

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **September 21, 2017** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

PRESENT: MARISSA MELI, YING LACOURT, DAVID RUNNING, STEVE TERRIEN, JOHN VAN DYCK and JOHN VANDER LEEST

EXCUSED: BOB NIELSEN and CHRISTOPHER WAGNER

ABSENT: KAYLA JACOBSON

ALSO PRESENT: Brian Simons, Curt Beyler, Sue Lagerman, and Emily Rogers (staff); David Hemery (Brown County Corporation Counsel); Kathryn Roellich (Brown County Human Resources Director)

CALL TO ORDER President Meli called the meeting to order at 5:40 p.m.

APPROVE AGENDA AND MINUTES There were no changes to the minutes. **Motion** by Van Dyck, seconded by Vander Leest, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

CLOSED SESSION

Open Session: Discussion and possible motion to convene in closed session. **Motion** by Van Dyck, seconded by Terrien, to move into closed session. Roll call vote: Aye: Meli, Van Dyck, La Court, Running, Vander Leest, and Terrien. **Motion carried at 5:41 pm.** Staff and other members of the public were dismissed.

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.

Reconvene in Open Session: Approve any action that may have been recommended in Closed Session **Motion** by Van Dyck, seconded by Vander Leest, to reconvene in open session at 6:29 p.m. Roll call vote: Aye: Meli, Van Dyck, La Court, Jacobson, Running, Vander Leest, and Terrien. **Motion carried.** **Motion** by Running, seconded by Van Dyck to adopt plan that Human Resources outlined in closed session. **Motion carried.**

LIBRARY BUSINESS

A. Finance Report, Bills and Donations Financial reports were not available due to the Finance Manager vacancy. Motion by Vander Leest, seconded by Van Dyck, to hold until October meeting. **Motion carried.**

B. Discussion and Possible Action Regarding ½% Sales Tax Simons stated the need for a guideline designating amounts for each project as this will be helpful for fundraising. A priority rank for each project is desired with the understanding that a shovel ready project would take precedence. **Motion** by Vander Leest, seconded by La Court, to approve a priority list and discuss numbers related to the East, Central, Ashwaubenon, and Pulaski libraries and other branch needs at a later date. **Motion carried,**

FACILITIES

A. Facilities Manager's Report Beyler Several one-time projects are underway – LED lighting retrofits; parking lot repairs and a possible installation of a card access system at the Southwest Branch. A hi-definition zoom camera, capable of teleconferencing and live streaming, was donated by the Green Bay Retired Men's Club and installed in the Central Library's auditorium. The Friends of the Library funded a variety of microphones. Central's fire alarm panel was damaged during a recent inspection. Staff is on fire alert until Friday morning. **Motion** by Vander Leest, seconded by Terrien, to receive and place report on file. **Motion carried.**

B. Discussion and Possible Action Regarding Realtor RFP Simons talked to developer about CCIM (Certified Commercial Investment Member) criteria and it was not recommended – only two in the county have this credential. Having a professional help identify property will be helpful. Architects have a better understanding of components. Inspectors can do walk thru. **Motion** by Vander

Leest, seconded by Terrien, to clarify RFP and strike the CCIM requirement as a commercial real estate license is adequate. **Motion carried.**

DISCUSS LIBRARY'S DEPENDENCY ON/RELATIONSHIP WITH BROWN COUNTY HUMAN RESOURCES It was agreed that to take human resources responsibilities from Emily Rogers and turn them over to BC Human Resources (HR). Rogers would retain the ability to hire. Other functions would be decided on so a conflict of interest would not exist. It was suggested that Rogers' job description be modified and approved by the Board after the scope of the need for HR was defined. Simons noted that this is where the challenge exists as the library has the authority, by law, to make its own, separate decisions. A structure of what the library does and what HR does must be agreed upon.

Running doesn't understand how the functioning of the library is different. Rogers and Simons explained that as an example, the library's benefits are different from other departments and county employees are defined using different criteria from library employees.

Van Dyck supports change in job description and suggests that Rogers lists what to keep (that which is unique to the library) and what to give back to HR. If the county has one set of protocol for hiring, the library should follow suit. Van Dyck suggested reaching out to Kathryn to learn of the certain things a department can handle before it goes to HR – that should be the same as other county departments.

Simons noted that it would likely be November before this modified job description could be presented. The key is to get a full understanding between the library and HR regarding who fulfills what roles and to work collaboratively. **Motion** by Vander Leest, seconded by Running, to defer review of revised Deputy Director job description to November meeting and for Rogers to talk with HR before amending the job description. **Motion carried.**

PRESIDENT'S REPORT No report.

LIBRARY DIRECTOR'S REPORT Simons will be meeting with a donor next Monday regarding the media lab. Simons was contacted by Russ Roland (representative for East Branch landlord) regarding the library's counter to lease; the landlord would like to sell as soon as possible. He was concerned that without long-term lease our tenancy could be jeopardized. Simons assured him that as long as the library received the notice period (minimum 90 days) to vacate, we would be agreeable to that. Roland is ok with that. The library is supposed to get a response from that counter offer to the lease, but that has not been received. Regarding the property we are leasing, a prospectus on the area has not been done, only the feasibility study. Terrien would not support that property as a long-term solution. Van Dyck has issues with the building and location. Terrien feels that this is not a favorable location.

School staffing for the Denmark Branch is changing due to retirements and a medical leave. This impacts BCL's schedule. For two weeks of the medical leave our staff will work extra and Denmark School will pick up the expense. Van Dyck asked if there would ever be an opportunity that we could provide the service and eliminate school's role. Simons replied that it is possible but the challenge is their needs school-wise for which we'd need training. There is also complexity in discipline and termination a staff person if the needs of one organization are not met. There would also have to be two payroll systems.

Running asked if Simons received a response to the letter sent to NFLS. He did not receive a written response but he is meeting with the director and a couple board members in October to discuss the Resource Library Agreement and make it functional for everyone. **Motion** by Vander Leest, seconded by Running, to receive and place the Library Director's report on file. **Motion carried.**

OLD BUSINESS Running would like to talk about employee safety and opportunities to improve employee safety at the October meeting. Running would also like a report about the Youth Services Staffing Moves.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

ADJOURNMENT

Motion by Vander Leest, seconded by La Court, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 7:22 p.m.

NEXT REGULAR MEETING

**October 19, 2017
Central Library
5:15 p.m.**

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