

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

Brown County Library Board Meeting, **September 15, 2016 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

**PRESENT:** MIKE AUBINGER, CHAD BIANCHI, MARISSA MELI, DAVID RUNNING, JOHN VAN DYCK, and JOHN VANDER LEEST

**EXCUSED:** NATHAN JESKE, BOB NIELSEN, and CHRISTOPHER WAGNER

**ALSO PRESENT:** Brian Simons, Lori, Denault, Sue Lagerman, and Emily Rogers (staff); Kevin Vonck (City of Green Bay Economic Development Director); and Russ Roland (Bay Lakes Realty)

**CALL TO ORDER** President Aubinger called the meeting to order at 5:25 p.m.

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

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

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

**IV. INFORMATIONAL PRESENTATION BY RUSS ROLAND REGARDING AN EAST BRANCH LIBRARY EXPANSION OPTION** Russ Roland addressed the board and presented information about the building where the East Branch is currently located. He represents the landlord and acts on her behalf. The building is a cement block construction with steel joist. It needs a roof (~\$60,000) and the parking lot needs to be finished – only half is done (~\$8,000). The suite has 14,700 sq. ft. Gnome Games (retailer) occupies the suite next to the library and there is a common wall between them. The building was constructed in 1968 or 1970 and sits on a one acre lot with 40 parking stalls.

Roland described options regarding the site and how he can assist. 1. Can negotiate a sale; 2. Can expedite a long-term lease. Simons noted that an investor could purchase the property, make improvements and, in turn, would become the new landlord. At present, rent is \$13.66 per sq. ft. and after improvements the payment would be recalculated at a market value per sq. ft. price. Roland's presentation was for informational purposes only.

**V. OPEN SESSION: DISCUSSION AND POSSIBLE MOTION WITH ROLL CALL VOTE TO CONVENE IN CLOSED SESSION TO DISCUSS AND NEGOTIATE POSSIBLE FUTURE EAST BRANCH LIBRARY SITES** **Motion** by Vander Leest, seconded by Van Dyck, to move into closed session at 5:40 p.m. Roll call vote: Aye: Vander Leest, Meli, Running, Van Dyck, Bianchi, and Aubinger. Nays: None. **Motion carried.**

**CLOSED SESSION: PURSUANT TO WIS. STAT. § 19.85(1)(e), ANY MEETING OF A GOVERNMENT BODY MAY BE CONVENED IN CLOSED SESSION FOR PURPOSES OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS, WHENEVER COMPETITIVE OR BARGAINING REASONS REQUIRE CLOSED SESSION.** **Motion** by Van Dyck, seconded by Vander Leest to reconvene in open session at 6:15 p.m. **Motion carried.** Possible option for East Branch (Option 2)

**VI. RECONVENE IN OPEN SESSION: DISCUSSION AND POSSIBLE ACTION REGARDING POSSIBLE FUTURE EAST BRANCH LIBRARY SITES.** Regarding this possible Option #2, Simons noted we'll need design, shelving and furniture. This would total under \$400,000. He will approach the BCL Foundation for potential funding. Option #2 would offer about 25,000 sq. ft. Library has a plan for staff structure that wouldn't require additional staff. Vander Leest thinks it will be a battle with the County Board to agree to that much space. Van Dyck commented that there is no reason not to pursue if the square footage can be justified. If there are additional purposes for the size, that matters. Van Dyck expressed some concern that the Pulaski branch is not the first priority for the Library Board.

It was discussed that the County needs to look at total inventory of buildings and staff. The Library Board needs to come up with a salient plan. Running emphasized that the Library Board has to move on East due to timeline of the current lease and act in the best interest of library service. Vander Leest suggested that the County Board won't favor the proposed square footage or increased rent. Simons replied that 25,000 square feet is future-proofing that site for the population it serves. The Brown County Library Facilities Master Plan completed in May 2016, demonstrates a current need for 20,800 square feet for the population right now. Simons also stated, and Aubinger commented that the former De Pere facility was much smaller than the current East Branch location and it expanded in its current location to over 20,000 square feet and the Howard library went from 3,000 to 23,600 square

feet. Both expansions were roughly 15 years ago when the population were much smaller in those areas than they are today. Vander Leest stood by his opinion that County Board support would not reach the ¾ vote to make bonding.

Bianchi stated, that the facilities (HGA) study revealed the need for a regional-sized branch to serve the east side. The Library Board has to decide what is needed and then function under that decision. The plan serves as evidence of what is needed. Vander Leest is more inclined to focus on an East Branch in the 15,000 sq. foot range.

**Motion** by Van Dyck, seconded by Running, to size the East Branch appropriately as a regional-size branch per the Facilities Master Plan, not as an operational hub location. **Motion carried.** Vander Leest abstained.

Another option (Option 3) presented is the UW-Extension building. It doesn't suffice the library's needs in its present condition. Consideration should be given to what a renovation could do for this county-owned building. This option should be explored in further detail.

Running asked how the Library Board would acquire costs/estimates. HGA would do building assessments and could give cost estimates for design and ongoing operations. The Board needs outside input – the pluses and minuses.

Three viable options exist. **Motion** by Van Dyck, seconded by Running, to ask BCL Foundation to cover the cost of evaluating the three options presented. **Motion carried unanimously.**

The library has to let the East landlord know their intent by January 31, 2017. **Motion** by Van Dyck, seconded by Vander Leest, to recommend that Van Dyck and Simons negotiate an extension from landlord/developer of the East Branch lease and to suggest extending the other party's lease as well to keep options on the table. **Motion carried.**

**VII. LIBRARY BUSINESS**

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

There were no bills out of the ordinary. Money previously set aside for employees' payouts may be returned to the library's budget from the county. Vander Leest pointed out the need to understand operation costs for new building so there are not any surprises. Projections could be included with HGA assessment. **Motion** by Vander Leest, seconded by Bianchi, to approve the August 2016 financial report and August, 2016 Gifts, Grants and Donations as follows:

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

**Gifts & Donations**

08/03/16	William Blackford	25.00	Local History & Genealogy
08/03/16	Green Bay Community Service Club	200.00	Children's Programming
08/03/16	James & Anita LeClair	100.00	Ashwaubenon Furniture
08/10/16	Friends of Brown County Library	172.99	Program Supplies
08/10/16	Joyce Huth	10.00	Ashwaubenon Furniture
08/17/16	Focus on Energy	670.00	Central Lighting
08/17/16	Branch Buddies of Brown County Library	750.01	Program Supplies
08/17/16	Friends of Brown County Library	6,651.44	Program Supplies
08/24/16	Shruthi Chandupatca	20.00	Ashwaubenon Furniture
08/24/16	Debra Christesen-Dworak - In Memory of John Bettinger	50.00	Library Improvements
08/24/16	Nancy Mattke	50.00	Ashwaubenon Furniture
08/24/16	Donald & Patricia Bunker	100.00	Ashwaubenon Furniture
08/31/16	Jeanine Krueger	25.00	Ashwaubenon Furniture
08/31/16	Barbara & Jack Devnew - In Memory of John Bettinger	50.00	Library Improvements
08/31/16	LeBrun Frye - In Memory of John Bettinger	100.00	Library Improvements
	Ashwaubenon	26.38	Donation Box
	Bookmobile	8.45	Donation Box
	East	62.84	Donation Box
	Weyers/Hilliard	134.91	Donation Box
	Central Circulation	21.74	Donation Box
	Kress	43.16	Donation Box
	Pulaski	7.60	Donation Box

Southwest	8.78	Donation Box
Wrightstown		Donation Box
<b>Total Donations</b>	<b>\$ 9,288.30</b>	

**Federal & State Grants**

8/31/2016	Nicolet Federated Library System	\$ 2,682.59	Collection Development
8/31/2016	Nicolet Federated Library System	2,083.33	Technology Grant
<b>Total Grants</b>		<b>\$ 4,765.92</b>	

**Motion carried.**

- B. Approve Child Safety Policy** Aubinger suggested running policy through Corp Counsel to determine any liability before approval. **Motion** by Van Dyck, seconded by Bianchi, to hold until October meeting. **Motion carried.**

**VIII. FACILITIES REPORT**

- A. Facilities Manager’s Report** Central Library bathrooms are under construction. (2<sup>nd</sup> and 3<sup>rd</sup> floor); Ashwaubenon landscaping is done; and Weyers-Hilliard siding staining is complete.

- B. Discussion and Possible Action related to the former Printery Building in Pulaski** Van Dyck prefers to deal with East Branch first. A time frame isn’t imminent. Community Development prefers to have building used as a colocation. The County would set aside \$300,000 to pay for one-time development cost if Pulaski could raise other \$365,000. Simons, Beyler and Doug Marsh (County Facilities) determined the \$665,000 number using cost estimators that were verified by Boldt. Contingencies, likely to be used, were built in. The Pulaski Branch would grow from 3,400 to 6,000 sq. ft. No additional staff or operational costs would be incurred. Furniture, shelving and design funding would be asked of through the BCL Foundation.

It is the feeling of the Board that if the county wants the printery option to happen, they should fund the renovation and the Library Board will accept it. Fundraising should be the responsibility of the Pulaski area. The Board believes their focus should be on East Branch and they should not be part of Pulaski project until the funding is secured, at which time the library can be a part of the design with an approved architect. The master plan indicates evaluating opportunity sites which Pulaski is (it is not a needs-based site like the East Branch). The library will operate the expanded Pulaski Branch if given to the library.

**Motion** by Aubinger, seconded by Bianchi, to indicate to the County Board that it is the intention of the Library Board not to oppose the Pulaski option and that the Library Board is willing to discuss this option further once the necessary fundraising and financial goals are reached. **Motion carried.**

**IX. PRESIDENT’S REPORT** No report.

**X. LIBRARY DIRECTOR’S REPORT** Simons presented the budget additions priorities matrix. It reflects the additional \$60,000 approved by the Board Approved Budget, in addition to the \$43,000 for a contribution to the FF&E Reserve. Van Dyck questioned the marketing priority. Aubinger commented that if marketing dollars are used well and well placed then it is well worth it. Simons commented that the library is not marketing professionals and we would use this money to contract out a professional to get the biggest bang for our buck. Bianchi stated that he thought government would run more efficiently if it marketed itself better and was in favor of the request for funds for marketing.

Simons met with Mark Merrifield and there aren’t any changes to the 2017 Resource Library Agreement. It should be ready for approval in October. This is mandated by the state.

Brown County’s portion of the NFLS County Library Plans of Service needs to be developed. This plan defines how a library will meet the needs of its customers, specifically underserved customers (ex. small branches and Bookmobile). The County Board appoints a body representative of the county (this could be a subset from the Library Board). Once appointed, it takes 6-8 months to complete. Two public input sessions/hearings are required followed by approval by the Library Board, Ed & Rec, and finally the County Board.

The invitation to attend Mary Jane Herber’s Archival Advocacy award presentation was reiterated.

**XI. OLD BUSINESS**

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

**XIII. ADJOURNMENT**

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

The meeting adjourned at 8:25 p.m.

**NEXT REGULAR MEETING**

**October 20, 2016**

**Central Library**

**5:15 p.m.**

Respectfully submitted,

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