

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **August 20, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, TIM NIXON, JOHN VAN DYCK, and CHRISTOPHER WAGNER

EXCUSED: VICKY VAN VONDEREN

ALSO PRESENT: Brian Simons, Lori Denault, and Sue Lagerman (staff).

CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:23 p.m.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda.

B. Minutes There were no changes to the minutes. **Motion** by J. Van Dyck, seconded by N. Jeske, to approve the July 16 minutes and the July 23 special meeting minutes. **Motion carried.** The take away from the recent meetings is that in the future, per the County Board, the library should submit a budget for what is needed even though the process has been to work to meet the dollar allocation given by the County Executive. Once the proposed budget is presented in October, the Library Board would advocate their needs to the Education and Recreation Committee.

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

IV. LIBRARY BUSINESS

A. Technology Report

B. Simons reports that printing on the wireless network is still an issue. BCTS has suggested that it may be beneficial to move to a wired network. A total of 120 computers were purchased from UWGB. Six computers were replaced at Southwest and 34 at Central. The remaining 80 will be rolled out by the end of September. This amount replaces all the public use computers. Catalog computers won't be replaced. The IT Librarian recently met with Jim Novy, System IT Manager from Lakeshores Library System to discuss and share ideas.

B. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. L. Denault presented the July, 2015 financial report and the July Gifts, Grants and Donations. **Motion** by C. Buboltz, seconded by C. Bianchi, to approve the July 2015 financials and gifts, grants and donations as follows:

Brown County Library Gifts, Grants & Donations Report July 2015

Gifts & Donations

07/01/15	Central Donation Box (various donors)	40.40	Children's Garden
07/01/15	Branch Buddies of the Brown County Library	672.03	Performers/Supplies
07/01/15	Friends of Brown County Library	6,971.36	Class & Event Supplies
07/01/15	Friends of Brown County Library	13.35	Every Child Ready to Read
07/02/15	Jean Sweetland - In Memory of Joseph Dorschel	25.00	Large Print Materials
07/08/15	Daniel & Eileen Rogers - In Memory of Jane Olson	25.00	Adult Materials
07/08/15	Brown County Community Women's Club	300.00	Cellcom Edible Garden
07/08/15	Allouez Optimist Club of Green Bay	300.00	Summer Reading Program
07/10/15	Kathleen Keller - In Memory of Dorothy Carpenter	50.00	Large Print Materials
07/16/15	Joanne Johnson	1,000.00	Ashwaubenon Improvements
07/16/15	Marion Prochniak - In Memory of Joseph Dorschel	20.00	Large Print Materials
07/22/15	Irene Kress - In Memory of Joseph Dorschel	200.00	Large Print Materials
07/22/15	Friends of Brown County Library	75.13	Leadership Breakfast

07/22/15	Green Bay Community Service Club	200.00	Class & Event Supplies
07/29/15	COED Investors	300.00	Value Line Database
07/29/15	Joanne Zank - In Memory of Marvin Zank	200.00	Audio Books
07/29/15	John Bettinger	75.00	Magazines & Films
07/01/15	Ashwaubenon	40.41	Donation Box
07/01/15	Bookmobile	6.00	Donation Box
07/01/15	East	50.15	Donation Box
07/01/15	Weyers/Hilliard	15.91	Donation Box
07/01/15	Kress	12.76	Donation Box
07/01/15	Pulaski	13.20	Donation Box
07/01/15	Southwest	12.71	Donation Box
07/01/15	Wrightstown	10.22	Donation Box
	Total Donations	\$ 10,628.63	

Federal & State Grants

07/31/15	Nicolet Federated Library System	\$ 1,750.68	Collection Development
07/31/15	Nicolet Federated Library System	(10.00)	Continuing Education
07/31/15	Nicolet Federated Library System	9,583.33	Technology Grant
	Total Grants	\$ 11,324.01	

Motion carried.

C. FACILITIES REPORT

A new partnership has been forged with N.E.W. Lutheran High School’s president who wants to give back to the East Branch. He has volunteered to improve the landscaping at the branch and has offered to supply the labor and contribute a significant portion of materials (plants) and bark. Picnic tables will be built by the school’s Tech Ed Department.

The Southwest Branch expansion will move forward per the County Board who voted 18-6 in favor of funding the expansion using the General Fund. B. Simons will talk with Public Works to determine the next steps. This is only an expansion – it doesn’t guarantee additional programming.

K. Pletcher commented that those who spoke about expansion spoke in favor of libraries and adequate funding. Some county supervisors understood that it is time to look at funding beyond the next couple of years. It’s not about a branch – it’s about the whole system. J. Van Dyck voted against the expansion as there is no statistical evidence to support it. It is known that less people visit the branch now than 5 years ago; resulting in fewer programs...demands are less today than they were 5 years ago.

V. REVIEW FUTURE LIBRARY SERVICE VISION AND MISSION

Library service vision and mission – Brian will resume work on it and will enlist Somerville for help. J. Van Dyck noted that the timing is now to tie in with long-term plan and look at all facilities and suggested presenting a global plan to the County Board and getting their feedback.

VI. 2016 BUDGET UPDATE

Ed & Rec will hold a combination regular and budget meeting starting at **4:00 pm on October 8** at the Northern Building. B. Simons and L. Denault had a budget meeting with the County Executive. They felt he liked the initiatives and seemed to support the increases in continuing education and programming. The budget will not advance through the financial system until the County Executive decides what funds to allocate. He is hoping to find additional money in his budget – maybe another \$160,000. C. Buboltz disagreed with this method since the Board passed and presented the optimum budget. The dilemma is that the budget is the Executive’s budget. The Board feels they should advocate for the full/optimum budget. It was agreed to prioritize the top needs that would be advocated for.

VII. DISCUSSION AND POSSIBLE ACTION REGARDING A NAMING RIGHTS POLICY

Discussion took place over the wording of the draft policy and it was agreed to make some changes. **Motion** by N. Jeske, seconded by C. Buboltz, to approve the naming rights policy with suggested changes. **Motion carried.**

VIII. OLD BUSINESS

A. ADJACENT COUNTY BILLING

B. Simons spoke with head of OWLS and she’s contacting Outagamie County to find out if they are paying in 2016. He will follow up with her as well as the Library Board’s attorney.

B. UPDATE AND POSSIBLE ACTION ON USE OF LIBRARY 425 FUND

No action needed as it was decided by the County Board to use the General Fund to expand the Southwest Branch.

IX. PERSONNEL COMMITTEE

A meeting is scheduled on September 8 with Brian for the Personnel Committee to conduct his six-month review. A closed session will be held at the next board meeting for full-board consideration.

X. NICOLET FEDERATED LIBRARY SYSTEM

Chris reported on strategic plan, but no mention was made of merging federated systems. It was reported that there was a \$75,000 shortfall in the budget for operating expenses. Ryan Kuehn joined the NFLS board.

XI. PRESIDENT'S REPORT

No report.

XII. LIBRARY DIRECTOR'S REPORT.

K. Pletcher commented that the smart goals and 2016 initiatives presented by B. Simons were great and the library's achievements thus far were impressive. J. Van Dyck suggested moving the deadline date of Goal # 4 to February, 2016. It was asked how Goal # 1, increasing access to technology for the public by investing in inexpensive e-readers, tablets and Chromebooks that could be checked out from the library be accomplished. B. Simons suggested that the library would start with a pilot project. There are many options to track or shut them down if they would be stolen.

B. Simons noted that the being a member of the Greater Green Bay Chamber has much value (the County pays for a blanket membership). He has spoken to their Young Professionals and the membership has been impressed by the databases the library offers and amazed by what the library does for businesses. B. Simons recently spoke to Brown County Tax Payers Association and they, too were impressed with business resources available at the library, and offered positive feedback.

Regarding the Deputy Director search, there have been six applicants (one internal) and a few that are viable. The posting will remain active in order to collect additional applicants. The interview process, including questions, is being designed.

B. Simons was appointed to St. John's Homeless/ Micha Center Leadership Council.

He shared library accomplishments and 2016 initiatives with Culture Keepers (formerly Work Rules).

He also attended Representative John Nygren's (Assembly District 89, R- Marinette) steak fry and was able to speak with Tommy Thompson, WLA lobbyists, Bill Smith from National Federation of Independent Business (NFIB) and others all who were impressed with what library offers. It was noted that Nygren's and the library's agendas align quite well.

XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

XIV. MEETING SUMMARY/NEXT MEETING PLANNING

Spending bonding money; closed meeting for director evaluation.

XV. ADJOURNMENT

Motion by T. Nixon, seconded by C. Wagner, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:15 p.m.

NEXT REGULAR MEETING
September 17, 2015
Central Library
515 Pine Street, downtown Green Bay
5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary

Sue Lagerman, Recording Secretary