

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **June 20, 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 (Brown County Deputy Executive);

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

**APPROVE/MODIFY AGENDA AND APRIL and MAY MINUTES** Motion by Terrien, seconded by Meli, to approve the minutes. Motion carried.

**Agenda:** Motion by Van Dyck to modify the order of the agenda to 1-5; 10-11; 15-17; 9; Closed Sessions 6-8 and 12-14; and 18-20, seconded by Jacobson to modify agenda. Motion carried.

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

**LIBRARY BUSINESS** None.

### FACILITIES

**A. Discussion and Possible Action regarding East Branch Potential Partnership** Meeting with both staffs took place a couple weeks ago. A follow-up meeting then took place for staff to discuss potential issues. It was told that the East Branch partner has walked away because the library could not get over a security hurdle but if the library could get past this hurdle the deal may not be done. Rogers reported that the Admin team met with school staff and their concern was security and if someone was a sex offender. The library cannot screen patrons. Another follow up meeting was scheduled, as was a tour of two of their libraries. They canceled both meetings on short notice with no reason. The Department of Public Instruction (DPI) was contacted to discuss and learn more about the Raptor system that schools are implementing. Use of it in a library setting violates State Statute 43. Also, per DPI, if the library went forward with a partner who was using this screening product, the library would lose its status in the Nicolet Federated Library System and the funding received as a member (nearly \$84,000); LSTA funding and more. Jacobson asked if sex offenders don't already self-govern themselves and stay away from schools. It is not known if the library would have a separate entrance (per Mike Stengel, the school's facility manager). He told Beyler that he does not know anything about it since the design process has not started.

Flynt replied that the intent of vision was clearly stated with Mike Stengel – they have a huge plot of land they want to expand on. They would have a building and so would the library with a connecting corridor with a separate entrance specifically for public: a separate building, separate entrance and one connection.

Greg Gerbers, Brown County Risk Manager and Assistant Corp. Counsel, indicated that the Library Board can make reasonable regulations to render its use but services must be free. Since the library has other locations, access to library services really is not being limited in this location. Flynt believes this is an opportunity and noted that other communities who have had these issues have figured them out. If there is a way for county attorneys to talk with school attorneys, the project can move forward. He also talked to Shannon Schultz at DPI to discuss use of the Raptor system. If there is an option, it should be explored. The County Executive feels strongly about wanting to try to eliminate this hurdle. With the Raptor System, each person presents an ID that is scanned and a mini-ID check is performed.

Meli is against screening (a school practice) and in this situation the county library would be the school library. Van Dyck noted that there have been test cases in New Mexico and on the East coast where limitations have been put in place in certain branches at certain times. This has held up to legal challenges. Flynt noted that DPI did not understand that until he explained it to them and that could be a game changer. They are meeting with their lawyers on Monday for advice to see what it means to BCL and Brown County. Meli stated that it is completely irrelevant if it stands up in other states and asked if it is worth getting embroiled in a legal controversy. This will ultimately be the Library Board's problem. Fundamentally, all libraries are supposed to be available to everybody.

This model could pose a financial risk – as well as a public relations risk. Vander Leest stated that you should not use the threat of a lawsuit stop a good idea. Running's vision was that the school was going to provide a land parcel to build a library and it would be convenient to the school. He did not expect it to be integrated and that this library would be the school's library – he thought it would be a public library only. Rodriguez agreed with Vander Leest that the board needs more information. His opinion is that the board needs to keep open mind about what can be done to improve the quality of library service and how this can be done in collaboration with other organizations. Maybe a statement to this effect needs to be put in writing. He went on to say that the board has to look how to educate kids and families to use the library. Meli reiterated that the library could not be beholden to scanning. Rodriguez suggested finding out what school wants and how they do things. Van Dyck commented that the premise was a separate building but connected. Questions about collection, space and library information systems presents another layer of concern.

It was indicated that the County Executive wants a motion that the board supports the idea so the school has a clear understanding of the board's position. The school would have to decide if they are interested. The board prefers a separate building and sees an integrated library as part of the building as a deal killer. **Motion** by Vander Leest, seconded by Running, to state that the BC Library Board has a strong interest in collaborating with GBAPS and continuing dialogue related to an east-side location as a separate building. **6 ayes; 1 nay; and 1 abstention. Motion carried.** Rogers reiterated that funding that could be lost and asked what the board wants the library to be/look like. Aubinger is against this and so is Meli. Terrien does not care to collaborate with the school.

**B. Update on Pulaski Partnership with Gorman Company** Van Dyck briefly summarized the history on the printery building in Pulaski – how it was going to be developed and how the village approached the County Executive as to how this could be a municipal building and house the branch library. Before the sales tax passed, the county board committed \$300,000 toward the project and the village agreed to raise \$300,000 that, combined, would have covered the then total project cost. Fast forward to the passage of the sales tax, indications were made that \$1M of the \$20M slated for the library would be given to Pulaski. Van Dyck noted that these were placeholders and not guarantees. Several options were presented and costs went up. A letter was sent to the Village of Pulaski stating the scenario for funding the project. This included Pulaski fundraising. Village President Woodward disagreed and said village could not raise funds. He instructed Gorman & Co. to proceed with development of building without library (this information was just learned a week ago). It was asked if the conversation could be restarted and the answer was no. The Village's preference now is to have the library expand into the back end of current building.

**C. Update on County Executive's RFI for Central Library Co-location** The County owns the museum and its parking lot. There has been some interest in the past to sell the parking lot to a developer for a mixed-use development. Housing, as an example, that would also provide some space for a municipal organization like a library with underground parking. A Green Bay developer is currently doing this in Appleton. It may be beneficial and pique interest to post a RFI to announce that the county is interested in something similar. The potential would be the Central Library in that development and thus creating a cultural campus. An RFI would allow for the gathering of ideas.

**D. Discussion and Possible Action Regarding Denmark High School Construction Project and Access to the Denmark Branch Library** The issue is that while the school is under construction, there is no elevator access to the library. The Superintendent was contacted to see what could be done. We have access through June but may be down about three weeks in July. It was discussed that a motion could be made asking the school to make an accommodation to avoid a liability issue, or the library has to close if there is no access. **Motion** by Running, seconded by Meli to close the Denmark Branch Library if the library cannot have elevator access due to liability issues. **Motion carried.** It was noted that the Denmark School District is also going to implement the Raptor system (the same Database segregated for different alerts – updated in real time) as being introduced in the Green Bay Area Public School District) in fall and this will impact the Denmark Branch Library. This will be further discussed at the July board meeting.

#### **DISCUSSION AND RECOMMENDATION ON DIRECTION OF 2019 OPERATIONAL BUDGET**

Chosa will receive the target levy next week Tuesday at the Budget kickoff meeting. She was planning to follow a 2-3 budget scenario – one that is an ideal budget and one that is budget neutral or what the board may suggest. Van Dyck anticipates revenue neutral. Creating an ideal budget is probably not worth it. Vander Leest thinks there is still an effort to figure out compensations to salaries so departments might be asked to come in 2% lower on budgets in order to fund salaries. Van Dyck suggested starting to build the budget based on net neutral. County commitments have to be taken care of first. DOTS chargebacks are likely to go up.

**DISCUSSION AND POSSIBLE ACTION ON REVISING PERFORMANCE RANKINGS AND ADDING A 5<sup>TH</sup> RANKING** It became clear that a fifth ranking is needed to further define, "Meets Expectations". **Motion** by Jacobson, seconded by Running, to approve a 5<sup>th</sup> performance ranking. **Motion carried 7-1.**

*Jacobson left the meeting at 6:30 pm.*

**UPDATE ON SEARCH FOR EXECUTIVE DIRECTOR** An updated timeline was distributed. Regular updates will be shared via email as they are received from Bradbury Miller Associates.

**PRESIDENT'S REPORT** None.

**LIBRARY REPORT** The Kress roof repairs are complete; Gnome Games moved out of the space next to the East Branch on June 5 after citing an issue with mold. Mold has not been discovered in the suite the library resides in. The Summer Reading Adventure Kickoff event at the Central Library was attended by an estimated 1250 people – a record! An announcement of the partnership between the Packers Hall of Fame and the library to promote, “Read Like a Champion,” was made by representatives of the Hall of Fame, BC Library, Achieve Brown County and the County Executive.

**FINANCIAL MANAGER'S REPORT Approve Financial and Donation Report.** No out of the ordinary expenses were reported. Carryover detail determined that some monies were spent and some balances were kept for their intended purposes.

**Motion** by Terrien, seconded by Rodriguez, to approve the financial and donation report as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
May 2018**

**Gifts & Donations**

05/02/18	Muses Book Exchange	260.00	In Mem. Shirley Stanley
05/02/18	Greenleaf Riders Ltd Snowmobile Club	250.00	Wrightstown Materials
05/23/18	Marlyn Hackett	25.00	CL Garden-V. Engelbrecht
05/24/18	GB Mens Club	(375.00)	Reclass to Rm Rent
05/31/18			
05/31/18			
05/31/18			
05/01/18	Ashwaubenon	33.62	Donation Box
05/01/18	Bookmobile	8.51	Donation Box
05/01/18	East	38.38	Donation Box
05/01/18	Weyers/Hilliard	59.79	Donation Box
05/01/18	Customer Service	17.76	Donation Box
05/01/18	Kress	22.00	Donation Box
05/01/18	Pulaski	5.50	Donation Box
05/01/18	Southwest	0.61	Donation Box
05/01/18	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 346.17</b>	

**Federal & State Grants**

5/31/2018	Nicolet Federated - Delivery	\$ 3,000.00	
	<b>Total Grants</b>	<b>\$ 3,000.00</b>	

**Motion carried.**

- A. Report on Out-of-County Borrowing and Payment** Chosa walked the board through the state statute and Out of County Payment Summary that was included in the packet.
- B. Update on Budget Timeline** Budget presentation meetings will take over two weeks in August with the Executive, DOA, Finance Director and HR Director.

**OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session** It was determined that a 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 - was not needed.

**OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session Motion** by Running, seconded by Terrien, to move into closed session at 6:50 pm. Roll call vote: Aye: Running, Meli, Terrien, Rodriguez, Aubinger, Vander Leest, and Van Dyck. Nay: None.  
**Motion carried.** Staff and deputy executive was invited to stay.

*Flynt left the meeting at 6:50 pm.*

**CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – compensation adjustment.

**RECONVENE IN OPEN SESSION: Approve any action that may have been recommended in Closed Session** **Motion** by Terrien, seconded by Vander Leest, to reconvene in open session. Roll call vote: Aye: Running, Meli, Terrien, Rodriguez, Aubinger, Vander Leest, and Van Dyck. Nay: None. **Motion carried. Motion** by Terrien, seconded by Vander Leest, to approved one-time compensation adjustment as discussed in closed session. **Motion carried.**

**OLD BUSINESS** Van Dyck asked about possible parking passes for the Library Board. The Green Bay Parking Utility will be contacted. He also reported that he met with the Village of Ashwaubenon and a developer regarding a development on Ridge Road. A proposed project a couple years ago did not advance. Since then, another developer has approached village to construct a building with a library on first floor and housing above it. Van Dyck has had some preliminary meetings. He is not convinced that moving a short distance is going to improve what the library provides to the community. Developer wants commitment from board so a plan can be pursued. Rodriguez asked if this is a priority. Ashwaubenon is not top priority. East Branch is main priority. Running doesn't think \$5M is worth it for this move. Consideration was given to the idea of doing an RFI for both the East and Ashwaubenon branches. Rodriguez commented that the East side area is experiencing significant growth and the board should look where the trends are going. It is important to consider how the community looks at library service. Van Dyck will invite developer to a future board meeting to give a presentation but he is not convinced that the numbers work. Vander Leest commented that other East branch options should be kept up. Further discussion regarding an RFI will take place at the July meeting.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** Notecard complimenting Karin Adams at East Branch and her Book Babies storytime.

Final interviews for an Executive Director with the Library Board are scheduled from Noon -5:00 pm on Tuesday, August 14. The Board will commence with a short regular meeting immediately following at 5:00 pm. This will replace the Thursday, August 16 meeting.

To remain efficient, the July board meeting will focus on the 2019 budget and the East Branch, and the August board meeting on approval of a successful director candidate.

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

Meeting adjourned at 7:25 pm.

**NEXT REGULAR MEETING:**

**July 19, 2018  
5:15 p.m.  
Central Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary