

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **December 17, 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, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); Chad Weininger and Doug Marsh (Brown County Administration and Public Works); David Lang and Jane Dederig (HGA Architects and Engineers); and Bill Meindl (GB Development News)

CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:15 p.m.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda. **Motion** by T. Nixon, seconded by C. Buboltz, to approve the agenda. **Motion carried.**

B. Minutes There were two small corrections to the minutes. **Motion** by N. Jeske, seconded by C. Buboltz, to approve the corrected November minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

A letter was received from the Green Bay and De Pere Antiquarian Society Board of Directors thanking the Library Board for the transference of ownership of the last remaining rug from the original collection gifted to the library in 1904 to their organization.

IV. PRESENTATION BY HGA ARCHITECTS AND ENGINEERS REGARDING A LONG-RANGE, SYSTEM-WIDE LIBRARY FACILITIES MASTER PLAN. DISCUSSION AND POSSIBLE ACTION TO FOLLOW PRESENTATION.

David and Jane presented on a 'relevant' library of the future. HGA is a full-service firm with eight offices nationwide with a home office located in Milwaukee. Their expertise focuses on: Arts, Community and Education, and they noted that they give the same considerations to the public and staff in planning - including a lot of listening in order to design for our community.

Their presentation defined a library of the future as having characteristics such as an intuitive layout; flexible spaces (intimate spaces to large); human connections; spatial diversity; merchandising (similar to retail); 24/7 service; Internet as an extension of the service model; and thinking beyond the nine locations (kiosks, vending, etc.). Additionally, a library should be technology rich; offer collaborative learning spaces; be a forum for public engagement; be sustainable in design and operation. Their library projects have also involved partnerships with residential housing. It is important to think about each location specifically.

HGA's Master Plan approach includes reviewing previous studies to add value to what is already known; gathering information from informal and formal observation; conducting post-it workshops/brainstorming sessions; stratifying libraries (community, community, regional – size, hours and services, sites...); identifying/developing opportunities for growth; providing flexibility for the unknown; creating relevance for diverse customers; being financially sound; and maintaining sustainable operations. The major consideration of the master plan is determining what is needed to serve the population while taking into account the financials, site, size, location, and distribution of services, while remaining flexible/adaptable, actionable, and relevant.

HGA's work plan/process includes three workshops that would define the current thinking for each location's future; determine how BCL will remain relevant for the future and finally, produce a document that will serve as a deliverable tool for the library. Per their proposal, expenses would not exceed \$41,300.

It was noted, that based on a previous meeting between HGA and the Facilities committee, it was clear that enough data existed and it made sense to move to next phase. The County Board has shown interest in and requested a county-wide plan. After discussion, **Motion** by J. Van Dyck, seconded by C. Bianchi, to engage the services of HGA as outlined in submitted proposal and not to exceed \$41,300, using the funds held at the GGBCF. **Motion carried.**

V. POSSIBLE PRESENTATION BY AND DISCUSSION WITH BROWN COUNTY STAFF REGARDING THE IGEA AND PERFORMANCE CONTRACT PROCESS POSSIBLE ACTION TO FOLLOW

Chad Weinger and Doug Marsh further explained the performance contract process and answered questions from the board. The process allows a number of county buildings to do upgrades that are paid from savings realized.

An Invitation for Qualifications (IFQ) has been posted with responses due December 28. This document outlines the owner’s and contractor’s obligations. IFQs will then be reviewed and scored. Process and based on the results, select firms will be invited to present. ESCo (Energy Services Company) conducts an investment grade audit that drills down into mechanical systems and building envelopes. Following that, energy savings plans not to exceed ten years or life of the system, are developed and are the defining terms of contract. There is no up-front money expended and no obligation for the IFQ. The cost of the audit (5 cents per sq. foot) can roll into performance contract. The timing may be off for Central Library but a single performance contract can be entered into when the library is ready for a bigger.

B. Nielson commented on the importance of having accurate specifications, and knowing the performance and longevity of replacements. J. Van Dyck feels optimistic about the timing as results could reduce the amount needed to renovate.

The process will move forward and B. Simons asked if there a time frame after the audit that you have to act. Chad stressed having a good contract before moving forward and Doug replied that the project can be phased.

VI. LIBRARY BUSINESS

A. Technology Report B. Nielsen asked about the possibility of outsourcing equipment to monitor Internet speed. While BCTS has its preferred contractors, B. Simons thought it could happen. There may be leftover funds from chargebacks that could accomplish wired network. B. Simons would contact BCTS if this is the desired direction. He doesn’t think it would be a problem. Going to wired network seems like jumping to solution before we know the problem.

A meeting with Nsight is scheduled at the Denmark Branch next week to discuss fiber possibilities. This project was brought forward by BCTS.

B. Financial Manager’s Report, Bills and Donations

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

**Brown County Library
Gifts, Grants & Donations Report
November 2015**

Gifts & Donations

11/04/15	Wochinske Family Foundation	5,000.00	Teen Classes & Events
11/04/15	Daniel & Eileen Rogers - In Memory of Julie Dart	25.00	Adult Materials
11/12/15	Friends of Brown County Library	174.98	Class & Event Supplies
11/12/15	FBCL/Wrightstown Area Library Committee	2,785.81	Wrightstown Operating Exp.
11/18/15	Branch Buddies of the Brown County Library	320.67	Program Supplies
11/18/15	Anita Powers	50.00	Ashwaubenon Furniture
11/18/15	Jean Watson	200.00	Ashwaubenon Furniture
11/18/15	Focus on Energy	495.00	Central Lighting
11/18/15	Focus on Energy	132.00	Kress Lighting
11/01/15	Ashwaubenon	30.36	Donation Box
11/01/15	Bookmobile		Donation Box
11/01/15	East	27.68	Donation Box
11/01/15	Weyers/Hilliard	24.78	Donation Box
11/01/15	Central	45.12	Donation Box
11/01/15	Kress	17.69	Donation Box
11/01/15	Pulaski	8.50	Donation Box
11/01/15	Southwest	22.47	Donation Box
11/01/15	Wrightstown	14.22	Donation Box
	Total Donations	\$ 9,374.28	

Federal & State Grants

11/30/15	Nicolet Federated Library System	\$ 4,496.68	Collection Development
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11/30/15 Nicolet Federated Library System
Total Grants

2,083.33	Technology Grant
<u>\$ 6,580.01</u>	

Motion carried.

C. FACILITIES REPORT Southwest Branch expansion: trusses and slabs done and sheetrock in the next week. **Central Library:** auditorium theatrical lighting installed in January; and bids for a laser projector and screen are due next week. Kick-off with Boldt took place to discuss carpeting, wall coverings, stage modification and meeting room walls, doors, ceiling tiles, etc. This project will be done in May. Hearing loop(s) may be installed in auditorium. Also, new bike racks were installed and a new checkout and reference desk will be installed at the end of December. Separate dedicated third floor access is provided for Proto, Inc.

VII. APPROVE FINAL 2016 BUDGET

Motion by T. Nixon, seconded by C. Wagner, to approve the final 2016 budget. **Motion carried.**

VIII. APPROVE PAY FOR PERFORMANCE STRUCTURE

Motion by T. Nixon, seconded by C. Buboltz, to approve the 2015 Pay for Performance structure: 2.25 % for exceeding excellence; 1.5% for meeting excellence; and 0% for needing improvement. **Motion carried.**

IX. DISCUSSION AND POSSIBLE ACTION ON INTERNET FILTERING

Since a particular website was made unavailable for a patron due to filtering, the Board and staff will review the Internet and Public Computer Acceptable Use Policy. **Motion** by C. Buboltz, seconded by C. Bianchi to refer the policy back to staff for review. **Motion carried.**

X. OLD BUSINESS K. Pletcher forwarded a newspaper article on Shawano and Kewaunee counties and adjacent county billing. K. Pletcher will follow up with Senator Cowles to discuss the statute on adjacent county billing and why it exists.

XI. NICOLET FEDERATED LIBRARY SYSTEM Their strategic plan was revised and an evaluation for Director has been developed.

XII. PRESIDENT'S REPORT K. Pletcher, as a gesture recognizing her last officiated meeting, gifted the board and staff with Seroogy's chocolates.

XIII. LIBRARY DIRECTOR'S REPORT Sue Lagerman, the library's Communication and Library Program Manager, was the recipient of the 2015 City of Green Bay Mayor's Leadership Award for Advancing Literacy. B. Simons is now serving on the Executive Committee of the Community Partnership for Children. The Administrative Team is completing performance reviews with library supervisors to determine 2016 pay for performance incentives. B. Simons will schedule orientations with new Library Board members. Outgoing board members' service will be recognized with books purchased for the collection and plated in their honor.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

XV. ADJOURNMENT

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

The meeting adjourned at 8:45 p.m.

NEXT REGULAR MEETING
January 21, 2016
Central Library
515 Pine Street, downtown Green Bay
5:15 p.m.

Respectfully submitted,

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