

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **October 19, 2017** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

PRESENT: KAYLA JACOBSON, YING LACOURT, BOB NIELSEN, DAVID RUNNING, STEVE TERRIEN, JOHN VANDER LEEST and CHRISTOPHER WAGNER

EXCUSED: JOHN VAN DYCK and MARISSA MELI

ABSENT:

ALSO PRESENT: Brian Simons, Sue Lagerman, and Emily Rogers (staff)

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

APPROVE AGENDA AND MINUTES It was suggested for the Closed Session to follow Old Business on the agenda. **Motion** by Terrien, seconded by Wagner, to approve the modified agenda. **Motion** by, Jacobson, seconded by La Court, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

LIBRARY BUSINESS

A. Finance Report, Bills and Donations Financial reports were not available due to the Finance Manager vacancy.

B. Discussion and Possible Action Regarding ½% Sales Tax Simons reported that the RFP for the realtor was sent to Purchasing.

C. Opportunities to Improve Employee Safety Simons reported that a very bright fixture was ordered and received for the Central Library stairwell. The city is installing light poles this week on Pine Street. It was noted that no injuries are related to this agenda item. There were concerns about safety expressed from library staff to the library board. At the last all staff development, library staff received training on dealing with difficult people with a consultant in the field and also received instruction from GBPD Officer Mike Knetzger on conflict communication. He offered and demonstrated strategies on how to handle challenging situations. The library will continue to offer these types of trainings. Terrien suggested reminding staff that they are the 'eyes'. BCL has not had the same issues as other libraries in the country (drug use, dealings, administering NARCAN®, etc.) It was expressed that employees were concerned about leaving the building in darkness and parking. Library procedures indicate that staff should leave the building in pairs and not alone.

FACILITIES

A. Facilities Manager's Report

Motion by Vander Leest, seconded by Jacobson, to defer report to November meeting. **Motion carried.**

B. Capital Projects and Facilities Pulaski Branch: the Franciscans are working with Gorman & Company, a construction company, who will lead and manage the project. The Franciscans would like a lease agreement established before they sign the contract with Gorman. Simons gave a brief history of the printery – the library would renovate and occupy 6,000 sq. ft. of printer. The county set aside \$300,000 and the Village of Pulaski would have to raise the other 300 K. The Franciscans would rent the space to the library for \$1 per year in perpetuity. There will be an MOU drafted and the Library Board will review and approve. Simons would like to include language in the MOU that states the annual rental agreement and a clause that would let the library out of the lease if the library deems it does not want to rent it any more (for instance if the 6,000 sq. ft. is outgrown and the operating budget doesn't support additional growth). Gorman & Co. develops mixed use properties - residential and retail. Wagner asked if there were any concerns if a bar goes in. Simons is not concerned as the current project is to be 40 residential units. The current branch is approximately 3600 sq. ft. Nielsen suggested avoiding putting the library in a corner – if the Franciscan offer 8,000 sq. ft., he suggested the library should accept it. A plan would have to be figured out how to do that. Vander Leest supports the increase of space to 6,000 sq. ft. but doesn't agree with anything bigger. Jacobson asked about resources for books and computers. The increased space would offer more public space including meeting rooms. This would make the library more functional and would allow it to offer more amenities.

Simons further reported that Van Dyck has been in contact with developer in Ashwaubenon regarding a new development (also mixed use) on Ridge Road near the current Ashwaubenon library. It could offer between 15,000 and 17,000 sq. ft. Senior housing (independent living) may occupy the upper floors.

C. Performance Contract Update Motion by Vander Leest, seconded by Terrien, to hold until the November meeting. **Motion carried.**

D. Discussion and Possible Action Regarding East Branch Lease The current lease ends February 28, 2018. The library proposed \$48,000/year (\$8 per sq. ft.) That was rejected. The library currently pays over \$12 per sq. ft. A proposal of \$10 per sq. ft. was made and accepted. This lease goes into effect March 1, 2018 and is month to month. Either party may terminate the lease with a 90-day written notice. **Motion** by Wagner, seconded by Terrien to approve the lease. **Motion carried.** Should the lease be terminated by the owner, the library would likely close temporarily and set up shop in a small storefront as an 'express library' (pick up holds and checkout) to ensure library service to that corridor while the new facility is built.

APPROVE CLOSING FOR ADDITIONAL ALL-STAFF DEVELOPMENT DAY BEFORE YEAR-END BC Human Resources is requiring all staff to attend a mandatory training on November 28 or 29. While neither date is ideal as they disrupt regular library hours on short notice, these are the only two days the firm conducting the training has available. The library really doesn't have a choice.

Motion by Vander Leest, seconded by Jacobson, to approve closing the library on either November 28 or 29 to accommodate HR training. **Motion carried.**

PRESIDENT'S REPORT Simons updated the library on Marissa's absence. She is recovering from a health issue and plans to be back next month. A card will be sent on behalf of the Board.

LIBRARY DIRECTOR'S REPORT Updates were covered under Facilities. No other report.

OLD BUSINESS Vander Leest asked about a policy to honor persons like Harold Kaye. Simons talked to Van Dyck about the about communication presented to the County Board by Guy Zima. After Van Dyck discussed this with Zima and explained that the named libraries were a result of big donors, Zima decided to amend his communication and suggest naming something like a meeting room instead. This topic will be added to the November agenda for further discussion.

CLOSED SESSION Prior to the closed session in was requested that the library's Grievance Policy be added to the agenda for discussion.

Open Session: Discussion and possible motion to convene in closed session. **Motion** by Vander Leest, seconded by Wagner, to move into closed session. Roll call vote: Aye: La Court, Jacobson, Running, Vander Leest, Nielsen, Wagner and Terrien. Nay: None. **Motion carried at 6:17 pm.** Staff and other members of the public were dismissed at 7:00 pm.

1. **Closed session pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Youth Services Reorganization report, Director's 2016 Performance Evaluation, and Administration Salary Review**

Reconvene in Open Session: Approve any action that may have been recommended in Closed Session **Motion** by Wagner, seconded by Vander Leest, to reconvene in open session at 7:30 p.m. Roll call vote: Aye: La Court, Jacobson, Running, Vander Leest, Nielsen, Wagner and Terrien. Nay: None. **Motion carried.** **Motion** by Vander Leest, seconded by Nielsen, to approve an annual salary up to \$65,794 for the Finance Manager position as discussed in Closed Session. **Motion carried.**

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT

Motion by Jacobson, seconded by Wagner, to adjourn the meeting. **Motion carried.** The meeting adjourned at 7:45 p.m.

NEXT REGULAR MEETING: November 16, 2017 | 5:15 p.m. | Central Library

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