

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **July 21, 2016** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: CHAD BIANCHI, NATHAN JESKE, BOB NIELSEN, DAVID RUNNING, JOHN VANDER LEEST, and CHRISTOPHER WAGNER

EXCUSED: MIKE AUBINGER and JOHN VAN DYCK

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); Kristin Hooker (Brown County Corporation Counsel); Paul Ballard, (Brown County Supervisor, District 15).

CALL TO ORDER Vice-President Jeske called the meeting to order at 5:15 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Running, seconded by Wagner, to approve the agenda and the June regular meeting and special meeting minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Paul Ballard, the new District 15 Supervisor introduced himself (Bellevue and Allouez) appointed to Ed & Rec Committee. He is meeting with Brian next week for a tour.

CLOSED SESSION:

Staff was invited to stay.

MOTION TO COVENE IN CLOSED SESSION TO CONFER WITH LEGAL COUNSEL REGARDING THE PENDING LITIGATION IN BROWN COUNTY v. OUTAGAMIE COUNTY. BROWN COUNTY CIRCUIT COURT, CASE No. 15-CV-92.

Motion by Wagner, seconded by Bianchi, to move into closed session at 5:22 p.m. Roll call vote: Aye: Bianchi, Running, Jeske, Nielsen, and Wagner. Nay: None. **Motion carried.**

X. CLOSED SESSION PURSUANT TO WIS. STAT § 19.85(1)(g) FOR THE PURPOSE OF CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS OR IS LIKELY TO BECOME INVOLVED.

XI. RECONVENE IN OPEN SESSION: APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION

Motion by Vander Leest, seconded by Wagner, to move into open session at 6:53 p.m. **Motion carried.**

Motion by Vander Leest, seconded by Running, to accept the Outagamie settlement agreement as presented. Nielsen opposed. **Motion carried.**

IV. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. **Motion** by Vander Leest, seconded by Bianchi, to approve the June 2016 financial report and June, 2016 Gifts, Grants and Donations as follows:

**Brown County Library
Gifts, Grants & Donations Report
June 2016**

Gifts & Donations

06/01/16	James & Anita Hayes	100.00	Southwest Improvements
06/10/16	Friends of Brown County Library	1,627.94	Program Supplies
06/10/16	Literacy Green Bay	50.00	Summer Reading Adventure
06/15/16	Demco (disc drive)	274.90	Summer Reading Adventure
06/15/16	Anita Sevcik	100.00	Electronic Books
	Ashwaubenon	18.28	Donation Box

Bookmobile		Donation Box
East	41.75	Donation Box
Weyers/Hilliard	27.04	Donation Box
Central Circulation	32.01	Donation Box
Kress	41.57	Donation Box
Pulaski	12.00	Donation Box
Southwest	7.88	Donation Box
Wrightstown	13.07	Donation Box
Total Donations	\$ 2,346.44	

Motion carried.

V. DISCUSSION AND POSSIBLE ACTION REGARDING A BUDGET ADJUSTMENT TO USE THE COIN-OP FUND FOR PURCHASE OF DEEPFREEZE COMPUTER RESTORE SOFTWARE TO PROTECT PATRON PRIVACY ON PUBLIC ACCESS MACHINES A budget adjustment to use coin-op fund (revenue fund) to purchase DeepFreeze is needed. DeepFreeze works well with and is recommended for computers running Windows 10. Public laptop computers will be upgraded to Windows 10 before July 29 when the upgrade is free. To install after that date would come with a license fee of \$150 per machine. Deep Freeze is recommended over Clean Slate. The budget adjustment is in the amount of \$4,366 (230 Deep Freeze licenses = \$3,726 + 3-year maintenance renewal (discounted) – support and updates with \$640 payable in 2016). **Motion** by Vander Leest, seconded by Running, to approve the budget adjustment in the amount of \$4,366. **Motion carried.**

VI. 2017 BUDGET

A. APPROVE PERFORMANCE MEASURES, MISSION STATEMENT AND PROGRAM DESCRIPTION **Motion** by Vander Leest, seconded by Bianchi, to approve the performance measures, mission statement and program description for inclusion in the 2017 budget book. **Motion carried.**

B. APPROVE 2017 BUDGET PROPOSAL The budget was drafted per the Board’s direction for a needs based budget, and it is \$124,332 over the levy amount - approximately 1.7% more than 2016. This budget maintains same level of service. New items include \$20,000 for marketing (consultant-based); and personnel (4- 11 hour positions transitioned into 20 hour positions); and monies to move full-time 37.5 hours staff to 40 hours. This change would be piloted with Youth Service librarians (6 FTE). The positive effects of this change may include an increase in service but will increase quality as additional time could be used for program planning. The Director would review this model after one year. The impact of this change would be to see more programming (different) and better attendance. Wagner suggested an update to the Board at the end of the year. Simons agreed. Nielson specifically wanted to see data on if these changes would improve attendance at programming or numbers of programs, etc.

Other noted changes included a decrease in fees collected. This is seen industry-wide due, in part, to the fact that digital checkouts don’t have overdue fines. Book Rental collection revenue is greatly reduced. Book rentals are not included in 2017 budget as they are no longer self- sustaining. Regular book budget can absorb that cost. The library will likely implement a similar Lucky Day books concept that still allow the patron to have access to high-demand titles, but without the fees. Simons walked the Board through other modifications implemented in the budget. Rent of meeting rooms is also down. The reality is that we find only the auditorium makes money and meeting room use for purely social events like a baby-shower make money. The organizations that need to use the library rooms are not organizations like Kiwanis, Lions, etc. they are non-profits at a grass roots level that are not flush with cash to rent. They need a free space to do the good work they’re doing for the community. The budget was adjusted to reflect actual revenues. Simons said a policy change will be forthcoming for Board approval that reflects this reality. Bianchi supported this by saying that while revenue is something you always want to look at getting, you don’t want to make it the focus for a library because he’d rather see rooms filled and used. If he walks into a library and no one is using it, it’s not likely that he will come back to use it.

It was noted that many departments’ levies were cut. The County Executive had approved an increase in the budget but that only accounted for increased Brown County chargebacks in the library budget. The Library Board-approved budget will be presented by Brian Simons to Executive Streckenbach. Both the County Executive’s version and library’s version will be presented to Ed & Rec for approval/modification. The final budget will be sent to the County Board. Vander Leest suggested identifying priorities within the \$124,000.

To give the fund balance a purpose, a FF&E replacement reserve was created, for lighting, parking lots, furniture and flooring. Funding this reserve will allow for replacements when needed. **Motion** by Vander Leest, seconded by Running, to approve asking the County elected officials for an additional \$60,000 for the replacement reserve to accelerate needed repairs and replacements identified in the FF&E replacement reserve. **Motion carried.**

Motion by Vander Leest, seconded by Nielsen, to approve the 2017 proposed budget as amended, totaling \$184,332 over the County Executive's Levy Target. **Motion carried.**

VII. FACILITIES REPORT

A. FACILITIES MANAGER'S REPORT Beyler reported that the Weyers-Hilliard siding re-staining has started; pre-construction meetings for the Central bathrooms remodel have started and work is slated to begin end of August or beginning of September; re-started study rooms projects at Kress and Weyers-Hilliard; plans and bids for Ashwaubenon landscaping are being sought; Architects have been contacted for weight loads, etc. related to the Ashwaubenon roof modification. Central stage lighting being well-utilized. Some of the retired men's club spoke at the County Board to compliment Central renovations. Furniture for East and Think Tanks has been ordered. Furniture for Ashwaubenon will be the next focus.

B. DISCUSSION AND POSSIBLE ACTION REGARDING THE EAST BRANCH AD HOC COMMITTEE Simons and Vander Leest met with Kroc Center majors (Muellers) and learned that the library could not be located on their campus proper. Any property that does reside on their campus must be owned and operated by Salvation Army. They have a neighboring 13 acres that the Salvation Army has control of. Other non-profits have shown an interest so there is opportunity to create an "Opportunity Campus."

A Bay Lakes realtor is helping manage the property where the East Branch is located. There is potential interest in seeking a new investor to buy out landlord and remodel the building. He plans to speak to library board in September. Vander Leest thinks a presentation to the East Branch Ad Hoc committee would be better than the whole Library Board because he may seek commitment. Wagner stressed the need for walkability if at all possible, and that even if Bay Lakes wants commitment, we are clear on the agenda it's a presentation only and not an action item.

VIII. PRESIDENT'S REPORT None.

IX. LIBRARY DIRECTOR'S REPORT Discussions with Franciscans about moving the Pulaski Branch to the former printery facility continue. During the site visit Father Jim Gannon stated they are willing to give us whatever the county needs as long there is investment in the library portion of the building. The Franciscans would charge very little rent. This building is a very solid structure. A suggested plan would be to take current Pulaski rent (\$17,000) and amortize it in a 20-30 year bond and then use that money to pay for renovation (an early ball park estimate of \$300,000-500,000).

The Manitowoc Library Director resigned over allegations of falsifying patron library cards and records. Simons talked to Corp Counsel and Manitowoc/Calumet director. The bill for out of county billing will continue to be paid, but if an impropriety is discovered, a refund could be requested.

X. OLD BUSINESS None.

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

XIV. ADJOURNMENT

Motion by Vander Leest, seconded by Bianchi, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:53 p.m.

NEXT REGULAR MEETING
August 18, 2016
Kress Family Branch Library
5:15 p.m.

Respectfully submitted,

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