

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **March 17, 2016** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** MIKE AUBINGER, CHAD BIANCHI, NATHAN JESKE, BOB NIELSEN, DAVID RUNNING, JOHN VAN DYCK, CHRISTOPHER WAGNER and JOHN VANDER LEEST

**EXCUSED:**

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

### **CALL TO ORDER**

President Aubinger 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 J. Vander Leest, seconded by C. Bianchi, to approve the agenda and the February minutes. **Motion carried.**

### **III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

None.

### **IV. LIBRARY BUSINESS**

**A. Technology Report** Per BCTS, technology to test printing speed is slated for the third quarter of 2016. Chromebooks have been received and tested and will initially be used for Arduino programs, set up in a lab on the third floor of the Central Library. Mobile hotspots, funded by the Friends of the Brown County Library, have been introduced at East, Pulaski and Denmark branches and will be available for checkout. New Kindle Fires are being preloaded with titles in advance of checkout to patrons. They will be locked down. J. Vander Leest asked about replacement cost (~\$50.00) and if the library could ask for a deposit. By law, the library is unable to require a deposit. N. Jeske asked about tracking software. Staff does have the ability to shut down content which would make the tablet mostly unusable and the hotspots can be completely deactivated. Other questions were raised about insurance and loss. Many libraries have been circulating devices without a lot of trouble. C. Bianchi noted that this is the technology his generation is using. B. Simons commented that the packaging will include a very 'up-front' notice about price, consequence for late or non-return, etc. Each device will go through a thorough check-in process.

**J. Van Dyck asked to consider agenda item V. Approve Electronic Device Use Policy since it relates to discussion on new devices.** The 21 day loan period was decided upon to remain consistent with the current loan period of other library materials. The majority of items in the collection check out for 21 days. The Friends are paying for the mobile hotspot Wifi access which includes unlimited data. J. Van Dyck asked why the late fee was only 25 cents for Arduino kits and Kindles and suggested that the fee be increased because of the intrinsic value associated with devices. **Motion** by J. Van Dyck, seconded by J. Vander Leest, to approve the Electronic Device Use Policy as presented but changing the overdue fines on Kindles and Arduino kits to \$1.00 per day from \$0.25 per day. **Motion carried.**

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

There were no bills out of the ordinary. L. Denault reviewed the December, 2015 financials and donation report. **Motion** by J. Vander Leest, seconded by N. Jeske, to approve the December, 2015 financial report and the December, 2015 Gifts, Grants and Donations as follows:

#### **Gifts & Donations**

12/02/15	Friends of Brown County Library	234.79	Program Supplies
12/02/15	Allan & Darleen Kimber	20.00	Ashwaubenon Furniture
12/02/15	Ashwaubenon Friday Morning Optimist Club	250.00	Ashwaubenon Furniture
12/02/15	Don & Pat Jensen	100.00	Ashwaubenon Furniture
12/02/15	Ashwaubenon Lions Club	1,000.00	Ashwaubenon Furniture
12/02/15	Barbara Schaal	100.00	Ashwaubenon Furniture
12/02/15	Joyce Hannemann	100.00	Ashwaubenon Furniture
12/02/15	Mary L Johnson	100.00	Ashwaubenon Furniture
12/02/15	Anonymous	20.00	Ashwaubenon Furniture
12/02/15	Margaret Axelson	25.00	Ashwaubenon Furniture

12/02/15	Sandra DeRuyter	25.00	Ashwaubenon Furniture
12/02/15	Robert and Barbara Winkler	25.00	Ashwaubenon Furniture
12/11/15	Joan Haworth	50.00	Ashwaubenon Furniture
12/11/15	Thomas & Janice Urquhart	25.00	Ashwaubenon Furniture
12/11/15	Lawrence & Christine Peterson	50.00	Ashwaubenon Furniture
12/11/15	Demco	105.65	Library Improvements
12/11/15	Green Bay Packers Foundation	3,000.00	1000 Books Before Kindergarten
12/11/15	Sherry Fuller - In Honor of Jay Robitshek	500.00	Value Line Database
12/16/15	Friends at Brookdale Apts. - In Memory of Jean Williams	75.00	Mystery Novels
12/16/15	Friends of Brown County Library	1,030.66	Garden Decorations
12/16/15	James & Dixie Tubbs	100.00	Ashwaubenon Furniture
12/16/15	Betty Bienash	50.00	Ashwaubenon Furniture
12/28/15	J.M. Kuskowski	15.00	Ashwaubenon Furniture
12/28/15	Rhoda Esson	500.00	Large Print Materials
12/28/15	Branch Buddies of the Brown County Library	474.74	Program Supplies
12/30/15	Dennis Keyzer	60.00	Ashwaubenon Furniture
12/31/15	Lisa Sanderfoot	100.00	Ashwaubenon Furniture
12/31/15	Margaret Franchino	100.00	Ashwaubenon Furniture
12/31/15	Life Meets Work/Jamie Leick	450.00	1000 Books B4 Kindergarten
12/31/15	Friends of Brown County Library	6,587.81	Program Supplies
12/31/15	Christensen Family-In Memory of Delbert "Barney" Christensen	75.00	Kress Adult Fiction Materials
12/31/15	Focus on Energy	561.00	Central Lighting
12/31/15	Anna Mae Petrusha	25.00	Book on CD
12/31/15	FBCL/Wrightstown Area Library Committee	7,996.31	Wrightstown Operating Exp.
12/31/15	Branch Buddies of the Brown County Library	64.00	Pulaski Program Supplies
12/31/15	Branch Buddies of the Brown County Library	75.00	Weyers-Hilliard Performer
	Ashwaubenon	106.90	Donation Box
	Bookmobile	6.22	Donation Box
	East	71.00	Donation Box
	Weyers/Hilliard	34.18	Donation Box
	Central	53.33	Donation Box
	Kress	46.88	Donation Box
	Pulaski	20.25	Donation Box
	Southwest	22.93	Donation Box
	Wrightstown	42.18	Donation Box
	<b>Total Donations</b>	<b>\$ 24,473.83</b>	

#### Federal & State Grants

12/31/15	Nicolet Federated Library System	\$ 130.00	Poverty Awareness Grant
12/31/15	Nicolet Federated Library System	300.00	Support Staff Grant
12/31/15	Nicolet Federated Library System	2,083.36	Technology Grant
	<b>Total Grants</b>	<b>\$ 2,513.36</b>	

**Motion carried.**

- C. APPROVE 2015 CARRYOVER** L. Denault presented a 2016 project report detailing carryover obligations totaling \$371,135 and leaving a remaining fund balance of \$271,465. After discussion, **motion** by J. Van Dyck, seconded by C. Bianchi, to approve the 2015 carryover as presented. **Motion carried.**
- D. FACILITIES REPORT** C. Beyler reported that the bids were received for the Central Library lower level remodel and the general construction contract low base bid, totaling \$225,225, was from Zeise. The auditorium seating did not have to be bid due to the utilization of a UW contract with KI. The seating will include 5 spots with removable seating for wheelchairs and 4 seats with transfer arms for accessibility. A separate walk through for the hearing loop just took place. The estimated completion date for the remodel is May 16. The meeting rooms' Nano wall will be the last install. J. Van Dyck inquired about the budget and what had been bid so far. C. Beyler replied that we're very close to budget and there might be a further deduct in Zeise contract. Central Library parking lot bids for both asphalt and concrete should be posted Friday or Monday. M. Aubinger asked if there

were any downtown projects to piggyback on. The intent is to try to schedule the lower level remodel and the parking lot at same time to reduce disruption of the library's day-to-day activity. If not May, than September. Two new trees will be planted to replace 4 aged trees. Green space is being minimized to increase parking stalls. The lot will gain 10 stalls and 2 motorcycle spots. D. Running asked about alternate parking for customers during this time. Different options are being explored. J. Van Dyck asked if the county was asked to asphalt. B. Simons reported that they were asked and while the time frame wasn't feasible, they are still welcome to bid on it.

The Southwest Branch addition may be complete by the end of the month. The punch list will need to be complete prior to opening. A grand opening will be scheduled once we know everything is in place – including the patio area.

- E. DISCUSSION AND POSSIBLE ACTION ON RANKED PROJECTS USING 425 BONDED FUNDS** M. Aubinger reported that Chad Weininger confirmed that there is a time period and specified guidelines for spending bonded funds. B. Simons commented that Chad requested a written opinion from bond counsel. If the library wants to get any projects done they need to get started. A ranked list of projects was reviewed. Multiple branch carpet replacement is a priority. There is a state contract for carpeting but limits selection and only allows for color choice. The payback on multiple branch lighting retrofit/replacement is 2 – 24 years. Average payback is 15 years (~\$10,000 per year). Approval from bond counsel is needed to spend the money. J. Van Dyck noted that a timeline exists but difficult to determine. The Board agreed to approve projects on the condition that the money has to be used to avoid penalty. Some projects will need design and engineering as next step.

**Motion** by B. Nielsen, seconded by C. Bianchi, to remove the Ashwaubenon Branch roof addition from the bonded funds project list as there is an alternate process for this project - it is included in the 2017 capital bond schedule. **Motion carried.**

**Motion** by D. Running, seconded by N. Jeske, to approve using bonded funds to pay for the proposed projects as presented except the Ashwaubenon roof, if allowed by the terms of the bond. **Motion carried.**

## **VI. OLD BUSINESS**

None.

## **VII. NICOLET FEDERATED LIBRARY SYSTEM**

**A. APPROVE RESOURCE LIBRARY AGREEMENT (RLA)** The only change was the removal of \$5,000 for back-up reference services. Everything else stayed the same. **Motion** by C. Bianchi seconded by N. Jeske to approve the 2016 Resource Library Agreement between Nicolet Federated Library System and Brown County Library. **Motion carried.** C. Wagner noted that all Brown County representatives are accounted for on the NFLS Board. The Brown County Library Board is still short a school representative or designee.

## **VIII. PRESIDENT'S REPORT**

None.

## **IX. LIBRARY DIRECTOR'S REPORT**

**A. DIRECTOR'S ANNUAL REVIEW – DISTRIBUTION OF MATERIALS** B. Simons' second six-month review is now one month past due. The materials from the first review were distributed to familiarize new board members with the process. Areas of growth would be evaluated now. Since the members of the Personnel Committee are no longer on the board, and it may be difficult for new board members to review progress. J. Van Dyck suggested to the chairman if it could be requested that the former personnel committee come back to conduct this review and help transition new board members and offer their recommendation. The director's review will be added to the May agenda.

B. Simons reported that the National Geographic film, "Gospel of Judas," was being challenged – not for removal but to be identified as graphic. Staff will review and a recommendation will be brought to board.

The second all-staff development day was held on February 26 and featured guest speaker Pat Wagner, a library communications expert. Great feedback was received from staff. B. Simons thanked the Board for allowing closure. The next all-staff development day is scheduled for May 20. The Bookmobile and Rover Reader will be at the Big Event for Little Kids in early April. The library has the opportunity to work with UWGB interns on a story corp project that collects oral histories. The Admin team had a phone call with HGA to start finishing touches. Another phone call is scheduled for March 22 to get more in depth. Jane and David (HGA) will attend April meeting to present the report. Related to outreach, Reach Out and Read is a national program where physicians take on the responsibility to ensure that all families understand the importance of literacy from birth to age 5. Two Rivers has successful partnership with Aurora. A couple youth services staff will visit Two Rivers to see how the program can be replicated in our area. There is a lot of evidence that prescribing reading and having books available accelerates literacy.

The library is working with the Green Bay Area Public Schools on a Summer Reading pilot at Keller School. During the school's summer session, the Bookmobile and youth services staff will have a presence. Students will be able to participate in the Summer Reading Adventure, attend storytime and other programs on the Bookmobile and checkout books. Pre- and post- testing will take place to give hard, local data on the effects of summer reading.

C. Wagner echoed that summer reading programs are important. Middle class have means to maintain literacy skills. Those that don't read and maintain or increase their literacy skills fall behind. This has a cumulative effect.

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

None.

**XI. ADJOURNMENT**

**Motion** by J. Vander Leest, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:10 p.m.

**NEXT REGULAR MEETING**

**April 21, 2016**

**Central Library**

**515 Pine Street, downtown Green Bay**

**5:15 p.m.**

Respectfully submitted,

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