaping at Ashwaubenon is complete and current plantings will be removed next week. Study rooms at Kress will begin within the month.

**B. DISCUSSION AND POSSIBLE ACTION REGARDING THE EAST BRANCH AD HOC COMMITTEE** A meeting was not held but Simons reported that he spoke with an interested party regarding space collaboration for after-school programming. A plan needs to be finalized in the next six months.

**VIII. DISCUSSION AND POSSIBLE ACTION REGARDING OFFERING FREE REPLACEMENT LIBRARY CARDS FOR NATIONAL LIBRARY CARD SIGN-UP MONTH IN SEPTEMBER** **Motion** by Nielsen, seconded by Jeske, to approve offering free replacement library cards for National Library Card Sign-up Month in September. **Motion carried.**

**IX. PRESIDENT'S REPORT** None.

**X. LIBRARY DIRECTOR'S REPORT** The Director is working with managers on coaching and management training including setting expectations. The Child Safety policy is being reviewed by the Admin team and will be brought to the Library Board for approval in September. NFLS is requiring an update to the county library system service plan and NFLS agreement per statute. This will require Library Board as well as County Board approval. The \$30,700 settlement related to the lawsuit with Outagamie County was reported to the media.

**XI. OLD BUSINESS** None.

**XII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**XIII. ADJOURNMENT**

**Motion** by Jeske, seconded by Running, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:40 p.m.

**NEXT REGULAR MEETING**

**September 15, 2016**

**Central Library**

**5:15 p.m.**

Respectfully submitted,

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