

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **April 17, 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, BOB NIELSEN, DAVID RUNNING, and JOHN VANDER LEEST

**EXCUSED:** MARISSA MELI, HECTOR RODRIGUEZ, and STEVE TERRIEN

**ABSENT:**

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

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:35 p.m.

**APPROVE AGENDA AND MINUTES Motion** by Vander Leest, seconded by Nielsen, to approve the agenda. **Motion** by Jacobson, seconded by Vander Leest, to approve the minutes. **Motion carried.**

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

**LIBRARY BUSINESS** Simons introduced, and the Board welcomed, Linda Chosa as the new Finance Manager. Van Dyck announced that Annette Aubinger was appointed to fill an open position on the Library Board.

### **FACILITIES**

**A. Discussion and Possible Action regarding East Branch** A public announcement from the County Executive may possibly be made on Thursday and following the County Executive's lead is recommended. The potential option would include the County paying to build it and then sell it to partner. Library would lease it back for an amount per year. Major overhead would be responsibility of partner. No fundraising would probably be necessary. That does not mean that fundraising could not take place for the library in general – one umbrella – three libraries. B.C.L. Foundation would be willing to lead fundraising and would like to hire a professional fundraiser. The county pay for construction and the Library Board would be involved in design. This is all theoretical at this point. Bob noted that we would define requirements for library – define architectural program, finishes and approval of funding for it. Vander Leest suggested that a building committee would need to be involved. It was also suggested to involve BC Corp Counsel. County Board should know what savings will be realized in the future compared to a different site – why this is an attractive site. Long-term savings – maintenance, cleaning snow plowing, etc. Should happen in the next 6-12 months. Partner would like to start construction this summer. Committee work can happen separately but decisions have to be made by the full board. Community input can be important and this input can be attained through a general session for public and another for stakeholders. Information received can be evaluated to what makes a library of the future.

Jacobson asked who will make decisions about library functionality – the Admin Team. Simons suggests that the Library Board should take a field trip to see renovated or newly built libraries.

Naming rights may still be a possibility. Van Dyck indicated that the Library Board has to wait to be invited to the conversation. Staff should think about what we want and need – convey that to the architect and they can sketch it out. What do you want to achieve?

Van Dyck mentioned that action, after a discussion with Todd Hutchinson, developer for Ashwaubenon development project was not pursued due to potential issues of time and money. At present, the lot across the street from the library is vacant and owner does not want to sell (per representative). Current disbursement of sales tax would not cover both the East and Ashwaubenon branches. Money from other pockets exist. The Board and the library needs to discuss what they want out of a library in Ashwaubenon. The development is near to where the library is currently located and the current location is closer to the schools.

**APPROVAL OF EMPLOYMENT PRACTICES POLICY (N-11)** This draft is the county's policy updated for the library with very few edits. Our current policy is outdated and focused on internal positions. Kara, the HR Analyst assigned to the library has approved of the edits. **Motion** by Vander Leest, seconded by Running, to approve the Employment Practice Policy (N-11). **Motion carried**

**DISCUSSION AND POSSIBLE ACTION REGARDING SEARCH FOR EXECUTIVE DIRECTOR** Personnel Committee has reviewed search firms used in the library's recent past. Van Dyck reached out to Bradbury Miller Associates. Kathy Pletcher's experience has been brought into the process. Running and the other members of the Personnel Committee (Vander Leest and Jacobson) met with Kathy. They feel they can conduct search without using an outside resource. Kathy made a good point that this position is very important and we

need to reach out a broad spectrum. Vander Leest concludes that, as a group, you set the minimum requirements and winnow down. Board needs to be involved in process. Bradbury Miller presented two options for their services: a flat fee for recruitment only and the board does interviews and decide on finalists. (Pool enhancement). Jacobson is inclined to do pool enhancement. Van Dyck favors the full search because it includes a lot more services for a reasonable amount of additional money.

Van Dyck noted that the firm is looking for a specific person – one who is probably employed. Search firm would know what BCL is looking for. They know who to approach. The right person might not respond to an ad. Firm only does library recruitment but not just director searches but also senior management. Nielsen asked if this firm actually knows the character of this position and Simons confirmed that they are active in reaching out to prospects. Vander Leest thinks the price is too much money and Jacobson does not want to slow the process down and asked if the board needs more involvement from the firm other than recruitment. Van Dyck asked who would lead this search if the firm doesn't.

**Motion** by Running, seconded by Jacobson, to contract with Bradbury Miller Associates in an amount not to exceed \$20,000 and with details of the engagement to be determined between Personnel Committee, Kathy Pletcher and firm. Corp Counsel advises that since this is professional service, we do not need to issue an RFP. Van Dyck proposed determining what makes sense for travel, etc. Funds could come from salary savings from the open position. The timeframe indicates that the search is a 3-4 month process. The Personnel Committee will spearhead the process. **Motion carried.**

**PRESIDENT'S REPORT** Van Dyck noted that he has confidence in a capable senior management team. Running has volunteered to attend their weekly Administrative meetings.

**LIBRARY DIRECTOR'S REPORT** Simons thanked the board for the opportunity for being able to make a difference in his hometown.

**OLD BUSINESS** None.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

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

Meeting adjourned at 6:48 pm.

**NEXT REGULAR MEETING:**

**May 17, 2018**

**5:15 p.m.**

**Central Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary