

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **September 25, 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, HECTOR RODRIGUEZ, DAVID RUNNING STEVE TERRIEN, and JOHN VANDER LEEST

**EXCUSED:** MARISSA MELI

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

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:22 p.m.

**APPROVE/MODIFY AGENDA AND MINUTES** Motion by Jacobson, seconded by Rodriguez, to approve the minutes. **Motion carried.**

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

### LIBRARY BUSINESS

#### **APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS**

**Motion** by Vander Leest, seconded by Aubinger, to receive and place on file the Gifts, Grants and Donation report as follows:

Brown County Library					
Gifts, Grants & Donations Report					
August 2018					
<b>Gifts &amp; Donations</b>					
08/07/18	Persing, Dryer, Maloney, Nolan			100.00	Fiction
08/07/18	Jenkins			56.54	Children Bks
08/07/18	Kapitz			500.00	SW Improvements
08/07/18	Sisters of St. Francis			200.00	CL Garden
08/22/18	Branch Buddies			234.57	Programs
08/22/18	Friends of BCL			10,400.60	Supplies & Programs
08/07/18					
08/01/17	Ashwaubenon			44.43	Donation Box
08/01/17	Bookmobile				Donation Box
08/01/17	East			25.29	Donation Box
08/01/17	Weyers/Hilliard			30.48	Donation Box
08/01/17	Customer Service			78.20	Donation Box
08/01/17	Kress			30.35	Donation Box
08/01/17	Pulaski			16.25	Donation Box
08/01/17	Southwest			12.45	Donation Box
08/01/17	Wrightstown			20.98	Donation Box
	<b>Total Donations</b>			<b>\$ 11,750.14</b>	
<b>Federal &amp; State Grants</b>					
8/2/2017					
	<b>Total Grants</b>			<b>\$ -</b>	

**Motion carried.**

Chosa reviewed summary of the 105 fund. **Motion** by Vander Leest, seconded by Running, to receive and place the August financial statements on file. **Motion carried.**

**FACILITIES REPORT** Beyler reported that new counter tops and faucets were installed in the Weyers-Hilliard bathrooms and parking lot repairs are underway. Bids were received for the print/copy/fax project at Central. The competitive bids are being analyzed and numbers finalized. This project is included in the 2019 budget. The Central Library experienced some flooding/backup issues due to too much rain falling at once and in a short amount of time.

Terrien requested that the library obtain a certificate of occupancy for the third floor space leased by Rise & Grind. He noted that as of August 28, 2018, there was not a certificate of occupancy on file and other documents were outstanding. He noted that per state code SPS 361.20, it is the responsibility of the building owner to comply with established administrative rules. **Motion** by Terrien, seconded by Vander Leest, to obtain Rise & Grind's certificate of occupancy issued by the city of Green Bay by October 31, 2018. It was clarified that the space was inspected and the Certificate of Occupancy should be simple to get if the architect completed a compliance statement. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION: SECURING A COMMERCIAL REALTOR REGARDING EAST BRANCH** Van Dyck reported that he did not have an update but is willing to talk to a couple commercial realtors and ask that they submit their resumes/qualification and the Board could select from there. He will try to accomplish this before the October meeting. The realtor, acting in the best interest of the county, would represent the library and be paid from seller (buyer-agent).

**DISCUSSION AND POSSIBLE ACTION: ISSUING A RFI FOR EAST BRANCH AND CENTRAL LIBRARY** A RFI for the Central Library, originated from the Museum, and presented before Ed & Rec is being sent and there is nothing the Library Board has to do at this time. The Board will receive information on what is possible. **Motion** by Vander Leest, seconded by Jacobson, to receive and place this report on file. **Motion carried.**

**UPDATE AND DISCUSSION: BOOKMOBILE FUTURE** Rogers reports that she and Lagerman attended a meeting with the County Executive and representatives from the ADRC and Health Department to discuss having "pop-up programming" at different sites in Denmark. It was a brainstorming session to discuss ways to collaborate – there has been no follow up. **Motion** by Vander Leest, seconded by Terrien, to have staff keep the Board informed on future meetings and discussions. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION: BOOKMOBILE OPERATOR POSITION DESCRIPTION** Currently, the library has a backup driver to cover the scheduled community stops and delivery of deposit collections. The updated position description accurately reflects the duties of a library associate the position. **Motion** by Vander Leest, seconded by Running, to approve the updated Bookmobile Operator position description. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION: MEETING ROOM POLICY REVISION** Van Dyck updated that per the current policy, non-profits (NPs) can use the library's meeting spaces at no charge. There are several types of NPs and those classified as political organizations and some have questioned their free use of meeting space. The policy is vague and does not address specifics. The questions posed are if the Board should eliminate some types of 501 (c) organizations; should the library be in the business of giving free use of its facilities; and if some type of fee be charged across the board to all non-profits. Staff was asked to investigate this further. A summary of organizational types was shared and a discussion on potential rates took place. Staff has some concern about a NPs ability to pay for room use but a low maintenance fee (not a room rental fee) could be consider fair and non-biased because it would be based on maintenance per hour costs. Aubinger suggested checking on rentals in other municipalities.

More information was requested including rental fees for For-Profits, room capacity by room, and if the library can deny use of meeting spaces to any groups. There was much discussion. Rodriguez would like more information that also include the need for change. Van Dyck explained that this stemmed from last election cycle. There was an increase in meeting room use by political groups (with no charges assessed) but it was unclear if their meetings were truly open to the public. This topic will be further discussed at the October meeting. **Motion** by Terrien, seconded by Kayla, to hold this topic until the October agenda. **Motion carried.**

**DISCUSSION AND POSSIBLE ACTION: FEE POLICY REVISION** The revised policy include the addition of \$15 cleaning fee to those items that "cannot be made available for immediate circulation upon return due to the returned condition." An example cited was a Chromebook returned with syrup covering the keyboard and case. It took substantial time to clean this item and launder the case so that it could be put back in circulation. **Motion** by Running, seconded by Terrien, to approve the Fee Policy Revision. **Motion carried.**

**PRESIDENT'S REPORT** None.

**LIBRARY REPORT** Documents in the board packet included a 2018 capital project 6-year outlook summary, duration estimates for BCL capital building projects an excerpts from the Facilities Master Plan of the libraries identified as priorities – East, Denmark, Central and Ashwaubenon.

**OTHER BUSINESS** A suggestion was made to discuss a preliminary schedule for Sarah Sugden at the October meeting and to discuss planning a reception in November.

It was asked that staff investigate what IT services, if contracted separately, could be done for less than what the county charges back.

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

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

Meeting adjourned at 6:41 pm.

**NEXT REGULAR MEETING:**

**October 18, 2018**

**5:15 p.m.**

**Central Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary