

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **January 19, 2017** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

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

EXCUSED: CHAD BIANCHI and CHRISTOPHER WAGNER

ABSENT: JOHN VANDER LEEST

ALSO PRESENT: Brian Simons, Curt Beyler, Lori, Denault, Sue Lagerman, and Emily Rogers (staff); Joe Wewerka, (Menominee, MI) Bill Meindl (GB Development News)

I. CALL TO ORDER President Aubinger called the meeting to order at 5:27 p.m.

II. APPROVE AGENDA AND MINUTES

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

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

IV. ANNUAL ELECTION OF OFFICERS Simons suggested that this is postponed until February meeting. Based on Jeske and Bianchi have not been re-appointed to the Board. **Motion** by Jeske, seconded by Van Dyck to postpone the annual election of officers until the February meeting. **Motion carried.**

V. LIBRARY BUSINESS

a. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. December books are still open. Personnel charges are in for December and fringe benefits are over budget due to timing of an entry (this was known). Salaries are over; there are savings in utilities; and BCTS chargebacks won't realize any savings. Revenues and fees are tracking behind as expected. For this reason, an adjustment was made in the 2017 budget. Nielsen asked about impact of Food for Fines. Food for Fines did not have a big impact on revenue but the library saw a spike in returned lost items. Electronic checkouts have a greater impact on fine and fee revenue as do the effects of courtesy notices. There is some correlation between items checked out and expected overdue fees. Van Dyck asked if we knew our receivables. We know but it fluctuates daily. The automation system does not have a canned report to generate this information (would have to be customized). The library does track lost items and they are pretty consistent. **Motion** by Jeske, seconded by Nielsen, to approve the November, 2016 financial report and November, 2016 Gifts, Grants and Donations as follows:

Brown County Library

Gifts, Grants & Donations Report

November 2016

Gifts & Donations

11/09/16	Friends of Brown County Library	1,079.57	Programming & Supplies
11/09/16	FBCL/Wrightstown Area Library Committee	2,987.26	Wrightstown Operating Exp.
11/23/16	Richard & Helen Herlache	300.00	Weyers-Hilliard Children's
11/23/16	Friends of Brown County Library	151.43	Programming & Supplies
11/23/16	Branch Buddies of the Brown County Library	491.55	Programming & Supplies
11/30/16	Nancy Seyler Estate	1,000.00	Weyers-Hilliard Memorial Bench
11/30/16	Lisa Sanderfoot	100.00	Library Improvements
11/30/16	Margaret Franchino	100.00	Library Improvements
11/30/16	Rebecca Hutchinson	10.00	Library Improvements
11/30/16	Friends of Brown County Library	(69.43)	GAKAB Supplies
	Ashwaubenon	38.00	Donation Box
	Bookmobile	2.00	Donation Box
	East		Donation Box
	Weyers/Hilliard	35.73	Donation Box

Central Circulation	17.98	Donation Box
Kress	9.06	Donation Box
Pulaski	12.45	Donation Box
Southwest	30.02	Donation Box
Wrightstown		Donation Box
Total Donations	\$ 6,295.62	

Federal & State Grants

11/30/16	Nicolet Federated Library System	\$ 1,373.54	Collection Development
11/30/16	Nicolet Federated Library System	2,083.33	Technology Grant
Total Grants		\$ 3,456.87	

Motion carried.

VI. FACILITIES

a. Facilities Manager’s Report - Central ADA bathroom project: All bathrooms are open and the architect walkthrough with punch list is being developed. **Kress Study Rooms:** Currently in use. HVAC is almost finished and new furniture is being ordered. **Furniture:** 95% of furniture has been installed at Ashwaubenon.

b. Update on East Branch Facility Feasibility Study Simons, Administrative staff, and Library Board Trustee Chris Wagner, with HGA, toured the three locations under consideration for a new East Branch. Simons shared Wagner’s opinions in his absence. While initial opinions were formed it was agreed that it is really too early to select a favorite and a decision can’t be made until the designs are delivered by HGA. Running asked what the process is for East Town Mall. The library could potentially move in by early to mid-2018. Simons and Van Dyck will be meeting with the East Branch’s landlord to discuss a lease extension. HGA’s feasibility study will be done early – mid March. Van Dyck wondered about a school option and noted that we still need to get a feel for district’s perspective.

c. Discuss Possible Partnership with GBAPS District (in respect to East Branch) Morgan L. Martin is expanding. Simons talked with Superintendent, Dr. Michelle Langenfeld and Director of Facilities, Mike Stangel. The opinion was that the option to partner with elementary school is not viable as there are too many security precautions with children. While there was an initial reluctance, an option was left open for a middle or high school partnership. Running commented that there are so many variables and issues with this option that it might not be worth spending a lot of time discussing it at this time. Van Dyck understands challenges but asks that the board keeps an open mind about making it work without giving up liberties (separate collections during certain times of day, etc.). There are ways to have it done and make it work. Aubinger reminded the decision belongs to the school district. Nielsen asked what the compelling reasons are to combine. Simons replied that cost-sharing is the biggest benefit. Jeske commented that this model could build a mindset, making the library a part of a daily routine while offering a broader connection and access. Libraries are not just for school – they’re for life. Van Dyck sees accessibility for students (due to school staff cuts) as another benefit. At this time, this option doesn’t really fit into library’s timeline but perhaps could still be discussed among the entire school board.

d. Discussion and Possible Action Regarding an Ashwaubenon Mixed-Use Development Joe Wewerka is a contractor representing the proposed mixed-use development (approximately 240 units) in Ashwaubenon designed by architects, Engberg Anderson that could include a condo library. Relocating the library that is currently in a residential area and close in proximity to a school causes a negative reaction initially but this model does work and, if built with affordable housing, can offer additional financial benefits including WEDA credits. Impact Seven a real estate developer in Milwaukee has successfully built similar complexes with libraries. Wewerka has an interest in the library, is invested in the area and noted the project will happen one way or the other. The site is at the corner of Morris and Holmgren Way (in the Village Center). There are four phases for construction and the boring samples were just received. Van Dyck likes the possibilities but noted that the Library Board needs to remember priorities. Aubinger just wanted the board to know there are options out there. Simons wondered if the public’s opinion should be sought – that could be the driving force in moving forward. Jeske asked about what would happen to the currently owned Ashwaubenon Branch. It would have to be sold. Meli expressed some concerns of this arrangement including parking, noise, hours dictated by residents/owners; what if a condo burns; what if it shuts down? She prefers full control/ownership of a building. Simons noted that those were legitimate concerns, and if there is interest, it would be worth our time to talk to Milwaukee and Madison developers who are building these. Van Dyck questioned the library’s ultimate objective and reminded to think about people and the market served. He felt the location was not good for children. Objective needs to fit “the plan.” Simons commented that Verona is similar in cityscape – a combination of residential and city. The library’s location didn’t matter as people drove their kids there and kids rode their bikes there. He doesn’t want to throw an opportunity out the window just because it is a different model.

Motion by Van Dyck second by Jeske to suspend the rules and open the floor for comment. **Motion carried.** Bill Meindl (GB Development News) addressed the Board and said he was surprised that the Board, “is trashing the idea already when this was supposed to be conceptual only informational.” He encouraged everyone to keep an open mind.

Motion by Jeske, seconded by Van Dyck, to close the floor and return to the regular meeting. **Motion carried.**

e. Grant Access to Stantec and Approve Installation of Monitoring Well on Grounds of Central Library This temporary monitoring well consists of a two-inch pipe that would be installed in the grassy area near the library’s driveway. Bank Mutual, across the street from the library, used to be a gas station and there are some leaching issues going on underneath the road. Information on what potential mediation may be needed is being sought. There doesn’t seem to be any risks related to the 1-2 years the well will operate. The DNR is mandating this. **Motion** by Running, seconded by Meli, to approve installation of a monitoring well on the grounds of the Central Library. **Motion carried.**

VII. DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL LIBRARY CO-LOCATION ADVANTAGE AND DISADVANTAGES No discussion necessary because documentation included in packet is self-explanatory.

VIII. NICOLET FEDERATED LIBRARY SYSTEM

a. Approve 2016 Collection Development Grant Evaluation Report **Motion** by Jeske, seconded by Running, to approve the 2016 Collection Development Grant Evaluation Report. **Motion carried.**

b. Approve 2017 Collection Development Grant Application **Motion** by Jeske, seconded by Running, to approve the 2017 Collection Development Grant Application in the amount of \$26,250. **Motion carried.**

IX. PRESIDENT’S REPORT President Aubinger reported that he visited the Weyers-Hilliard and Kress Family Branches during the day and they were both very busy.

X. LIBRARY DIRECTOR’S REPORT Per their request, the board reviewed the Naming Rights Policy. Aubinger would like verbiage to include that the naming rights for any library building is the responsibility of the Library Board. This wording will be modified and brought back to the Board for approval in February.

Simons reported that a developer is looking at renting up to 4000 sq. ft. on the Central Library’s third floor. Simons is working on lease options with developer. The developer is interested in renovating said space. The lessee plans to open entrepreneurial/incubator educational center. Mostly technology based, this business aligns with the library’s STEM and economic development goals. Simons will have Corp Counsel review and bring to Library Board for review. Running asked how much money will be invested. The length of terms is being worked out. This center would be a first step towards NWTC’s incubator. Van Dyck questioned how might this affect the rest of the floor’s or library’s future and wondered if a 3-year lease be adequate.

Simons reported on the UntitledTown Book and Author Festival, April 28 – 30, 2017. Numerous parties, including the library, are involved in the planning. This festival’s concept is about the story – building community with literature. Goals are to have a strong presence of authors and writers with 50% or more being from Wisconsin. Events include writing workshops, marketing your writing; StoryCorps, podcasting; interviewing as a new way to collect history; The Moth (or Moth-like program) where adults tell stories based on a theme; 24-hour theatre; and more. Simons raised \$46,000 in one week including \$25,000 for keynote author. PMI is being approached for use of Meyer Theater. TitledTown Tap Room has donated space and St. Brendan’s is the sponsoring hotel. Fundraising goal is \$60,000. A History of the Cocktail program may be a ticketed event. Otherwise most events are free. \$Sandcastle is the web design firm responsible for the website.

Jeske asked about Virtual Reality in 2017. Simons will look into it as well as cardboard glasses. Aubinger asked about security intern. Rogers reported that the position was posted at the end of November (not our choosing) and one of the criteria was that the candidate be enrolled in security and specific courses. Applicants have been slow and only 3 were qualified out of 14. It doesn’t seem likely that there will be enough time to conduct interview, select, hire, and train. There hasn’t been a need for security as staff has been closing the library. Staff has been trained; incident reports are few and staff interactions with problem patrons are much better. Many of the staff participated in a self-defense class. Aubinger warned that a risk is being taken in the event something does happen.

XI. OLD BUSINESS None.

XII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

XIII. ADJOURNMENT

Motion by Jeske, seconded by Running, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 7:42 p.m.

NEXT REGULAR MEETING

February 16, 2017
Central Library
5:15 p.m.

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