

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **February 16, 2017** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

PRESENT: MIKE AUBINGER, BOB NIELSEN DAVID RUNNING, JOHN VAN DYCK and CHRISTOPHER WAGNER

EXCUSED: MARISSA MELI and JOHN VANDER LEEST

ALSO PRESENT: Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff)

I. CALL TO ORDER President Aubinger called the meeting to order at 5:19 p.m.

II. APPROVE AGENDA AND MINUTES

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

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

IV. ANNUAL ELECTION OF OFFICERS Simons recommends the following slate: Mike Aubinger-President; Marissa Meli – Vice President; Chris Wagner - Secretary; and John Van Dyck - Financial Secretary. President Aubinger called for additional nominations three times. There were no additional nominations. **Motion** by Running, seconded by Nielsen, to close the nominations. **Motion carried.** **Motion** by Running, seconded by Wagner, to approve the slate of officers as follows: Mike Aubinger - President; Marissa Meli – Vice President; Dr. Christopher Wagner - Secretary; and John Van Dyck - Financial Secretary. **Motion carried unanimously.**

V. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

There were no financial reports as the books have not been closed for 2016.

i. Approve 2016 Annual Report A draft of the report was distributed and Simons described and reviewed the various sections with the board. There were no suggested changes. **Motion** by Nielsen, seconded by Wagner, to approve the 2016 Annual Report as presented. Van Dyck suggested reviewing several years' of statistical data together in the future. **Motion carried.**

B. Approve Financial Secretary's Report

L. Denault reported and reviewed the following Special Library Funds as of 12/31/16:

Lester Wood Trust Fund \$19,227 designated for the maintenance of the Central Library Wood Memorial Garden: Principle balance \$13,432 and interest balance: \$ 5,795; \$128 interest income was earned in 2016.

Fredericka Crane Trust Fund \$8,711 designated for the purchase of art and music books: Principle balance: \$8,604 and interest balance: \$107; \$58 interest income was earned and \$195 was expended for books in 2016.

Coin-Op Fund \$113,952 established as a special fund for public use copy machines and printers. Copy and print revenues in 2016 were \$43,324, and expenditures totaled \$32,098.

Reserved Fund Balance – Vac/Sick Pay \$117,362 Reserved amount of \$166,887 for payout of vacation and banked sick leave as of 12/31/15. The new reserve as of 12/31/16 is \$117,362. Reserve balances are calculated on remaining vacation and sick leave balances at the end of the year at the new pay rate.

Monies held at the Greater Green Bay Community Foundation are for library improvements.

Motion by Running, seconded by Wagner, to approve the Financial Secretary's report. **Motion carried.**

VI. APPROVE EMPLOYMENT PRACTICES POLICY This policy was updated to reflect current practices. Van Dyck asked, for future policy changes, that Corp Counsel sign off on any changes. **Motion** by Van Dyck, seconded by Wagner, to hold the Employment Practices Policy until Corp Counsel has signed off on it. **Motion carried.**

VII. APPROVE PERSONNEL ADMINISTRATION POLICY This policy was updated to reflect current practices. **Motion** by Van Dyck, seconded by Wagner, to approve the Personnel Administration Policy. Wagner asked about compensation of staff if they serve as speaker at conference. Simons responded that, in the case of a conference, the employee is compensated by the library for their working hours as if it were a day at the library. If the employee is asked to do a workshop for another library or organization that is willing to pay them, they may either take PTO and get paid by the other organization, or decline the payment and get paid by Brown County Library for their work, provided the speaking engagement is approved by the library. **Motion carried.**

VIII. APPROVE NAMING RIGHTS POLICY This policy was updated to reflect language change requested at February meeting. **Motion** by Running, seconded by Nielsen, to approve the Naming Rights Policy. Wagner questioned what the provision should be if the person of a named facility falls into moral or controversial situation. After discussion Running withdrew motion. **Motion** by Van Dyck, seconded by Wagner, to hold the Naming Rights Policy so language can be further refined. **Motion carried.**

IX. APPROVE THIRD FLOOR RENTAL CONTRACT Not wholly prepared. No action required.

X. FACILITIES

A. Facilities Manager's Report

B. Update on East Branch Facility Feasibility Study

C. Discuss Interest in Partnership with GBAPS District Simons reported that it would be 2-5 years out before anything may happen and there are no plans on the table. A partnership is worth exploring if the opportunity avails itself.

D. Discussion on Possible Extension of East Branch Lease After meeting with the landlord's representative it was learned that an extension is not guaranteed as current East Town tenants may be interested in renting. More information should be known by May.

XI. PRESIDENT'S REPORT None.

XII. LIBRARY DIRECTOR'S REPORT Simons reported that he will be vacationing out of the country in May and suggested postponing the May Library Board meeting and meet earlier in June. A poll will be sent to determine preferences for the first or second Thursday in June. Brian's performance review is due in March. He asked if Nathan Jeske, while no longer serving on the Board, could conduct it as a consultant since Nathan was trained by Carla Buboltz the previous year to lead the review process. This review also includes 360 Review which Brian will arrange through Kathy Pletcher. Other items of note: the first Stack and Steeples original music concert had an attendance of 200; The Avenue 91.1 selected the library as its mission partner for the upcoming Steve March Torme concert and benefits include on-air library promotion; Simons, Lagerman and Kuehn traveled to Madison to accept the 2016 Governor's Financial Literacy award. Van Dyck reported that there is a party potentially interested in purchasing the UW Extension building – a potential site for the East Branch.

XIII. OLD BUSINESS None.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

XV. ADJOURNMENT

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

The meeting adjourned at 6:45 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