

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **December 14, 2017** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

PRESENT: YING LACOURT, DAVID RUNNING, STEVE TERRIEN, JOHN VANDER LEEST, STEVE TERRIEN, JOHN VAN DYCK and CHRISTOPHER WAGNER

EXCUSED: MARISSA MELI, KAYLA JACOBSON, and BOB NIELSEN

ABSENT:

ALSO PRESENT: Brian Simons, Curt Beyler, Sue Lagerman, Sandy Parmer, and Emily Rogers (staff); Jeff Flynt, (BC Deputy Executive); Chad Weininger (BC Director of Administration); Garritt Bader, (Concept Loft), Mark Becker (BC Supervisor – 26th District); Reed Woodward (Pulaski Village President); and Bill Meindl (GB Development News).

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

APPROVE AGENDA AND MINUTES It was suggested to Switch 1 and 2 on item 6B on the agenda. **Motion** by Van Dyck, seconded by Terrien, to approve the modified agenda. **Motion** by Wagner, seconded by Vander Leest, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Supervisor Becker spoke to his support of the Pulaski project and to the agreement that the community will help fund it. Reed Woodward noted his appreciation for the interest the Library Board has given Pulaski, commenting that strong support of library makes a successful library. They (the village) will do anything they can to facilitate a larger building. He asked for the board's continued support to, "Push it further down the road."

REPORT OF THE PERSONNEL COMMITTEE Vander Leest commented that they will need at least one more meeting. **Motion** by Vander Leest, seconded by Van Dyck, to receive and place the Personnel Committee minutes on file. **Motion carried.**

LIBRARY BUSINESS

A. Finance Report, Bills and Donations Simons introduced Sandy Parmer, the Library's new Finance Manager, who transferred from the County Finance Department. Financial reports were not available.

B. Discussion and Possible Action Regarding ½% Sales Tax Vander Leest asked if there was more information from County Administration on the timing of distribution. Chad Weininger replied that it was broken out through 2022.

FACILITIES

A. Facilities Manager's Report Beyler reported that the Kress parking lot repairs were complete; the lighting retrofitting at Kress and Weyers-Hilliard is 50% complete with 75% of each building being converted to LED. Materials cost about \$15,000 and annual savings will be approximately \$6,500. **Motion** by Vander Leest, seconded by Van Dyck, to receive and place the facilities report on file. **Motion carried.**

B. Capital Projects and Facilities

1. Discussion and Possible Action Regarding Pulaski Library Printery Building Funding Simons reported that Gorman Co. is working with the Franciscans and is hoping that the library is part of the project. Timeline: February 15 deadline for Franciscans, to apply for historic tax credits. There is no limit on credits if they meet this deadline. If they do not meet the deadline there will be a cap on historic tax credits by the state of \$500,000 for the entire project. Terrien asked if Gorman is handling everything or will it be contracted. Simons was unsure at this time, but Gorman is a company who specializes in these kind of projects. The December 8, 2017 deadline was missed for WHEDA tax credits; therefore a new application would have to be filed by December 8, 2018. Knowledge of tax credits awarded would be known by March, 2019. Then, during the 4th quarter 2019, construction would start. The Franciscans need to know if the library is committed or not because they are going into an at risk position committing funds and time for the application of tax credits for a project we would be a large part of and receive tax credits for.

There is \$300,000 set aside in the County's general fund for this project. According to County Administration, for it to be assigned to the library, the County Board would have to approve a budget adjustment request. Additionally, the Library Board would need to motion approving Simons to explore a long term lease with Franciscans with terms of \$1.00 per year and directing him to submit a budget adjustment to Ed & Rec. The project estimate is about \$660,000. Some of the ½% sales tax dollars could be used. The Library Board could approve using sales tax revenue of \$140,000. The historic tax credits would amount to \$160,000 in value from Gorman

& Company. Pulaski would still need to raise money in the amount of \$60,000 – \$80,000. Vander Leest recollects the \$300,000 at the county as well as the idea that Pulaski would have to raise a matching \$300,000. Not comfortable with the numbers being proposed as the library has other needs such as the East Branch, Central Library and Ashwaubenon Branch. He would support using \$100,000 of sales tax but is not comfortable with \$140,000 as he doesn't want to take away from other projects. Wagner agreed and asked how much the Franciscans are investing. Simons speculates that architectural fees are costly and suggested that the Library Board could approve \$140,000 to be spent because the other \$160,000 will be received in tax credits and Gorman is guaranteeing that amount. Van Dyck noted that the project was estimated at about \$660,000 per a review done by Simons, Beyler, Doug Marsh (BC Public Works) and verified by Boldt Co.

LaCourt, noting that the \$300,000 is held at the county, finds it hard to vote on anything the board doesn't have control of and wondered how the board can be assured that the library will get the \$300,000. Through the budget adjustment, the money would become part of the library fund earmarked for this project. Chad Weininger explained that years ago the county was approached by Pulaski for the opportunity to move the library. A solution was to designate \$300,000 if Pulaski matched that amount and would make the money up through a lease. The county would also collect cross-county income and saw this as a win-win-win. The County Board approved the \$300,000.

\$20 million is available for library improvement through the sales tax. There should be \$1 million available in 2018 if the sales tax projections are on time.

2. Discussion and Possible Action Regarding Agreement with the Pulaski Franciscans

If approved, Simons would pursue asking the County Board to carry over the \$300,000 to be used for the Pulaski project with the new understanding that Pulaski would not raise the entire \$300,000+ but that some of the sales tax funds would be used. To do so a budget adjustment would advance to Ed & Rec and to County Board. The County Board will either approve usage of the sales tax or if not, the original plan of Pulaski raising the entire \$300,000+ will be used.

Becker commented that Pulaski is a quick win for everyone and could be a springboard for other branches. The plan works – it's for the community – it's at the heart and will be a central hub. The County Executive told Becker and told others in listening sessions that \$1,000,000 of the sales tax would go for the Pulaski Library project. We don't need \$1,000,000. We are compromising from what we were told, and this plan works.

The floor was opened for public comment and Meindl stated that the county is looking for leadership from Library Board; the County Board might be; and the Franciscans are. He said the Board should be supportive of those looking to support the project. He strongly encourages the Board to support.

Running commented that he supports the action of a library in Pulaski. There has been the same undertone with Library Board – and suspects there is major support from the community in regard to financial support.

Van Dyck asked if Simons could check on the percentage of funding that was fundraised for Weyers-Hilliard and Kress (county funding vs. fundraising). Vander Leest cautioned on setting a precedent for future projects. Terrien expressed his frustration over all the information. He felt there was a lack of written justification and absence of concrete numbers. The Franciscans' only risk is the money put out there to go after tax credits. He felt this proposal needs further refinement. Weininger reminded that the budget adjustment is just for the \$300,000. Other money or no other money should then be taken up. Franciscans need to know that the library is in.

Van Dyck asked what the point of transferring the \$300,000 is. It is assurance that the library is in and the money will be there. Weininger commented that the county is the major tenant and having the library is important for WHEDA tax credits.

Vander Leest prefers to send back to get more solid numbers as other needs have to be addressed. The Board has to keep the big picture in mind. He is not opposed to the project, but since these numbers have changed substantially regarding Pulaski's contribution, he would like more detail. Wagner agreed with Van Dyck that something should move forward but is disappointed that there wasn't a presentation of numbers. **Motion** by Van Dyck, seconded by Vander Leest, instructing the Library Director to pursue a lease with the Franciscans for \$1.00 per year. **Motion carried.**

County Board won't see anything until February. LaCourt asked if, in order for Franciscans to get things in order for the tax credit application, if they are asking for an executed lease. No, the WHEDA tax credits are the more important factor that will show our commitment.

Motion by Wagner, seconded by Terrien, Directing the library director to submit budget adjustment request that carries forward \$300,000 from 2017 to 2018 for this project and then once the lease is executed, moves to library fund. Withdrawn.

It was suggested to pursue a budget adjustment request for 2018 that carried forward the money set aside in 2017 to 2018.

Motion by Vander Leest, seconded by Wagner, to approve the submission of the budget adjustment request that states: “As part of the Main Street Development Plan in Pulaski, the Brown County Library Board would like to pursue a lease from the Franciscan Friars for an annual lease of \$1 the renovated Brown County Library – Pulaski Branch. The Brown County Library Board of Supervisors agrees to loan the Brown County Library Board the sum of \$300,000 for the remodeling costs with a transfer from the General Fund, resulting in an assigned 2017 General Fund balance of \$300,000. The Brown County Library Board agrees to transfer back \$16,320 annually to the General Fund. The funds will be transferred only if/when the lease has been agreed upon.” **Motion carried.**

Weininger stated that his was written using proposed parameters. Van Dyck asked Simons for everything on paper. Simons will contact Gorman to get fresh information to include with budget adjustment. Supervisor Becker stated one reason why he is a proponent of this project is due to the County Executive’s idea to fully fund the library and now that has been moved away from. Pulaski is raising a million dollars for a field of dreams. To go back and ask for another \$100,000-\$300,000 from the community is going to be a big ask. He encouraged that every project is different so don’t be afraid to do something different.

Wagner suggested inviting Gorman to the January board meeting.

C. Performance Contract Update Weininger reported that he is meeting with Neu company tomorrow to work through some details and would have more information to report next month but a performance contract should allow for needed improvement. Simons asked if there is a timeline. The process generally follows picking a building, conducting an energy audit, determining costs, etc. and choosing an option. There are options to secure a contractor for future library project. In regards to Central Library, it is something we should look to employ as part of the renovation.

D. Discussion and Possible Action Regarding In-Memoriam Naming of Library Spaces Supervisor Zima’s request for naming the Southwest Branch expansion after Harold Kaye was withdrawn. The library has a Naming Rights Policy.

Becker and Woodard left the meeting at 6:35 pm. Weininger and Flynt left the meeting at 6:45.

Van Dyck was not concerned that we have a policy. The Board can just name it and not set a precedent but there has to be a connection. He supports taking action. LaCourt doesn’t like the idea of lowering the line – she doesn’t object to honoring him but is not 100% sure that the best way is to name a room.

Van Dyck suggested pursuing an appropriate recognition and bring back to the Board in January. Further discussion suggested that Simons should meet with the family first before a decision is made.

E. Discussion and Possible Action Regarding Amendment #1 to Concept Loft Lease Agreement Amendment #1 authorizes the utilization of 4,359 sq. ft. of space on the library’s third floor. This is an increase of the original square footage. There will not be an increase in rent that reflects the increase square footage. The tenant is investing additional money – instead of \$35,000 originally, they are investing \$150,000. The tenant will pay the library a one-time fee to install internet service and for an additional 1GB of fiber, the tenant will pay an additional \$200 per month for that 1GB connection. Van Dyck asked if Bader would be opposed to having a statement about financial commitment for the additional space. Capital contributions have been made by Garritt Bader, Eric Jandrain and Eric Hoopman, Oshkosh Rise & Grind – the third floor is a second location. A café coffee shop is planned for the extra space and will be open to the public. (Hours to be determined).

Motion by Van Dyck, seconded by Vander Leest, to approve Amendment #1 of the Concept Loft (third floor) lease as presented; and for the inclusion of an additional attachment that outlines the financial commitment of the tenant related to the no-cost additional space described in said Amendment. **Motion carried with one abstention.**

APPROVE PAY FOR PERFORMANCE STRUCTURE Simons reminded the Board that the library receives a certain allotment from the county for pay increases and they are distributed based on actual performance. The staff rankings were totaled as follows:

- Need Improvement - 1
- Exceed Expectation - 17
- Meet expectation - 70
- Developing – 2

Running asked if this is consistent with the county's structure. It is totally different. Van Dyck asked for clarification that each person in each category gets an increase to their base salary, and that is accurate. Van Dyck was upset and commented that the board should be looking at wage rates to discover any potential wage discrepancies. Simons said that in the past the Library Board did not want that level of detail and Simons and staff were going off of previous practice based on previous direction, but that wages by position could easily be provided.

Motion by Wagner, seconded by Van Dyck, to approve pay for performance increases. The Library Board would like a report that shows each position and the accompanying new wage. **Motion carried 7-1.**

APPROVE 2018 CLOSURES – HOLIDAY AND STAFF DEVELOPMENT DAYS Motion by Vander Leest, seconded by LaCourt, to approve the 2018 closures – Holiday and Staff Development days as follows:

2018 Library Schedule – Closures for Holidays & Staff Development

2018

January 1, 2018 (Mon)	New Year's Day (Paid holiday)
April 1, 2018 (Sun)	Easter (Unpaid)
May 28, 2018 (Mon)	Memorial Day (Paid holiday)
July 4, 2018 (Wed)	Independence Day (Paid holiday)
September 3, 2018 (Mon)	Labor Day (Paid holiday)
November 22, 2018 (Thu)	Thanksgiving Day (Paid holiday)
December 24, 2018 (Mon)	Christmas Eve (Paid holiday)
December 25, 2018 (Tue)	Christmas Day (Paid holiday)
December 31, 2018 (Mon)	New Year's Eve – Close at 5:00 pm

2019

January 1, 2019 (Tue) New Year's Day

Central Library/Local History & Genealogy Hours:

The Central Library/Local History and Genealogy Department will begin its summer schedule of Sunday closings on Sunday, May 27, 2018 and continue through Sunday, September 2, 2018.

Staff Development Full-Day Closures 2018

February 9

May 4

September: Date TBD

Motion carried.

DISCUSSION AND POSSIBLE ACTION - GRIEVANCE POLICY UPDATE Corporation Counsel recommends adopting the Grievance Procedure from the County. Updated in October 2017, it addresses concerns with the way the library's policy is written. Simons advocated accepting this recommendation. **Motion** by Vander Leest, seconded by Wagner, to approve the adoption of the County's Grievance Policy. **Motion carried.** Each employee will get a copy.

DISCUSSION AND POSSIBLE ACTION REGARDING THE RESOURCE LIBRARY AGREEMENT Simons reported the RLA was re-written and includes \$3000 more for delivery as well as more delivery that will be phased in and will be in line with other member libraries. The agreement is also re-written to credit BCL as the Resource Library and recognize what we do as the Resource Library with direct, clear language that spells out exactly what is expected of both BCL and NFLS.

Motion by Terrien, seconded by Vander Leest to approve the 2018 Resource Library Agreement. Van Dyck complimented Brian on the changes made. **Motion carried.**

Wagner reported that NFLS hired a new director from Door County.

DISCUSSION REGARDING DIVISION OF HR DUTIES Running reported that Meli took the lead on a meeting with Human Resources and Running accompanied her. Challenges at the library were made known to Kara Navin (HR Analyst) who had positive comments about working with Rogers and feels ready to put things in writing but Running would prefer Meli to lead this. Vander Leest would defer to Simons and Rogers to work on that internally and noted that HR can be a valuable resource.

Van Dyck asked of Vander Leest: if a direct report has a problem with him as a manager, who do they go to? He responded that they go to Human Resources. HR would likely encourage employee go to their supervisor first and if it was a sensitive issue they could go directly to HR. At the library, the route would be for the employee to go to their supervisor first, then the Director. Running asked if something should be put in writing. Van Dyck suggested a policy that indicates a route. Employee should be able to turn to Human Resources.

Simons and Rogers were in agreement, especially after the County provided training regarding HR situations led by Bob Gregg. Library staff will work on finding where the division of HR duties is spelled out and report back.

Motion by Vander Leest, seconded by Van Dyck, to defer to staff to put a 'chain of communication' in place and bring back to next meeting. **Motion carried.**

Running shared a suggestion from Kara in Human Resources – to empower and train mid-managers to accept more responsibilities.

PRESIDENT'S REPORT None.

LIBRARY DIRECTOR'S REPORT Public responses on new hours have only come from Pulaski due to the loss of Saturday hours and the children's librarian moving. Once the reasons for the change are explained, people understand. The full-time internal Youth Services position was filled by part-time YS staff. The part-time opening was then filled by YS staff from Pulaski.

UntitledTown Book and Author Festival planning is well underway with great authors lined up.

Stacks & Steeples music series is planned and ready to go.

The live reindeer at Weyers-Hilliard last night attracted at least 650 (and this was during the first real snowstorm of the season!) It was a great, collaborative staff effort.

The HuTerra App is an easy way for the library to earn money based off of regularly made purchase.

OLD BUSINESS Meeting at other locations is still of interest to the Board.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW As this was his last meeting, many thanks were given to Chris Wagner. Newly appointed to the Board is Dr. Hector Rodriguez. Vander Leest and Terrien were re-appointed. Wagner thanked Van Dyck, Lagerman and Beyler for their longevity and being the glue to the organization. He commended the staff and noted it has been a privilege and honor to have served on the Library Board.

ADJOURNMENT Motion by Van Dyck, seconded by LaCourt. **Motion carried.**

Meeting adjourned at 8:10 pm.

NEXT REGULAR MEETING:

January 18, 2018

5:15 p.m.

Central Library

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