

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **March 19, 2015 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, TIM NIXON, and JOHN VAN DYCK

**EXCUSED:** CHAD BIANCHI, KATHY PLETCHER, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

**ALSO PRESENT:** Brian Simons, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff). Kristen Hooker, Brown County Deputy Corporation Counsel.

### CALL TO ORDER

Vice-President Carla Buboltz called the meeting to order at 5:18 p.m. and welcomed Brian Simons to the library.

### II. APPROVE CONSENT ITEMS

**A. Agenda** There were no changes to the agenda.

**B. Minutes** There were no changes to the minutes. B. Nielsen asked to be briefed on the Trane presentation and the two budget adjustments since he was not in attendance at the February meeting. **Motion** by T. Nixon, seconded by N. Jeske, to approve the February meeting minutes. **Motion carried.**

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

No one from the public was present to address the Board.

### IV. LIBRARY BUSINESS

**A. Information Services Report** The February Information Services Report was presented and there were no questions. L. Denault mentioned that the format may be changing in the future.

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

There were no bills out of the ordinary. The numbers on the annual report did not change. Payment for out of county chargebacks from Kewaunee County was received. **Motion** by N. Jeske, seconded by T. Nixon, to approve the unaudited December, 2014 financial statements and December, 2014 and January and February, 2015 Gift, Grants and Donations as follows:

#### **Gifts & Donations**

12/01/14	Central Donation Box (various donors)	13.39	Children's Garden
12/11/14	Roberta Kirchoff	50.00	Children's Materials
12/11/14	Rhoda Esson	500.00	Large Print Materials
12/11/14	John Bettinger	50.00	Adult NonFiction Materials
12/11/14	Maurice & June Robinson Family Foundation	4,000.00	Library Improvements
12/11/14	Friends of the Brown County Library	170.61	Every Child Ready to Read
12/11/14	Friends of the Brown County Library	17.50	East Event
12/18/14	Michael & Susan Smullen	1,000.00	Kress Children's Materials
12/26/14	Donald & Patricia Jensen	100.00	Ash. Library Improvements
12/26/14	Bay Care Neuro Surgeons	350.00	Children's Classes & Events
12/31/14	Dennis Keyzer	60.00	Library Improvements
12/31/14	Anna Mae Petrusa	25.00	Book on CD
12/31/14	Michael Wozniak	200.00	Kress Children's Materials
12/31/14	Friends of the Brown County Library	3,771.02	Class & Event Supplies
12/31/14	Jennifer & Jon Houtman	25.00	Adult Materials
12/31/14	Anonymous	100.00	East Library Improvements
12/31/14	FBCL/Wrightstown Area Library Committee	7,997.82	Wrightstown Operating Exp.
12/31/14	Friends of the Brown County Library	1,145.14	Ira Berkow Event
12/31/14	Friends of the Brown County Library	904.61	Class & Event Supplies
12/31/14	Friends of the Brown County Library	(476.36)	Director Search
12/31/14	Branch Buddies of Brown County Library	253.25	Class & Event Supplies
12/31/14	Northeast Wisconsin Intertype Libraries (NEWIL)	250.00	Continuing Education

12/31/14	Friends of the Brown County Library	386.33	Class & Event Supplies
12/01/14	Ashwaubenon	29.71	Donation Box
12/01/14	Bookmobile	6.59	Donation Box
12/01/14	East	95.27	Donation Box
12/01/14	Weyers/Hilliard	57.57	Donation Box
12/01/14	Central Circulation		Donation Box
12/01/14	Kress	68.59	Donation Box
12/01/14	Pulaski	18.62	Donation Box
12/01/14	Southwest	37.55	Donation Box
12/01/14	Wrightstown	32.24	Donation Box
	<b>Total Donations</b>	<b>\$ 21,239.45</b>	
<b>Federal &amp; State Grants</b>			
12/31/14	Nicolet Federated Library System	3,722.17	Collection Development
12/31/14	WI Dept of Public Instruction (LSTA)	11,155.58	Early Literacy Challenge
	<b>Total Grants</b>	<b>\$ 14,877.75</b>	
01/15/15	James Sawyer	50.00	Southwest Class/Event Supplies
01/15/15	Friends of Brown County Library	3,877.18	Class/Event Supplies
01/22/15	Friends of Brown County Library	199.99	Pulaski Class/Event Supplies
01/29/15	Joseph McGauran - In Memory of Donna Dacey	50.00	Adult NonFiction Materials
01/01/15	Ashwaubenon		Donation Box
01/01/15	Bookmobile		Donation Box
01/01/15	East		Donation Box
01/01/15	Weyers/Hilliard		Donation Box
01/01/15	Central Circulation		Donation Box
01/01/15	Kress		Donation Box
01/01/15	Pulaski		Donation Box
01/01/15	Southwest		Donation Box
01/01/15	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 4,177.17</b>	
02/01/15	Central Donation Box (various donors)	36.03	Children's Garden
02/05/15	Friends of Brown County Library	1,962.96	Class & Event Supplies
02/05/15	Wisconsin Library Services	100.00	MOOC Project
02/05/15	Focus on Energy	275.00	Kress Furnace
02/26/15	Local History & Genealogy Participants	20.00	Genealogy/History Materials
02/26/15	Robert Zodrow	15.00	Genealogy/History Materials
02/01/15	Ashwaubenon	65.18	Donation Box
02/01/15	Bookmobile	2.00	Donation Box
02/01/15	East	29.91	Donation Box
02/01/15	Weyers/Hilliard	33.78	Donation Box
02/01/15	Central Circulation		Donation Box
02/01/15	Kress	15.03	Donation Box
02/01/15	Pulaski	7.70	Donation Box
02/01/15	Southwest	9.18	Donation Box
02/01/15	Wrightstown	12.46	Donation Box
	<b>Total Donations</b>	<b>\$ 2,584.23</b>	
<b>Federal &amp; State Grants</b>			
2/28/2015	Nicolet Federated Library System	\$ 297.96	Collection Development
2/28/2015	Nicolet Federated Library System	190.00	Continuing Education

Total Grants

\$ 487.96

**Motion carried.**

**C. APPROVE FINANCIAL SECRETARY'S REPORT**

In C. Bianchi's absence, L. Denault reported and reviewed the following Special Library Funds as of 12/31/14:

**Lester Wood Trust Fund \$ 18,929** designated for the maintenance of the Central Library Wood Memorial Garden:  
Principle balance \$13,432 and interest balance: \$5497;

**Fredericka Crane Trust Fund \$8812** designated for the purchase of art and music books:  
Principle balance: \$8,604 and interest balance: \$208;

**Coin-Op Fund \$78,999** established as a special fund for public use copy machines and printers.  
Copy and print revenues were \$40,650 and expenditures totaled \$20,653;

Monies held at the Greater Green Bay Community Foundation are for library improvements.

**Motion** by N. Jeske, seconded by B. Nielsen, to approve the Financial Secretary's report. **Motion carried.**

**D. APPROVE UPDATED EMPLOYEE LEAVE POLICIES A&B**

In order to make the policy reflect practice, the Director recommended changing the language, "all employees," to "regular employees," in Employee Leave Policies A & B. **Motion** by N. Jeske, seconded by B. Nielsen to approve the language change of, "all" to "regular," in Employee Leave Policies A & B. **Motion carried.**

**E. FACILITIES REPORT**

**1. Southwest Branch Addition Update** C. Beyler reported that Administrative staff met with architect Ben Schenkelberg to review a paper draft of the plan. The Library requested and is expecting an electronic version of the plan to work with. Since a date was not determined for a presentation of the plan, J. Van Dyck suggested following up with Ben.

Other facility updates included countertop installation at Weyers-Hilliard; updates to check-out desks at Ashwaubenon and Pulaski were completed; and NFLS moved out of the Central Library's 3<sup>rd</sup> floor. Upcoming projects include staining the siding at Weyers-Hilliard; exploring a new audio system for the Central Library auditorium; adding card access at Ashwaubenon; and improving the lighting in the story room at Kress. Since no other groups have been shown the Central Library 3<sup>rd</sup> floor space recently, B. Simons suggested it may be time to schedule a Facility Committee meeting to further discuss strategy.

J. VanDyck asked C. Beyler for a recap on the expenditures related to the \$1.5M designated for Central Library repair. C. Beyler suggested contacting Public Works/Doug Marsh for that information since they were managing those related projects.

**CLOSED SESSION:**

**V. OPEN SESSION: Motion** by J. Van Dyck, seconded by N. Jeske, to move into closed session for discussion and possible motion to convene in closed session to confer with legal counsel in regards to pending Circuit Court Case No. 15-CV-92, entitled Brown County, et al. v. Outagamie County. Roll call vote: Aye: C. Bianchi, N. Jeske, B. Nielsen, T. Nixon, J. Van Dyck and C. Buboltz. Nay: None.

**Motion carried.**

**VI. CONVENE IN CLOSED SESSION** to discuss and confer with Brown County Corporation Counsel in regards to Circuit Court Case No. 15-CV-92, entitled Brown County, et al. v. Outagamie County, pursuant to Wis. Stat. § 19.85(1)(g), which provides that "any meeting of a governmental body may be convened in closed session for purposes 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."

**VII. RECONVENE IN OPEN SESSION: Motion** by J. Van Dyck, seconded by T. Nixon, to return to open session for discussion and possible action in regards to pending Circuit Court Case No. 15-CV-92, entitled Brown County, et al. v. Outagamie County. Roll call vote: Aye: C. Bianchi, N. Jeske, B. Nielsen, T. Nixon, J. Van Dyck and C. Buboltz. Nay: None. **Motion carried.**

**VIII. BUDGET**

L. Denault distributed a 2014 Project Detail report. The projects completed were funded by 2013 carryover. An estimate of 2014 carryover funds was also reported. The Board will take action on projects to be funded with the 2014 carryover at the April board meeting.

**IX. OLD BUSINESS**

**A. Adjacent County Billing – Shawano County** It was just learned and confirmed by the Department of Public Instruction (DPI) that Shawano County can be billed for library service provided to Shawano County residents in Brown County. Letters have been sent informing libraries in adjacent counties that their county will be billed. While adjacent counties are also able to bill Brown County (per the new state statute) for services rendered to residents that reside in municipalities where there is not a library, the net effect is strongly suspected in Brown County's favor.

**X. PERSONNEL COMMITTEE** The next meeting is scheduled for Tuesday, April 7, 2015.

**XI. NICOLET FEDERATED LIBRARY SYSTEM** No update.

**XII. PRESIDENT'S REPORT** There was not a report from the President but V.P., C. Buboltz thanked those who supported the Evening in Tuscany fundraiser to support the Wrightstown Branch Library. Over \$14,000 was raised.

**XIII. LIBRARY DIRECTOR'S REPORT** B. Simons talked about his visits to branches and with staff and noted that the library has an amazing staff full of energy and expertise and feels confident that amazing things can be accomplished. He also mentioned the many meetings he has had with community leaders and officials (more coming!). He will prepare a SWOT analysis to present to the Board at the April meeting. He has a long project list that, together with the management team, will be prioritized. B. Simons also reported that he had attended a BCTS steering committee meeting in place of K. Pletcher where it was hinted that a 9-14% increase in BCTS' budget was proposed and without that, a decrease in services provided by BCTS could take place. Discussion took place about evaluating IT services received and it was suggested that a consultant be hired to examine current IT services. In 2017, BCTS will be evaluating the cost formula used to determine chargebacks. At present, there are no savings by going to a cloud environment (the PCs/Staff ratio does not change).

In other library business, B. Simons discussed the elimination of shared headphones used at public computers and with laptops. Effective April 10, the library will no longer provide shared headphones, rather, new earbuds that patrons can keep, will be sold for \$1.50/pair.

Mr. Lyle Wilquet, who previously challenged a DVD in the library's collection and would like it removed, has again brought his request to the County Board. Since Mr. Wilquet spoke during Open Forum at the County Board meeting (3/18) and Supervisor Van Dyck reminded that no action could be taken, Supervisor Zima suggested that a communication be developed and forwarded to the County Board for the Education and Recreation Committee regarding Lyle Wilquet's request.

**XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**XV. MEETING SUMMARY/NEXT MEETING PLANNING**

**XVI. ADJOURNMENT**

**Motion** by T. Nixon, seconded by N. Jeske, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:37p.m.

**NEXT REGULAR MEETING**  
**April 16, 2015**  
**Central Library**  
**515 Pine Street, downtown Green Bay**  
**5:15 p.m.**

Respectfully submitted,

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