

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **February 15, 2018 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

**PRESENT:** JOHN VAN DYCK, KAYLA JACOBSON, MARISSA MELI, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN, and JOHN VANDER LEEST

**EXCUSED:** BOB NIELSEN

**ALSO PRESENT:** Brian Simons, Curt Beyler, Sue Lagerman, and Emily Rogers (staff). Jeff Flynt (Brown County Deputy Executive)

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:20 p.m.

**APPROVE AGENDA AND MINUTES** **Motion** by Jacobson, seconded by Running, to approve the agenda. **Motion** by Jacobson, seconded by Rodriguez, to approve the minutes. **Motion carried.**

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

**REPORT OF THE PERSONNEL COMMITTEE** Jacobson and Vander Leest reported that the committee recommends using the management strategies and tactics from the library's strategic plan to evaluate the library director. The range of ratings increased to five categories; the review consists of 24 evaluation points (16 random and 8 chosen by the director). Ratings: 60% from the Library Board and 40% from a 360 peer review. Since the strategic plan will be used as the instrument for evaluation it would be fair to update it and make sure goals are measureable. Simons questioned having hourly staff as evaluators since he has little interaction with them. Instead, he suggested that it would be better to work with middle management than hourly staff. Updates to the strategies and tactics should be completed in the next couple of weeks. Simons will review and update (track changes). **Motion** by Vander Leest, seconded by Jacobson, to approve the personnel committee's "Director's Executive Review Process as updated". **Motion carried.** Terrien asked if the library has a fund raiser on staff – no, as it is the role of the director. Simons has a meeting with Corp. Counsel to review a new county policy about fundraising. The Personnel Committee was thanked for their work on this process.

### **LIBRARY BUSINESS**

- A. Finance Report, Bills and Donations.** Parmer reported that the books are still open. Parmer reported and reviewed the following Special Library Funds as of 12/31/17:

**Lester Wood Trust Fund \$19,270** designated for the maintenance of the Central Library Wood Memorial Garden: Principle balance \$13,432 and interest balance: \$ 5,838; \$214 interest income was earned in 2017.

**Fredericka Crane Trust Fund \$8,733** designated for the purchase of art and music books: Principle balance: \$8,604 and interest balance: \$129; \$97 interest income was earned and \$75 was expended for books in 2017.

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

**Motion** by Vander Leest , seconded by Terrien, to approve the December, 2017 unaudited financial statements, special library fund report, and the December, 2017 Gifts, Grants and Donations report as follows:

#### **Brown County Library Gifts, Grants & Donations Report December, 2017**

12/06/17	The Book Club/Historical Fiction	100.00	In Memory of Carolyn Tesar
12/06/17	Rhoda Esson	500.00	Donation - Large print materials
12/13/17	Anna Petruska	25.00	General Donation
12/20/17	Sherry Fuller	100.00	Honor of Jay & Babs Robitshek - Value Line Subscription
12/20/17	Friends of the Brown County Library	42.67	Every Child Ready to read/prizes
12/20/17	Branch Buddies	32.39	SW reimbursement

12/20/17	Dennis Keyzer	60.00	General Donation
12/27/17	Wochinske Family Foundation	5,000.00	Teen Programs
12/27/17	Jay Robitshek	400.00	Value Line
12/17/17	Janis Powers	100.00	Books
12/31/17	Friends of the Brown County Library	1,916.81	Reimbursements 4th Qtr
12/31/17	Friends of the Brown County Library	2,375.00	Donation & Room Rental Reimbursed
12/31/17	Friends of the Brown County Library	19,280.00	Funding Requests
12/31/17	Donation - Lemerond	250.00	General Donation
12/31/17	Donation - Sanderfoot	100.00	General Donation
12/31/17	Donation - WALC	4,026.69	2017 Common area maintenance charges
12/01/17	Ashwaubenon	193.79	Donation Box
12/01/17	Bookmobile	5.11	Donation Box
12/01/17	East	66.22	Donation Box
12/01/17	Weyers/Hilliard	261.60	Donation Box
12/01/17	Customer Service	1,067.86	Donation Box
12/01/17	Kress	33.47	Donation Box
12/01/17	Pulaski	23.65	Donation Box
12/01/17	Southwest	28.44	Donation Box
12/01/17	Wrightstown	37.83	Donation Box
	<b>Total Donations</b>	<b>37,026.53</b>	

**Federal & State Grants**

12/20/2017	NFLS Grant	\$ 6,562.50	2017 Collection Development
12/31/2017	NFLS Grant	\$ 7,500.00	2017 Collection Development
	<b>Total Grants</b>	<b>\$ 14,062.50</b>	

**Motion carried.**

**B. Discussion and Possible Action Regarding ½% Sales Tax.** No update. **Motion** by Vander Leest, seconded by Running, to receive and place this item on file. **Motion carried.**

**FACILITIES**

**A. Facilities Report**

**1. Capital Projects and Facilities** The re-lighting project at the Weyers-Hilliard Branch was completed today and there is such a big difference in brightness. **Motion** by Vander Leest, seconded by Terrien, to receive and place this item on file. **Motion carried.**

**2. Discussion and Possible Action Regarding Pulaski Library Printery Building Funding**

**a. Review of HGA Estimate**

**b. Review Clarification of Gorman Co.'s Projected FF&E costs**

Purpose of the HGA estimate was to verify the Gorman & Company's estimate to determine a cost for Pulaski which is about \$1M. Van Dyck suggests evenly splitting the cost. For Pulaski, \$300K of \$500K would be tax credits and they would have to raise \$200,000. Van Dyck also suggested using \$500,000 from sales tax to pay back \$300,000 general fund loan. Simons recommends coming up with an option that the Board is willing to do and that means Pulaski has to do their part. If they agree, the project goes forward. Pulaski can use private donation, TIF, municipal tax levy, or any combination thereof if they want. Vander Leest's concern with \$500,000 is that other branches would be shorted. He draws the line at \$200,000.

It was suggested that a letter be sent to Pulaski (Reed Woodward) outlining a commitment from the villages and asking for a response. This is approximately a \$900,000 project: Pulaski needs to raise \$300,000; \$300,000 from historic tax credits; and \$300,000 county sales tax (in place of the general fund loan) as the library will need the roughly \$16,000 in annual operations (expected to be used to pay back the General Fund loan) to run the library. **Motion** by Jacobson, seconded by Vander Leest, to approve the writing and sending of a letter with this breakdown to Reed Woodward and cc-ing Gorman and Co. **Motion carried 6-1.** (Terrien-nay).

**3. Discussion and Possible Action regarding East Branch** None.

**CLOSED SESSION:**

**OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session Motion** by Vander Leest, seconded by Running, to move into closed session. Roll call vote: Aye: Running, Meli, Terrien, Jacobson, Vander Leest, and Van Dyck. Nay: None. **Motion carried.** Staff and deputy executive was invited to stay.

**CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(e) **Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session - East Branch.**

**RECONVENE IN OPEN SESSION: Approve any action that may have been recommended in Closed Session Motion** by Running, seconded by Meli, to reconvene in open session. Roll call vote: Aye: Running, Meli, Terrien, Jacobson, Vander Leest, and Van Dyck. Nay: None. **Motion carried.** No action taken.

**Jeff Flynt and Sandy Parmer left the meeting at 7:15 pm**

**DISCUSSION AND POSSIBLE ACTION PENDING REVIEW OF THE LIBRARY BOARD BY-LAWS** Changes/updates are not ready for review. This was deferred to the March meeting.

**A. Discussion and Possible Action Regarding Officer Positions** State statute indicates that only the President has to be elected but a Vice-President is recommended. A Treasurer is needed if the Library Board holds funds. Currently there are trust funds, but the Library Board does not hold them directly. The County Treasurer currently fulfills the responsibility of that role. The Secretary role is fulfilled by Sue Lagerman which can, by law, be assigned to library staff such as Sue Lagerman. A provision to run meeting is needed if both the President and Vice-President are absent.

Van Dyck agrees with the roles of president and vice president and asked if it would make sense to have a Chairman of Personnel and Facilities committees as the other two officers of the Board. **Motion** by Vander Leest, seconded by Jacobson, to replace the secretary and treasurer with Personnel (third in ranking) and Facilities (fourth in ranking) officers. **Motion carried.** Reappointment of officers and a review and vote of the by-laws will be an agenda item in March.

**B. Discussion and Possible Action Regarding Annual Election of Officer Positions**

**APPROVE REVISED JOB DESCRIPTIONS** updated to current

**A. Library Shelver**

**B. Library Service Clerk**

**C. Library Service Associate**

**Motion** by Vander Leest, seconded by Terrien to approve all revised job descriptions. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION REGARDING ADJACENT COUNTY REIMBURSEMENT – SHAWANO COUNTY** Simons updated the board to clarify Statute 43.12 and refreshed the board on the history of adjacent county billing. Shawano County is now consolidated. In 2019, (based on 2017 circulation data) will be the last year Brown County receives funding from Shawano County. This equates to about a \$50,000 loss. Van Dyck asked about opportunity to talk to new Shawano about anew Pulaski Branch and if they would consider shutting down a small branch like Krakow and pay BCL? Simons replied it's a possibility but not likely as it becomes a constituency issue. The Public Library System Redesign Committee's work will likely result in an overhaul of State Statute 43. So some of this may change for the better or worse in the coming years depending on the law changes. **No action.**

**APPROVE OUT OF STATE TRAVEL REQUESTS.** **Motion** by Running, seconded by Jacobson, to approve the out-of-state travel requests from staff. **Motion carried.**

**NICOLET FEDERATED LIBRARY SYSTEM**

**A. Approve 2017 Collection Development Grant Evaluation Report**

**B. Approve 2018 Collection Development Grant Application Motion** by Vander Leest, seconded by Jacobson, to approve the NFLS 2017 Collection Development Grant Evaluation Report and the 2018 Collection Development Grant Application. **Motion carried.**

**PRESIDENT'S REPORT** Van Dyck was contacted by Rob Miller regarding the status of the Great Books book discussion held at the library. Lagerman volunteered to follow up with Miller. **Motion** by Terrien, seconded by Meli, to direct staff to follow up with Rob Miller and copy John Van Dyck. **Motion carried.**

**LIBRARY DIRECTOR'S REPORT** In addition to report included in packet, Simons reported that the Picture Book reorganization project is underway –picture books will be sorted and shelved into 13 different categories and sub-classes. This will increase circulation. The goal is for Central's collection to be converted by early April. Branches will roll out after that.

The recent County policy on fundraising will be discussed with David Hemery/Corp Counsel.

Finance Manager Sandy Parmer is resigning due to her husband's military transfer. A plan is in place with Human Resources and the library should be able to replace her fairly quickly. The candidate pool used to hire Parmer should still be able to used. **Motion** by Vander Leest, seconded by Running, to receive and place the Director's Report on file. **Motion carried.**

**CLOSED SESSION**

**OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session** **Motion** by Vander Leest, seconded by Running, to convene in Closed Session. Roll call: Running, Meli, Terrien, Jacobson, Rodriguez, Vander Leest, Van Dyck. **Motion carried.** Staff was excused.

**CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Executive Director's performance evaluation and salary.**

**RECONVENE IN OPEN SESSION: Approve any action that may have been recommended in Closed Session** **Motion** by Vander Leest, seconded by Meli, to reconvene in open session at 8:25 pm. Roll call vote: Aye: Running, Meli, Terrien, Jacobson, Vander Leest, and Van Dyck. Nay: None. **Motion** by Meli, seconded by Terrien, to approve recommendation in closed session. **Motion carried unanimously.**

**OLD BUSINESS** None.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** Meetings at different locations. (Revisit in March)

**ADJOURNMENT** Motion by Vander Leest, seconded by Meli, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 8:27pm.

**NEXT REGULAR MEETING:**

**March 15, 2018**

**5:15 p.m.**

**Central Library**

Respectfully submitted,

Sue Lagerman, Recording Secretary