

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **July 19, 2018** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay, WI**

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

**EXCUSED:** BOB NIELSEN

**ABSENT:**

**ALSO PRESENT:** Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff); Jeff Flynt (BC Deputy Executive); and Doug Schneider (Green Bay-Press Gazette).

**CALL TO ORDER** Vice President Vander Leest called the meeting to order at 5:20 p.m.

**APPROVE/MODIFY AGENDA AND APRIL and MAY MINUTES** Terrien would like the minutes to reflect that he did not care to collaborate with the school. **Motion** by Vander Leest, seconded by Running, to approve the modified minutes. **Motion carried.**  
**Agenda: Motion** by Jacobson, seconded by Running, to modify the order of the agenda by switching items 5 and 6, and switching 6.a. and 6.b. followed by 5.b. and 5.a. **Motion carried.**

*Van Dyck arrived at 5:25 p.m.*

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** Aubinger announced that the Packers are naming an Ashwaubenon street, "Mike Aubinger Way." A news conference is scheduled for Noon on Friday and all are invited to attend.

**LIBRARY BUSINESS** A compressor failed in a Weyers-Hilliard air-cooled chiller. It is operational for now but quotes for a replacement are being sought. A furnace heat exchanger needed repair at Southwest. Due to its age of 16 years, a new two-stage variable unit was purchased and installed.

### **FACILITIES**

#### **A. Discussion and Possible Action Regarding Denmark High School Pending Use of Raptor Visitor Management System and Its Impact on the Denmark Branch Library**

Some research done with GBAPS indicated issues that are also relevant to Denmark High School (DHS). DHS is implementing the Raptor Visitor Management System at the start of the new school year. Anyone entering the high school during school hours will be required to show a driver's license or ID. The ID will be scanned into the Raptor system and a background screening will take place. If the background check does not return anything a visitor badge with the visitor's picture, full name, date and time will print and be assigned to the visitor to wear while in the school. Rogers explained that this poses a problem for the library because this is a violation of the way DPI interprets State Statute Chapter 43. The library needs to have free access (no id). If the library were to go forward and participate in using the Raptor system, the library would be in violation of the statute and could potentially be expelled from NFLS. BCL is a resource library for NFLS. She talked to DPI and was informed that their legal counsel would not support the library screening visitors. Flynt commented that Corporation Counsel also read Chapter 43 and stands with DPI's interpretation. He noted that the problem is a single point of entry to the school and that someone else is screening BCL visitors. Since the school is doing the screening, this puts the county in a bad position – one that could cause a legal challenge. DHS is aware of the issues this poses for the library but their ultimate concern is school security. A Raptor work-around would entail adjusting the branch library hours to be after the school day ends and the Raptor system is not in use and no scanning would occur (opening somewhere around 3:30 pm). There would be no change in how the library operates.

Being located in the school is another issue to deal with. Sex offenders cannot be within a certain number of feet of school grounds. So theoretically, a sex offender could be asked to leave which is a violation to a library's accessibility. Restricting the library in the school could be accommodated by suggesting using another library but this is a grey area. Flynt commented that, per Corp. Counsel Hemery, this is a first amendment issue and you cannot be vague - you have to be exact.

Van Dyck is of the opinion to have staff adjust schedule based on opinion of DPI and Corp Counsel. Rodriguez asked about serving the needs of the community. Van Dyck noted that representatives from the Village were present at meeting and, in regards to serving the community, being open in evening hours may not be the best way to serve them but in the consideration of time, something has to be done. The library is not abandoning the community but the village needs to come up with an alternative for us. There has been

talk about moving the village hall and a potential new community center. There may be an opportunity there. The library has to bridge the gap between now and then. **Motion** by Vander Leest, seconded by Running, to adjust the Denmark Branch hours, beginning at 3:30 pm and allow staff to determine a workable schedule. **Motion carried.** Once determined, a public notice of why there is a change will be made. Staff will work with the school on this communication.

Since a potential challenge to restricting accessibility (no different than in the past) exists, Van Dyck stated it would behoove the board to look at options that the village may present.

**B. Discussion and Possible Action Regarding East Branch, and Pursuing a RFI** The potential collaboration appears to be over resulting from a number of issues related to rules that each body has to abide by. There are conflicts and there does not appear to be a good solution. Next optional steps: move forward with a RFI or hire a realtor and have them seek out available locations. This hire would fall under professional services (per Corp Counsel) so bidding would not have to take place. Vander Leest commented that a commercial realtor would have better knowledge. The RFI would have to have parameters defined. Running thinks an RFI would be beneficial in getting the word out that we are looking for a location. Both options could be executed. Rodriguez reiterates that realtors know the market – we have to define the library’s needs. Aubinger asked if there are targeted areas on the east side the Board wishes to pursue. Terrien asked if a map was available and suggested the desire not to be landlords but facilitators of knowledge. It was agreed to get away from being a landlord and that was why the collaboration with GBAPS was enticing. Terrien commented that he was told that sales tax was gratuitous and it could go away. Van Dyck replied that the amount and timing could vary but the board can only go on intent of county board. The Board will determine allocation of sales tax. **Motion** by Vander Leest, seconded by Terrien, to approve a RFI seeking input on location for an east-side location and to select a commercial real estate broker (terms to be negotiated) to assist in finding an east side location. **Motion carried.**

*Jeff Flynt and Doug Schneider left the meeting at 6:15 p.m.*

#### **2019 BUDGET**

**A. Approve 2019 Budget Proposal** Chosa distributed a revised budget that reflected three updates. A narrative included in the packet defined other line item changes. The first budget scenario is budget neutral. One of the updates was an increase in Fringe Benefits as calculated by HR. Other changes were to Copier Chargebacks (set by BC DOTS) and the Multifunction Devices and Software. Chosa has asked for a levy increase from the County Budget Coordinator. The second budget scenario includes the purchase of new vehicle to serve as a bookmobile and revenue from selling current bus. Jacobson asked about fundraising for a new Bookmobile. Vander Leest noted that there has been community support for the Bookmobile in past and maybe half of the cost could be fund raised. Rodriguez liked the idea of a PR campaign to fund raise – the Bookmobile is a “feel good” story. Vander Leest suggested that maybe large companies would act as sponsors and acknowledged on the new vehicle. He added that the Greater Green Bay Community Foundation could also be approached for funding. Van Dyck and Terrien do not see the urgency in funding a replacement. The current vehicle, while not without some mechanical issues, still runs. Jacobson wanted it noted that she has good feelings about the Bookmobile and enjoyed it as a child. **Motion** by Vander Leest, seconded by Meli, to approve the 2019 Budget Neutral proposal that keeps services as is (including the current Bookmobile). **Motion carried unanimously.**

**B. Approve Performance Measures, Mission Statement and Program Description** Chosa noted that the checkouts per capita decreased but that is likely due to a larger population figure used in making the calculation. (Source: US Census estimates). Aubinger questioned the language of, “Third Place” because she found it confusing. **Motion** by Vander Leest, seconded by Aubinger, to change the language of the third strategic priority by replacing “third” with “creative.” “Provide a **creative** place to engage the community.” **Motion carried.** **Motion** by Vander Leest, seconded by Running, to approve the Performance Measures, Mission Statement and Program Description. **Motion carried.**

**PRESIDENT’S REPORT** Van Dyck requested reviewing who pays and who does not for meeting room use. He would like the types of non-profits defined. A policy review and information on the different tax classifications of non-profits will be discussed at a future meeting.

**LIBRARY REPORT** Discussion took place about the schedule of the Director interviews.

#### **OLD BUSINESS**

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

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

Meeting adjourned at 7:10 pm.

**NEXT REGULAR MEETING:**  
**August 14, 2018 (Note Date Change)**  
**Noon (Note Time Change)**  
**Central Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary