

## Proceedings of the Friends of the Brown County Library

A meeting was held on Monday, June 18, 2018 at 5:00 p.m. at the Brown County Library, 515 Pine St, Green Bay, WI.

Present: Meg Deem, Alex Galt, Sandra Heinzl, Curt Heuer, Barbara Kane, Matt Kolpien, Don Kraft, KaraLynne Moore, Ellie Reich, Sherrill Revolinski (via phone) and Nicole Virant

Excused: Ashley Reif

Also present: Sue Lagerman and Jodi Angeli (staff)

### CALL TO ORDER

Don Kraft called the meeting to order at **5:05 pm**.

### APPROVE MINUTES

**Motion** to approve minutes of 5/21/2018 with no changes by Curt and seconded by Nicole. **Motion carried.**

### TREASURER'S REPORT

**Motion** to approve May's financial statements by Meg and seconded by Ellie. **Motion carried.**

### PRESIDENT'S REPORT

\$495.00 approved for envelopes. Full color imprints on the envelopes.

Acknowledgment letter from Nature Conservancy regarding \$200.00 donation made in Steve Sinclair's name was shared.

60<sup>th</sup> Anniversary thank you letter from Southwest Branch Library. Celebration was a huge success. Band was a hit. Don read the thank you letter.

### LIBRARY REPORT

Sue gave an update on the Director search – per the search firm, the ad went live June 6<sup>th</sup>. Have it on both pay and free websites and they shared the announcement with about 1600 colleagues via their newsletter. As of 6/18/18, we have 3 that have applied and 7 nominees or recommendations. They are anticipating between 20-25 qualified candidates by the time it closes July 22<sup>nd</sup>.

The Summer Reading Adventure kicked off last week. Beautiful weather and it was one of the biggest kick-offs ever. Sue says there were about 700-800 people. We had a water bar there along with A&W root beer, face painting and other activities. The Read Like a Champion partnership between the library and the Packers Hall of Fame was announced. Library programs will be posted on Read Like a Champion website (under the Packers website).

Working on library budget for 2019. We will know what we have to work with by next week. Some key openings at library have been filled but there are still others that need to be filled. We are finding that the clerk positions are the most difficult to fill.

The How-to Fest went well. Staff hoped it would've been bigger, but they felt it went well for the first time. About 40 presenters. Definitely had positive feedback.

East branch closed session. Potential partner in terms of space. (Gnome games moved out of their space) Don't think the library is interested in that space.

½% sales tax. Have we heard anything? We should be set to get \$1 million this year. There is a schedule of how the money will roll out.

**LIBRARY FUNDING REQUESTS**

Brown County Library							Friends Discussion/Concerns/Vote
Friends Funding Requests - June 2018							
P	Description	Vendor	Qty.	Cost per Unit	Total Cost		
<b>System -Wide</b>							
1	SYSTEM WIDE: Platform carts	Amazon	6	\$ 68.00	\$ 408.00		
2	SYSTEM WIDE: Lumo Play System		1	2,015.00	\$2,015.00		
3	SYSTEM WIDE: Rover Reader mascot "make over"		1	\$300.00	300.00		
4	SYSTEM WIDE: iPads for Programming Use	Varied (see justification)	1	4,507.00	4,507.00		
	SYSTEM WIDE: Loose Parts Programming/Early Literacy Kit	Varied (see justification)	1	700.00	700.00	There are a lot of little parts; worried that this could cause a choking hazard and end up being a Brown County Library liability. Would like them to look into the possibility of pre-made kits or at least do a little more research into the Reggio "brand" before we will approve.	
2	SYSTEM-WIDE: 1 ¼" Badge-A-Matic Button Sysytem	Badge a Mint	1	480.00	480.00		
Department Sub-total					<b>8,410.00</b>	<b>Motion</b> to approve \$7710 (that is the \$8410.00 minus the \$700 that would be the Loose Parts Programming) by Curt; 2nd by Meg. <b>Motion carried</b>	

Administration								
	2	Dewey Easy Call Number Training		Library Tools	5	\$99.95	409.80	
	3	Vitalsmarts Crucial Conversations Training materials		Vitalsmarts	1	3,680.00	3,680.00	Main discussion was about possibly having someone shadow Karla so they can train others too. Questions were raised about how many participant toolkits are included with the price; is it possible to re-use them?
Department Sub-total							<b>\$4,089.80</b>	<b>Motion</b> to approve \$4089.80 by Ellie; 2nd by Matt. Curt voted No. <b>Motion carried</b>
Central Research								
	2	Summer Camp...For Grown-Ups!			1	830.00	830.00	Archery is going to be removed due to obvious liability issues
Department Sub-total							<b>\$ 830.00</b>	<b>Motion</b> to approve \$830.00 by Meg; 2nd by Sandra. <b>Motion carried</b>
Central Youth Services								
	6	Central YS: 32 GB iPad for storytimes, parent presentations and other programs, offsite and on (plus accessories)			1	375.00	375.00	
Department Sub-total							<b>\$ 375.00</b>	<b>Motion</b> to approve \$375.00 by Meg; 2nd by Matt. <b>Motion carried</b>
Ashwaubenon								
	1	Signature Event: Lake Michigan Fish Boil + Music of the Great Lakes concert					\$ 700.00	
Department Sub-total							<b>\$ 700.00</b>	<b>Motion</b> to approve \$700.00 by Ellie; 2nd by Nicole. <b>Motion carried</b>

Denmark & East							
	1	Sceptre 65 Inch 4K LED TV	Amazon	2	\$550.00	\$1,100.00	
	2	Intel Compute Stick CS125 Computer	Amazon	2	\$125.00	250.00	
	3	North Bayou Mobile TV cart TV stand with wheels for LCD LED OLED plasma flat screen	Amazon	2	\$100.00	200.00	
Department Sub-total						<b>\$1,550.00</b>	<b>Motion</b> to approve \$1550.00 by Meg; 2nd by Alex. <b>Motion carried</b>
Kress							
	1	Sherlock Mystery Event featuring author Victoria Houston		1	\$ 850.00	\$ 850.00	
Department Sub-total						<b>\$ 850.00</b>	<b>Motion</b> to approve \$850.00 by Matt; 2nd by Ellie. <b>Motion carried</b>
Weyers-Hilliard							
	1	Reindeer Cheer Event	Varied - See justification	1	\$4,000.00	\$4,000.00	There was some discussion about possibly using a different company that is local (Luxemburg--Santa's Crew/\$500 per hour for a 2 hour minimum) However, most of the Friends felt we should stick with the company that we have dealt with due to the fact that they put a lot of detail into the presentation of their reindeer for a great event.
Department Sub-total						<b>\$4,000.00</b>	<b>Motion</b> to approve \$4000.00 by Meg; 2nd by Curt. <b>Motion carried</b>
Southwest							
	1	Carnival Games (see justification for items)	Carnival Depot	1	\$ 600.00	\$ 600.00	
Department Sub-total						<b>\$ 600.00</b>	<b>Motion</b> to approve \$600.00 by Curt; 2nd by Sandra. <b>Motion carried</b>
<b>GRAND TOTAL</b>						<b>\$ 21,405</b>	<b>In all, the board approved \$20,705</b>

## **READING OF PROPOSED CHANGE TO "ELECTION OF OFFICERS" LANGUAGE IN BY-LAWS**

Will vote on it in our next meeting in August

## **COMMITTEE UPDATES**

### **COMMUNICATIONS COMMITTEE**

Met last week. Newsletter went out. Is picture going to change on the back? Goal is to have more pictures taken of Friends' activities. Other social media—committee decided we are going to explore other groups for other forms of social media. Continue doing newsletters at \$1500 per newsletter....they would have to do a little more work in future ones. Next one is before book sale and will include Give A Kid A Book, follow up on Summer Reading adventure and cover the local history series (30<sup>th</sup> year)

**Motion** to continue using same company for newsletters by Ellie and 2<sup>nd</sup> by Alex. **Motion passed**

Social media— new website; payment system on website....looking at the membership of Friends responsibility would be off the library and more on Friends. Possibility of part-time staff person to manage the social media. Either a firm or a part-time staff person. Questioning whether the Friends can actually hire someone. There could be liability issues. You can fire a firm easily, not necessarily an employee. Must have a physical location and a named supervisor for an employee in order to hire an employee. Ameri-corp member is a possibility. Could look into colleges as far as getting interns....paid or college credit...that's an option; however you'd need some sort of mentor in that case. Cons—those would change every year (meaning we would have to hire a new person and train them every year). Looking at grants/etc. which could pay for the position. Must be very careful with job descriptions. It takes a fair amount of management. Need more discussion before a decision can be made on this.

The idea that Friends should have a debit card so we don't have to go through a payment and reimbursement process came up. It has to be in a person's name. Can't be the treasurer due to checks and balances. How often would it actually be used? According to Meg, we only had to worry about reimbursement 5 or 6 times when she was treasurer. She brought up the hassle of changing the name on the account every two years. Didn't seem like a benefit to her. If there is no hassle getting one, should we get one and see how often we use it? Will vote on it next time.

### **GIVE-A-KID-A-BOOK COMMITTEE**

November 8th will be kickoff event at 9am for 30th anniversary at Central Library; Noon show on WBAY also that day; November 17th Barnes & Noble book fair—need volunteers. Salvation Army loading truck on 12/17 from 3:00-5:00 pm (board meeting that night). Set up will be on 12/18 and disbursement on 12/19 and 12/20. 3 out of 4 Packers' wives will be back. New public service announcement highlighting our 30th year and updating who the wives will be is planned. Disbursement will still be at ShopKo hall this year. Next year ShopKo hall will be gone. We aren't sure if it will take place at a combo warehouse/distribution or not.

## **OTHER BUSINESS**

Curt has new board member idea; currently a sorter and is interested. Told him to invite her to the August meeting. A lot of people at the book sale show interest to volunteer. We need to use those kinds of opportunities to recruit. Mission statement discussion would fall into social media.....will cover that in August

## **ADJOURNMENT**

**Motion** to adjourn the meeting by Curt and seconded by Nicole. **Motion carried.** The meeting was adjourned at 6:47 p.m. The next meeting is scheduled for Monday, August 20, 2018 at 5:00 p.m. at the Brown County Central Library.

Respectfully submitted,

Jodi Angeli  
Recording Secretary