

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

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

PRESENT: JOHN VAN DYCK, BOB NIELSEN, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN, and JOHN VANDER LEEST

EXCUSED: MARISSA MELI

ABSENT: KAYLA JACOBSON

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

CALL TO ORDER President Van Dyck called the meeting to order at 5:17 p.m.

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

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

LIBRARY BUSINESS

A. Finance Report, Bills and Donations No report.

B. Discussion and Possible Action Regarding ½% Sales Tax. No update.

FACILITIES

A. Capital Projects Timeline A number of standards were looked at. Timeline illustrates length of time for different projects and is for future reference. Simons will reach out to Chris Wagner for feedback.

B. Update and Discussion Regarding Pulaski Library Printery Building Funding No feedback was received from the letter that was sent other than from Supervisor Becker indicating that he did not like the terms of the letter. Van Dyck suggested letting it rest until a new county board is in place. The Library Board has discussed and understands there are many needs including the East Branch, Central Library and Ashwaubenon. **Motion** by Vander Leest, seconded by Running, to receive and place report on file. **Motion carried.**

C. Discussion and Possible Action regarding East Branch Regarding the plot of land south of Kroc Center in Bellevue, the owner would like to have the library purchase it and also have naming rights. Board has interest with some conditions as they prefer a donation of land. Rodriguez has concerns with this site, on behalf of Hispanic population, with racial profiling. A partnership lowers cost. Vander Leest suggests looking into additional potential partnerships. **Motion** by Vander Leest, seconded by Terrien, to receive and place on file. **Motion carried.**

PRESENTATION AND APPROVAL OF 2017 ANNUAL REPORT Simons shared a PowerPoint related to the data contained in the Annual Report. The slides showed tax support per capita; circulation per FTE; comparison of library usage 2006-2017; (Van Dyck noted that investments needs to be made in technology to make the library cutting-edge); library visits compared to unemployment; public use of meeting and study rooms; resident use compared to non-resident circulation; illustration of resident use outweighing resident funding; circulation use trends; circulation per card holder vs resident card holders; children's material circulation compared to total circulation; average program attendance ratio compared to number of programs; (Van Dyck noted stressing ROI in relation to programs to staff); programming over time and its costs in dollars and staff time; target subcultures for and with programming; race and ethnicity demographics; programs target timely and relevant topics; and facilities master plan. Increase users; keep on path of relevancy and trust – as part of daily lives (not crisis). If more people have cards because they believe in the library, we'll see increases in everything. Value in programming and services. Need to balance what's possible with resources and maximize resources we have. Nielsen cautioned on suggesting that the circulation per FTE equates to overworked staff as he doesn't think the slide represents that. Clearly says (slides one and two together) that staff is very efficient. Vander Leest commented that the library has perfected the art of running an efficient library system. Simons noted, that it was the library of 15 years ago that was perfected but we haven't kept up – that is what is being worked on and improvements are being made. Deficiencies still exist. **Motion** by Vander Leest, seconded by Nielsen, to approve the 2017 annual report. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION OF THE LIBRARY BOARD BY-LAWS Regarding Article I. Membership, Section B. Term of Office, motion by Van Dyck, seconded by Vander Leest, to change the limit of consecutive terms from two to three. **Motion carried.**

Regarding Article III, Section C.: **Motion** by Vander Leest, seconded by Running to define that a majority of the board constitutes a quorum and a quorum of those in attendance is standard for decision-making. **Motion carried.** Regarding Article II. Officer, Section C. Nominating Committee: **Motion** by Vander Leest, seconded by Running, to approve the change to the process of annual elections as presented. **Motion carried.**

A. Reappointment of Officers Van Dyck nominated Nielsen for facilities officer and Running for Personnel officer; **motion** by Vander Leest, seconded by Rodriguez, to close nomination **Motion carried unanimously.** **Motion** by Rodriguez, second by Terrien to replace the Board positions of secretary and treasurer with Personnel (third in ranking) and Facilities (fourth in ranking) officers. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF UPDATED MANAGEMENT STRATEGIES IN STRATEGIC PLAN TO BE USED FOR EXECUTIVE DIRECTOR'S ANNUAL EVALUATION **Motion** BY Vander Leest, seconded by Rodriguez, to adopt the evaluation structure as presented. **Motion carried.** The updated management strategies were referred back to the Personnel Committee to review the process with Simons and come back to board with recommendation for use. Running will reach out to Kathy Pletcher to involve her in the process.

RESCHEDULE DATE OF APRIL LIBRARY BOARD MEETING The April Library Board meeting date is changed to Tuesday, April 17 at 5:15 p.m. at the Southwest Branch Library, 974 Ninth Street, Green Bay,

PRESIDENT'S REPORT None.

LIBRARY DIRECTOR'S REPORT Simons updated on a recently terminated employee. The library has received communication from a WI Disabilities attorney and the matter has been referred to Corporation Counsel.
A permanently banned patron (since 2003) came back to the library and has threatened to sue the library. The County attorney is deciding if we can enforce this ban.

Motion by Vander Leest, seconded by Running, to receive and place the Director's Report on file. **Motion carried.**

OLD BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

ADJOURNMENT **Motion** by Nielsen, seconded by Rodriguez, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:37 pm.

NEXT REGULAR MEETING:
April 17, 2018
5:15 p.m.
Southwest Branch Library

Respectfully submitted,

Sue Lagerman, Recording Secretary