

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **July 21, 2017** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

PRESENT: MARISSA MELI, KAYLA JACOBSON, BOB NIELSEN, DAVID RUNNING, STEVE TERRIEN, JOHN VAN DYCK and JOHN VANDER LEEST

EXCUSED: YING LACOURT and CHRISTOPHER WAGNER

ABSENT:

ALSO PRESENT: Brian Simons, Curt Beyler, Sue Lagerman, and Emily Rogers (staff); David Hemery (Brown County Corporation Counsel); Kathryn Roellich (Brown County Human Resources Director) and Kathy Lefebvre (Brown County Supervisor); Garrit Bader, and Eric Jandrain.

CALL TO ORDER President Meli called the meeting to order at 5:28 p.m.

APPROVE AGENDA AND MINUTES

Out of respect of Hemery and Roellich's time, Meli suggested that the closed session be moved to follow agenda item 3. **Motion** by Van Dyck, seconded by Terrien, to move agenda items 12, 13, and 14 after 3. **Motion carried.**

Meli further suggested moving agenda item 6B after item 4: Library Business. **Motion** by Running, seconded by Jacobson, to move agenda item 6B to follow agenda item 4. **Motion carried.**

David Hemery suggested a change to the language of the closed session from Wis. Stat. § 19.85(1) (b) to Wis. Stat. § 19.85(1) (f)

Motion by Van Dyck, seconded by Running to approve the amended closed session language. **Motion carried.**

Motion by Van Dyck, seconded by Nielsen to approve the amended agenda. **Motion carried.**

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

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

CLOSED SESSION

Open Session: Discussion and possible motion to convene in closed session. **Motion** by Jacobson, seconded by Running, to move into closed session. Roll call vote: Aye: Meli, Van Dyck, Nielsen, Jacobson, Running, Vander Leest, and Terrien. **Motion carried at 5:40 pm.**

Staff and other members of the public were dismissed. Roellich and Hemery were invited to stay.

Closed session pursuant to Wis. Stat. § 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Reconvene in Open Session: Approve any action that may have been recommended in Closed Session **Motion** by Van Dyck, seconded by Running, to reconvene in open session at 7:00 p.m. Roll call vote: Aye: Meli, Van Dyck, Nielsen, Jacobson, Running, Vander Leest, and Terrien. **Motion carried.**

LIBRARY BUSINESS

A. Finance Report, Bills and Donations Financial reports were not available due to the Finance Manager vacancy. Motion by Vander Leest seconded by Running to hold until August meeting. **Motion carried.**

(6B)Discussion and Approval of Updated Central Third Floor Lease Changes included section 1: Leased Portions – amount of square footage was reduced; 1(B,G) redefines square footage; 3B: Rent – amount changed due to space reduction however the same per square foot rate applies; 7: language modified per Board request and suggested by legal. If approved, the lease would become effective August 1. **Motion** by Vander Leest, seconded by Jacobson, to approve the updated lease. **Motion carried with one abstaining.**

2018 Budget

A. Approve Performance Measures, Mission Statement, and Program Description Simons walked the Board through this document that will be included in the 2018 County Budget book. Van Dyck would like a better way to measure computer usage in the future because the library is used for technology more and more and the books less and less. Simons suggested that bandwidth could be a way to measure computer use in 2018 because it may account for the usage on the public PCs we provide and also the usage on the public Wi-Fi network. Logins are not a good measure as we all have 1-5 Wi-Fi enabled devices that login automatically even if we're not engaging with them. Simons will discuss options for measuring computer data usage with BCTS.

Motion by Vander Leest, seconded by Jacobson, to approve the 2018 performance measures, mission statement, and program description. **Motion carried.**

B. Approve 2018 Budget Proposal Simons presented three budget scenarios – Needs-based (ideal); without a security position at the Central Library; and with a security position at the Central Library. The real purpose of security guard is to call law enforcement if needed. Staff has really handled problems better over the last couple years. Simons walked the Board through all line items and changes presented. The budget without security is a flat budget. The increase is included to cover expenses dictated by county (fringe benefits and chargebacks). The County Executive's proposed 2% increase for wages is not included. If that can't be afforded the increase may be only 1%. If all departments meet target there will be some increase for wages. The budget process is as follows: the approved Library Board budget goes to the County Executive and then goes to Ed & Rec before going to the full County Board. Van Dyck doesn't feel there is much wiggle room for additions, etc.

A review of hours consolidation supports closing early on Thursday nights and other consolidations across the system. The goal is to get the metro area locations the same per their location type based on the Master Plan and to get the rural locations to match. Consolidation provides a better use of staffing by condensing the times across 9 locations that we have staff in buildings. This provides more overlap across the system so if there is illness or vacations it's easier to cover. Additionally, because of the county mandated "turnover reduction" the staffing in the budget is only funded at 98%; therefore, we are never fully staffed throughout the year. The decisions with the proposed hours consolidation were made with the least impact on patrons and staff in mind. These decisions were based on the analysis of data including circulation by hour by day, door count, circulation per staff per location, program attendance per day per location, and more. Action on proposed hours adjustments will be on the August agenda. Simons wanted to give the Board time to think about the hours proposal, and Simons said he wanted to review it with the managers one more time to fine tune it after a budget is approved. That will give the necessary direction and reality to deal with. The proposal has been discussed with all managers, and staff should be aware of potential changes to hours but not specifics. Neilson asked if it was possible that we really could be open to the public and do some of the processes we are used to doing closed. Simons said these hours were before we had automated material handling sorters so he believed it was possible if we look at doing different processes. VanDyck asked if we might consider not opening earlier at 8:00 and keep a 9:00 AM open time but still reduce closing at 8:00 PM for Central. Simons said that was something he would consider as he fine-tuned the hours proposal and reviewed it with management staff.

Supervisor Lefebvre supports hours streamlining because as a patron she goes to numerous branches and has assumed they are all the same hours, but then realizes once there they are not.

Motion by Vander Leest, seconded by Van Dyck to approve the 2018 w/o security draft budget. **Motion carried.**

FACILITIES **Motion** by Vander Leest, seconded by Van Dyck to hold agenda items 6A, C & D under Facilities until the August meeting. **Motion carried.**

A. Facilities Manager's Report – Deferred to August meeting.

C. Update on Central Library Media Lab - Deferred to August meeting.

D. Update, Discussion and Possible Action Regarding East Branch – Kathy Lefebvre District 6 commented that she is really concerned with the Kroc Center proposal as no one seems to know where it is. It is located on a busy road with no sidewalks. Lefebvre commented that she would not vote in favor of it. She does like the East Branch where it is but understands dilemma with lease and building quality. This location is easy to get to, has good parking, and feels this is the best spot. Simons mentioned that there are several properties. A RFI for land and/or building was posted by the county but had not produced anything yet. This would be a purchase situation. There is more available than one might think. Alternatives are needed to be in a good negotiating position. Vander Leest is of the opinion that a real estate agent be hired, as a buyer-agent, through a RFP. This buyer-agent wouldn't be paid until a property is actually purchased. They would have the advantage of knowing property values. This option will be added to the August agenda for further discussion.

APPROVE CHANGE TO PERFORMANCE EVALUATION RANKINGS DESCRIPTIONS Rankings' descriptions were changed from excellent and distinguished to meets expectations and exceeds expectations. **Motion** by Vander Leest, seconded by Terrien, to approve changes to the performance evaluation ranking descriptions. **Motion carried.**

APPROVE FINANCE MANAGER JOB DESCRIPTION **Motion** by Vander Leest, seconded by Running, to approve the Finance Manager job description. Running asked if Human Resources plays a role in/with the job description. It would be included in county posting as well as other outlets. Van Dyck requested one modification – to strike the preference for a CPA as a CPA shouldn't be necessary and government accounting is not a forte of a CPA. **Motion** by Van Dyck, seconded by Terrien, to approve the Finance Manager job description with the removal the CPA preference. **Motion carried.**

APPROVE MEETING ROOMS AND STUDY ROOM USE POLICY Deferred to August meeting.

PRESIDENT'S REPORT None.

LIBRARY DIRECTOR'S REPORT There was not an update from East Branch landlord. Brian sent them proposal and has not heard back. Simons sent letter to NFLS regarding meeting with NFLS director about delivery and seeking more collaboration. Running commented that it was a very well written letter to NFLS. **Motion** by Terrien, seconded by Vander Leest to approve the Library Director's report. **Motion carried.**

OLD BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURNMENT

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

The meeting adjourned at 8:52 p.m.

NEXT REGULAR MEETING

August 17, 2017

Central Library

5:15 p.m.

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