

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **June 8, 2017 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

**PRESENT:** MARISSA MELI, DAVID RUNNING, STEVE TERRIEN, JOHN VAN DYCK, JOHN VANDER LEEST and CHRISTOPHER WAGNER

**EXCUSED:** YING LACOURT and BOB NIELSEN

**ABSENT:** KAYLA JACOBSON

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

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

### **II. APPROVE AGENDA AND MINUTES**

There were no changes to the agenda or minutes. **Motion** by Vander Leest, seconded by Wagner, to approve the agenda and minutes. **Motion carried.**

**III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

### **IV. LIBRARY BUSINESS**

#### **A. Financial Manager's Report, Bills and Donations**

Financial reports were not available as the books are not closed. Denault announced that she is retiring effective Friday, June 16. The Board authorizes the Director to move forward on hiring Lori as a consultant at the appropriate juncture. The library may have to rely on County Finance personnel in the interim. Terrien asked if there was funding to hire before Lori leaves for training purposes. There is not so a new hire cannot be brought onboard until the position is vacant. Vander Leest suggested documentation on job duties. There may be qualified people in the county.

**V. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY PROJECTS FROM .05% SALES TAX INCREASE** Simons would like a confirmation that the Central Library and East Branch are priorities. Ed & Rec would like the library to find a facility that is owned (not rented), one that needs renovation, or build new. Van Dyck had a conversation with Major Mueller from the Kroc Center and there may be some interest in land they have available. She was supportive but noted that additional buy-in is needed. There may be opportunity to discuss further. Now that funding is in place a meeting could be scheduled. Simons reminded that when he had previously talked with the Kroc Center he was told that the library couldn't be on Kroc property but there was another property that might be an option if there was interest in an educational-cultural campus. Supervisor Corrie Campbell was also interested in the Kroc Center conversation. Running supports another option. Simons reiterated setting a deadline for pursuing options as a decision needs to be made. Van Dyck proposed holding further discussion on this until the July meeting and after final approval. Three municipalities still have to approve the room tax. If they don't the whole proposal can fall apart. County Administration also has to prioritize distribution of monies gained from the tax increase. Simons added that we need to determine how the \$20 million is allocated among 4 locations. This will be helpful in fundraising. He commented that you can't fundraise to an idea – you have to fundraise to the reality. Vander Leest sees priorities as East, Central, Ashwaubenon, and Pulaski. It was questioned how much money would be expected annually. The plan is to "earn and spend". There should be a plan to get what is needed to finish the East Branch so lease can terminate as scheduled. Running wonders what the board can do in the next 30 days to help this along. What other options are there? Ask the city about available properties? Mixed use is still an option – Gorman & Company, a developer from Milwaukee, scouted a property near the new Festival Foods. Vander Leest stated that money can be saved depending on the size of the project and that Central will gain if you can stretch dollars and stick to around \$3M for East Branch. With a mixed use concept, the library would control interior improvements and enter into an agreement for exterior improvements similar to HOA. There is no control over what is built around you. Simons will explore other options for the next board meeting. Running is willing to help. Simons talked to Russ Roland, the realtor representing the owner of East Branch building, about extending the lease. With the roof's current condition, he's afraid to take on a renter because the owner doesn't have the money to repair it. We need to continue to rent, for a flexible year and possibly a month-to-month after that. Applying rent payments to a purchase price could also be explored. Wagner suggested that instead of a monetary exchange that the roof be replaced. Monies from the county won't be immediate – so options are plentiful including building in a new secondary school (about 3 years out). Van Dyck has received a couple of random calls regarding buildings and property. It was suggested that the county could be asked to issue a RFI/Request for Information to collect information on available options including acreage. Wagner was surprised that Bellevue officials haven't stepped up. **Motion** by Vander Leest, seconded by Running, to defer this topic to the July Library Board meeting and seek a

response from County Administration on disbursement of sales tax and ask for clarification on disbursement and if East Branch could be scheduled in first year. **Motion carried.** Terrien asked if we're allowed to carry a fund balance because we could accept payments/disbursements and deposit them into the fund balance. Van Dyck replied that the tendency has been that once funds are allocated to library it is out of the county's hands. The County will likely hold it and when it is needed for capital project, it will be transferred. The sales tax is estimated to generate \$25 million per year. Simons will reach out to Weininger in County Administration and report at July meeting.

**VI. DISCUSSION AND POSSIBLE ACTION ON EAST BRANCH LEASE EXTENSION** Simons also commented that Russ would like the library to put forth a proposal to present to the owner. Currently paying \$12.84 sq. /ft. A better rate could possibly be negotiated based on market rates in the area. Simons will write a draft and share with the board. Running supports designating some of the funds into repairs. Beyler thinks the worst issue could be mold. There are some leaks that are happening higher up and coming down the dividing wall between tenants. Repairs could be an addendum –“must be done.” Van Dyck feels the landlord has unrealistic expectations. **Motion** by Van Dyck, seconded by Wagner, to add action on East Branch lease proposal to July agenda. **Motion carried.** Van Dyck asked for information and refreshed figures from HGA that exclude the mezzanine buildout.

**VII. DISCUSSION AND RECOMMENDATION ON DIRECTION OF 2018 OPERATIONAL BUDGET** Simons is looking for direction on process. Last year, the Library presented a budget to Board; the Board approved and then adjusted based on county directive. Needs were prioritized. He prefers presenting a budget that reflects what we need. Vander Leest believes that all departments will be asked to reduce tax levy amount by 3%. Not sure how this will play out. Running commented that the County Executive's priority was at least a 2% adjustment for staff equity issues and class and comp. There may not be much wiggle room. Library administration has been working on the budget all week to be budget neutral. Simons stated, with regards to increases for staff, the library has been historically different from the county. Must tackle a couple things: do we still want to be different from county? If county employees get raise or COLA, should the library follow suit? Van Dyck described the past budget processes for the sake of new board members. A flat budget may result in a \$100,000 – 150,000 cut. Wages will likely be funded by position cuts/reduction. Some County Board Supervisors are not in favor of an across the board pay increase – have to allocate where there is a need. Vander Leest suggested finding savings in order to give an increase to employees. Van Dyck thinks a message to employees is necessary so they understand that the attempt is not to cut but any savings found will be put back into wages and benefits. Discussion ensued about pay and benefits, and hiring Denault's replacement. There might be someone in the county that could be hired to replace Lori. The library just hired a new position from another county department. The position receives a better wage but less vacation (benefits are lessened) and the pay increase likely won't offset vacation. It might make sense to align more with county to alleviate this imbalance of pay and benefits. Rogers also commented that some of the library's processes are a hardship for other county departments (Kronos) because of a different structure. Wagner doesn't want to take a step backward from the board's autonomy. Van Dyck agrees. You can only get so far away. Maybe there are situations where the cord should be cut (payroll, IT, etc. – what are those costs?) Running asked if the board could make a decision on a case by case related to vacation. The library has 2 vacation structures but this could always be brought forward. The Board typically sets policies and wouldn't enter into this type of oversight.

**VIII. APPROVE PUBLIC RECORDS POLICY** The revised policy is aligned with county policy. **Motion** by Vander Leest, seconded by Terrien, to approve the Public Records Policy. **Motion carried.**

## **IX. FACILITIES**

**A. Facilities Manager's Report** Southwest Branch landscaping starts tomorrow and should be planted by June 22. The Maintenance Department is fully staffed. Contractors are being lined up for the Weyers-Hilliard study rooms. A forced entry at Ashwaubenon was likely conducted by teens. The facility is monitored by video and the building was secured by maintenance staff. The number of notifications to the county and library staff may have been a case of mixed/delayed messages.

**B. Update on Central Library Media Lab** Simons meets with potential donor next Tuesday. Beyler and Simons have been reviewing costs for room, equipment, software, replacements and updates. A meeting with Shift Visuals resulted in recommendations on equipment including cameras, computers and more.

**X. PRESIDENT'S REPORT** Meli introduced new board member, Steve Terrien. Terrien commented that he was born in Green Bay and lives in Howard. He holds a master plumber license and engineering license. He works in building inspection. He is happy to be on board and is looking forward to working with everyone. Housekeeping – let Sue know if there are any changes to contact list.

**XI. LIBRARY DIRECTOR'S REPORT** Administrative staff is busy working on budget. Wagner reported that the NFLS director retired under disability provisions. There are statewide happenings related to federated library systems. NFLS will tread water and not seek a new director at this time and will continue to explore combining systems.

**CLOSED SESSION**

**XII. Open Session: Discussion and possible motion to convene in closed session.** Motion by Van Dyck, seconded by Wagner to go into closed session. Emily Rogers was invited to stay. Other staff was dismissed.

**XIII. 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.** Roll call vote: Aye: Meli, Van Dyck, Running, Vander Leest, Terrien, and Wagner. **Motion carried.**

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

**XV. OLD BUSINESS**

**XVI. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

**XVII. ADJOURNMENT**

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

The meeting adjourned at 8:50 p.m.

**NEXT REGULAR MEETING**

**July 20, 2017  
Central Library  
5:15 p.m.**

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