

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **November 15, 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, KATHY PLETCHER, DAVID RUNNING and JOHN VANDER LEEST

**EXCUSED:** HECTOR RODRIGUEZ and STEVE TERRIEN

**ALSO PRESENT:** Sarah Sugden, Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers (staff). Supervisor Alex Tran (Brown County Supervisor, District 21); Krystal Krimmel and Christian Wence (UWGB).

**CALL TO ORDER** President Van Dyck called the meeting to order at 5:15 p.m.

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

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

**Welcome Sarah Sugden** Van Dyck welcomed Sarah who commented that she is impressed by the quality of the team and is grateful to be here. UWGB students attended as part of the coursework.

**Communication forwarded to Library Board from Education and Recreation Committee on September 27, 2018 from Supervisor Tran re: *Request for the Education and Recreation Committee and Library Board to create a master plan for the \$20 million set aside for library construction, and for the plan to include a new library in the Stadium District housed within a mixed and multi-development building (i.e. Commercial/Residential) for September County Meeting.***

Tran commented that Chairman Moynihan, who also represents Ashwaubenon, was planning on attending. They both are looking forward to working with Sugden. Tran would like a master plan for the expenditure of sales tax money that includes the Ashwaubenon library. She noted that it does not have the greatest in accessibility for handicapped, and parking is an issue. She would like a new library as the current building is outdated and the community is growing and hoping for a user-friendly library.

Van Dyck replied that the county had \$20M dollars assigned to East, Ashwaubenon, Central and Pulaski branches. Exact dollar amounts have not been designated and there is some flexibility. The Board has agreed that the East Branch is the first priority. Beyond that, Central and/or Ashwaubenon could come next. A realtor was engaged and a contract has been signed. The realtor is looking in Ashwaubenon, East Green Bay and Bellevue. Tran is hoping for an allocation of \$5-6M towards a library since Ashwaubenon contributes a significant amount to Brown County. Vander Leest restated that the East Branch is the Board's top priority since it is a rented space that is also for sale - there is a higher urgency because the library could be asked to vacate if the property sells. It was mentioned that the cost of vacant land is very high in Ashwaubenon (and higher near Lambeau) and perhaps it would be beneficial to expand the existing footprint of the current library. There is interest in options for a new or the existing site such as a mixed-use partner. The Packers have been approached but would prefer a revenue generator. It is preferable to stay on the west side of Oneida Street but that poses a challenge because there is not a lot of property available. Aubinger noted that there are many power lines near the back of the current library. Valley View School was approached about the possibility of selling the parking lot off True Lane (north of library) but they are not interested in losing any parking. Tran commented that multi-use residential is needed in Ashwaubenon (affordable senior living). She has talked to the Children's Museum of Green Bay's director and there was a willingness to possibly have satellite site in library. Tran commented that Microsoft could be a possible program partner. Vander Leest recalls that a senior housing development wanted too much money from the library, making a partnership not viable. Any deal has to be a good deal for the county. A master plan can be developed and detailed once there is confirmation of the availability of sales tax money (pending lawsuit). Tran discussed the stadium district with the Village President and both agree that it is too expensive for the library.

**Motion** by Vander Leest, seconded by Running, to receive and place on file. **Motion carried.**

### **LIBRARY BUSINESS**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reviewed the distributed summary report. Van Dyck requested a list of all donation funds, trust funds, etc. that have money in them. The library will have net income at year-end that will be transferred to Equity due to high number of vacancies.

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

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

**Gifts & Donations**

10/03/18	Wrightstown Lions Club	500.00	WR Misc
10/24/18	Joan Stangel	35.00	LHG Materials
10/17/18	Branch Buddies	52.45	Prog Supplies
10/17/18	Friends of the Brown County Library	1094.87	Prog Supplies
10/24/18	Rosera-Kane Estate	31,821.06	WH Childrens
10/24/18	Norsetter Family Foundation Ashwaubenon	250.00	General Donation
10/1/2018'		22.94	Donation Box
10/1/2018'	Bookmobile East		Donation Box
10/1/2018'	Weyers/Hilliard	89.54	Donation Box
10/1/2018'		43.00	Donation Box
10/1/2018'	Customer Service Kress	38.90	Donation Box
10/1/2018'		13.41	Donation Box
10/1/2018'	Pulaski	16.40	Donation Box
10/1/2018'	Southwest	10.46	Donation Box
10/1/2018'	Wrightstown	11.73	Donation Box
	<b>Total Donations</b>	<b>\$ 33,999.76</b>	

**Federal & State Grants**

10/1/2018	Nicolet Federated Library System	\$ 6,562.50	Collection Development (3/4 pymt)
	<b>Total Grants</b>	<b>\$ 6,562.50</b>	

<b>Year-to-date Donation Box Receipts:</b>			
Ashwaubenon	\$ 322.08	Kress	221.71
Bookmobile	8.51	Pulaski	83.16
East	370.97	Southwest	297.73
Weyers/Hilliard	444.22	Wrightstown	32.71
Customer Service	268.44		
<b>Donation Box Total</b>		<b>\$ 2,049.53</b>	

**Motion carried.**

**FACILITIES REPORT** The certificate of occupancy for third floor was received. To replace the failed compressor in Weyers-Hilliard's air-cooled chiller would cost ~\$6000 and an additional ~\$2600 if the (R22) refrigerant needs to be replaced. A new unit is \$40,000-50,000. Beyler recommend not replacing the compressor; completing a spec for a new air-cooled chiller; replacing the chiller in 2019 with fund balance; or include a replacement in the 2020 budget. He noted that the chiller can run on three compressors and can get by if another

fails. Vander Leest suggested trying to get along with it as is. Van Dyck suggested posting the spec in 2019 and seeing what bids are received. A 2017-2018 facilities project report was distributed.

Distributed a facilities projects report.

**Motion** by Vander Leest, seconded by Running, to receive and place the facilities report on file. **Motion carried.**

**UPDATE: COMMERCIAL REALTOR REGARDING EAST AND ASHWAUBENON BRANCH SITES SEARCH** Van Dyck reported the realtor has been in place for about a week and has already provided information on one parcel on the East side. Van Dyck commented that he was re-approached by the family that owns land in Bellevue (3 or 4 acres) and were willing to donate for naming rights.

**APPROVE PAY FOR PERFORMANCE STRUCTURE** Chosa reviewed the distributed report. Calculations came in very close. Performance Reviews for the Administrative team are scheduled on December 3. Jacobson asked how this was going to be done since the board does not have daily interactions with the team. Admin will provide written data and Running has documentation from the last three years. Running mentioned that a template will be used and they (Running, Van Dyck, Pletcher and Sugden) will do the best they can. Van Dyck noted that Running has been attending Admin meetings and his input will be valuable. Pletcher has been involved in this process in the past. Sugden will help with goal setting. Any wage increases will come before the board for approval in December. Van Dyck asked staff if the evaluation process is good. Jacobson asked why there were so many employees ranked at, "Exceeds Expectations." Rogers explained the descriptions of the board-approved rankings and difference between Exceeds Expectations and Occasionally Exceeds Expectations. It was suggested that a staff development program might be a good idea to keep objectives structured. Van Dyck does not believe in across the board wage increases – the county proposed a bonus structure and that might make more sense (ex. mid-range increase plus bonus). Jacobson asked if there was an opportunity to give a gift card for a job well done. The county has policy that prohibits this. Van Dyck would support the bonus idea for next year, as it might be more viable and give more flexibility. Jacobson suggested clear written guidelines on the Needs Improvement ranking. There is not enough money in the county budget to address class and comp. **Motion** by Running, seconded by Kathy to approve the Pay for Performance structure.

**Motion carried.**

**APPROVE MEETING ROOM POLICY REVISION** Aubinger requested that a list of all meetings be publicly announced. "All open meetings will be publicly posted," language will be added under the non-profit section of the policy. **Motion** by Jacobson, seconded by Pletcher, to approve as revised. **Motion carried.**

**PRESIDENT'S REPORT** None.

**LIBRARY DIRECTOR'S REPORT** Sugden distributed a written report summarizing her first nine days as director. This included her orientation to the library, introductions to county departments and external community partners, and other updates. Per the Board's preference, she will prepare a regular summary report.

**OTHER BUSINESS** None.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** **Motion** by Running, seconded by Vander Leest, to direct the director to thank the Friends for their efforts. **Motion carried.**

Discussion took place about moving the December board meeting. **Motion** by Running, seconded by Vander Leest, to move the December board meeting to December 13 (*Note – on 11/30/18, this meeting was rescheduled to its original date of December 20*).

**Motion carried.**

Vander Leest suggested having a brief department or branch presentation starting in January.

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

Meeting adjourned at 6:45 pm.

**NEXT REGULAR MEETING:**

**December 20, 2018**

**5:15 p.m.**

**Central Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary