

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **May 17, 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, BOB NIELSEN, HECTOR RODRIGUEZ, DAVID RUNNING and STEVE TERRIEN

**EXCUSED:** JOHN VANDER LEEST, and MARISSA MELI

**ABSENT:** KAYLA JACOBSON

**ALSO PRESENT:** Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff). Mary Jane Herber, Doug Schneider (GB-PG).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:25 p.m. Welcomed Annette Aubinger to the board.

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

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** Mary Jane Herber, Local History and Genealogy Librarian, shared that the Green Bay Press-Gazette is consolidating some inventory and they are giving the library the microfilm of several newspapers including the first paper in the state. They are also giving the library the cabinetry that houses the film. There are approximately 1800 reels of film that will be good replacements for current damaged or missing reels. It is estimated that the film is worth about \$145,000 and the cabinets, \$6000. Bound De Pere Journals were also donated. With the help of volunteers, film will be evaluated and will act as replacements for the library's current collection. Rodriguez asked about ethnic newspapers and if the library carries them. We have the Oneida paper. Aubinger explained that for-subscription papers are saved on microfilm and not necessarily free papers.

### **LIBRARY BUSINESS**

#### **FACILITIES**

Beyler reported that the Southwest Card Access System has been installed and Kress roof repair quotes have been received and the low quote has been scheduled. Southwest had some intermittent back drafting issues with the gas water heater. They have a carbon monoxide detector that did not ever detect dangerous levels. To address this, pressure tests were conducted and there was no consistency with the back drafting. So, rather than install a make-up air system or do any further investigation we installed a hybrid heat pump water as the existing one was 18 years old. New security cameras were purchased and storage is being increased to 120 days. Flashing leaks at Kress are scheduled for repair.

**A. Discussion and Possible Action regarding East Branch** Until the unannounced partner for East Branch is approved by their board, it would be presumptuous of the Library Board to say anything. The other group met today with Admin staff, Troy Streckenbach, and Van Dyck. Hurdles need to be discussed and determined before a partnership is entered into. Some operational things needs to be addressed; as well as any other roadblocks. Decisions will not be made until questions are asked and answered. Regarding timing – they are too far along on a different portion of construction so the library's involvement his would not likely happen until 2020. There is now more opportunity to figure things out. The county will pay for the funding. The Library Board has control of anything related to the library. The County Board's perspective is to approve funding and once appropriated, the Library Board decides how the funding is spent. Nielsen asked about their plan for library construction and that is unclear at this time. The library facility would be a stand-alone building but the two facilities would be connected.

**FINANCE REPORT** Chosa reviewed the financials – including the carryover balance of \$142,461. Fund Balance \$393,000 (net after carryover removed). Van Dyck asked to review carryover and determine tighter dollar amounts at the June meeting. Terrien asked if we have a target for a percentage of fund balance. Van Dyck thought the county is about 20% so the library at 5% is light. More than 5% is preferable.

Three other status reports – Library Income, Library Nicolet Federated Income, and Coin-op/Donations. Overall, finances are on track. Running asked about when Shawano revenue will run out. Details will be reported at the June meeting.

Motion by Running, seconded by Nielsen to approve financial report and Gifts, Grants and Donations January – April reports as follows:

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

**Gifts & Donations**

01/10/18	James Sawyer	25.00	SW Children's Prog.
01/17/18	B. Jenkins	40.00	General Books
01/24/18	P. LaViolette	50.00	Donation for T. Watermolen
01/01/18	Ashwaubenon		Donation Box
01/01/18	Bookmobile		Donation Box
01/01/18	East	22.28	Donation Box
01/01/18	Weyers/Hilliard		Donation Box
01/01/18	Customer Service		Donation Box
01/01/18	Kress		Donation Box
01/01/18	Pulaski		Donation Box
01/01/18	Southwest		Donation Box
01/01/18	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 137.28</b>	

**Federal & State Grants**

1/24/2018	Nicolet Federated Library System	\$ 3,000.00	Summer Reading Program
	<b>Total Grants</b>	<b>\$ 3,000.00</b>	

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

**Gifts & Donations**

02/14/18	Huterra Foundation, Inc	26.01	General Donation
02/01/18	Doris Ziesemer	5,000.00	Children's Services
02/01/18	Jennifer & Adam Vander Zanden	100.00	Wrightstown Donor Wall
02/28/18	Friends of the Brown County Library	137.29	Program & Supplies
02/01/18	Ashwaubenon	26.62	Donation Box
02/01/18	Bookmobile		Donation Box
02/01/18	East	28.43	Donation Box
02/01/18	Weyers/Hilliard	83.15	Donation Box
02/01/18	Customer Service		Donation Box
02/01/18	Kress		Donation Box
02/01/18	Pulaski	10.75	Donation Box
02/01/18	Southwest	4.03	Donation Box
02/01/18	Wrightstown		Donation Box
02/01/18	<b>Total Donations</b>	<b>\$ 5,416.28</b>	

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

**Gifts & Donations**

3/7/2018'	Ashwaubenon Lions Club	1,000.00	Ash - Sensory Equipment
03/14/18	Conlon Family Trust	1,000.00	Kress - Childrens
03/14/18	Stack n Steeples Central	314.09	Concessions & Donations
03/10/18	Local History & Genealogy Participants	433.00	Local History & Genealogy
03/10/18	Local History & Genealogy Participants	565.50	Local History & Genealogy
03/14/18	Branch Buddies	426.84	Programming Supplies
03/14/18	A. White	8.00	Local History & Genealogy
03/21/18	Otnie Dechert	30.00	Gardening Bk - G. Engelbrecht
03/21/18	Branch Buddies	242.67	Programming Supplies
03/21/18	Friends of the Brown County Library	484.82	Postage & Domain
03/21/18	Local History & Genealogy Participants	152.80	Local History & Genealogy
03/28/18	Lenora E Rosera-Kane Estate	175,565.75	WH - Childrens Books
03/28/18	Debra Orr-Grewe	500.00	Local History & Genealogy
3/1/2018'	Ashwaubenon	34.58	Donation Box
3/1/2018'	Bookmobile		Donation Box
3/1/2018'	East		Donation Box
3/1/2018'	Weyers/Hilliard	42.00	Donation Box
3/1/2018'	Customer Service	13.19	Donation Box
3/1/2018'	Kress	34.90	Donation Box
3/1/2018'	Pulaski		Donation Box
3/1/2018'	Southwest	7.50	Donation Box
3/1/2018'	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 180,855.64</b>	

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

**Gifts & Donations**

04/04/18	Ashwaubenon Lioness Club	300.00	Ash - Sensory Equipment
04/11/18	Unison Credit Union	750.00	Kress - Battle of the Books - Childrens
04/11/18	Unison Credit Union	1,500.00	WR - Battle of the Books - Childrens
04/18/18	Konop Companies	11.87	Vending Kress
04/18/18	Friends of the Brown County Library	191.75	Postage & Supplies
04/18/18	Jean Neufeld	20.00	Local History & Genealogy
04/25/18	Eric Kuzma	5.00	Name badge
04/25/18	GB Retired Mens Club	375.00	2nd Qtr Contribution
04/25/18	Roger & Dianne Gerstner	35.00	WH New Books
04/30/18	Sandra Bohman	500.00	General through Propay
4/1/2018'	Anonymous	18.00	General through Propay
4/1/2018'	Ashwaubenon	52.56	Donation Box
4/1/2018'	Bookmobile		Donation Box
4/1/2018'	East	33.03	Donation Box
4/1/2018'	Weyers/Hilliard	87.00	Donation Box
4/1/2018'	Customer Service	60.39	Donation Box
4/1/2018'	Kress	13.27	Donation Box
4/1/2018'	Pulaski	13.60	Donation Box
4/1/2018'	Southwest	15.98	Donation Box
4/1/2018'	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 3,982.45</b>	

**Federal & State Grants**

4/4/2018	Nicolet Federated Library System	\$ 6,562.50	Collection Development (1/4 pymt)
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**Motion carried.**

**A. Approve Budget Adjustment for Library Director Search.** **Motion** by Terrien, seconded by Rodriguez, to approve the Budget Adjustment to reallocate \$20,000 and \$10,000 to Professional Services and Recruitment, respectively from appropriation for Executive Director earnings and fringe during position vacancy (May 1-August 31, 2018) for consultant search services for Executive Director position and relocation expenses for hired Executive Director. **Motion carried.**

**APPROVE REVISED JOB DESCRIPTIONS** Vetted by supervisors, staff, admin, human resources before presentation to Library Board.

**A. Youth Services Librarian** Van Dyck asked about education and experience and wondered if it would make more sense to say ALA accredited college or university instead of library school. **Motion** by Running, seconded by Nielsen, to approve the **Youth Services Librarian** job description as amended with language change in education and experience. **Motion carried.**

**B. Library Manager** Running asked for clarification of department vs. branch manager. **Motion** by Running, seconded by Terrien, to approve the **Library Manager** job description as amended with the same language change (above) in education and experience. **Motion carried.**

**C. DISCUSSION AND ACTION TO APPROVE CUSTOMER SERVICE LIBRARIAN JOB DESCRIPTION** This is a new position. Customer Service is a large department with 19 staff. Support for scheduling and training. Would not be a supervisor. **Motion** by Running, seconded by Nielsen, to create the position and add to the Table of Organization. **Motion passed 5-1.** This position would give someone a growth opportunity to move into a higher-level position.

Van Dyck commented that education and experience does not rise to level of Master's Degree and suggested accepting a Bachelor's degree and amending the job description to only include Bachelor's degree. Rogers explained that this person needs to understand the intricacies and principles of a library and it is important to have a background in libraries. Hector suggested the language that a MLS is preferred. Degree requirement is in line with Reference Librarian.

**Motion** by Running, seconded by Rodriguez, to approve the **Customer Service Librarian** job description as amended with language change in education and experience. **Motion passes 4-2.**

#### **Justification of Customer Service Librarian**

The Customer Service department at Central is the largest department in the busiest BCL location. Currently there is a full time Library Services Associate position open in this department. This is a good opportunity to reconsider the structure of this department and create a Customer Service Librarian in place of refilling the open Associate position. By converting this position to a Librarian role, the Customer Service manager would be able to transition some of the more time consuming, routine tasks such as scheduling, training, and advanced problem solving to the Librarian. This would allow more time for the manager to focus on strategic planning for the department, implement system wide initiatives, as well as work more closely with staff on coaching and performance planning. By transferring these proposed duties to the CS Librarian, we reduce burnout in this position and provide more consistent leadership for the department.

#### Current Staffing

##### Customer Service Department

- Associates: 4 full-time, 4 part-time
- Clerks: 11(part-time)

For comparison, the Kress/Wrightstown manager oversees 1 full time associate, 4 part-time associates, 7 clerks, a YS librarian, and a shelver, for a total of 14 staff members.

#### Funding for Position

Starting Wage for CS Librarian: \$21.19

Current Salary of Vacant Associate position: \$20.05

Difference of -\$1.14 per hour or -\$2223 per year

Vacant Library Manager: \$30.29

Estimated Wage for New Library Manger: \$25.00

Salary Savings: \$5.29

Using the salary savings to cover the difference between the Associate and the Librarian role, the Library will still save over \$4.15 per hour (or \$8,632 per year).

Benefit costs were not included in the calculations since both positions would be benefits eligible.

County Human Resources has review this position to ensure the tasks assigned to this new position are in-line with the pay grade.

**APPROVE OUT OF STATE TRAVEL REQUEST Motion** by Terrien, seconded by Rodriguez, to approve the out of state travel request for the branch supervisor of the Wrightstown Branch to attend the Association for Rural and Small Libraries conference in Illinois.

**Motion carried.** The Board would like the attendee to report to Admin who can then share conference highlights with the Board. Attendee should meet with other rural branches to share information learned. Terrien would like to see a small essay including sessions attended w/bullet points. Nielsen asked if there is a problem with Wrightstown - the branch is losing traffic due to the new library in Kaukauna.

**UPDATE ON SEARCH FOR EXECUTIVE DIRECTOR** Bradbury Miller Associates, Running, Vander Leest (via phone), and Kathy Pletcher participated in a phone conference to discuss details and review the schedule.

**Open Session: Discussion and Possible Motion to Convene in Closed Session Motion** by Terrien, seconded by Rodriguez, to move into closed session. Roll call vote: Aye: Van Dyck, Aubinger, Nielsen, Rodriguez, Running, and Terrien. Nay: None. **Motion carried at 7:02 pm.** Staff was invited to stay.

**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 Running , seconded by Rodriguez , to reconvene in open session at 7:30 p.m. Roll call vote: Aye: Van Dyck, Aubinger, Jacobson, Meli, Nielsen, Rodriguez, Running, Terrien, and Vander Leest. Nay: None. **Motion carried.** No action taken.

**PRESIDENT'S REPORT** John Van Dyck spoke to all library employees at a recent Staff Development Day. HE noted it was a pleasure to speak about what is going on from the Library Board's perspective. Positive feedback was received.

**LIBRARY REPORT** David complimented the Admin team on management of the library.

**OLD BUSINESS** None.

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

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

Meeting adjourned at 7:30 pm.

**NEXT REGULAR MEETING:**

**June 21, 2018**

**5:15 p.m.**

**Central Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary