

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **December 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, MARISSA MELI (6:10 pm), KATHY PLETCHER, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

EXCUSED: HECTOR RODRIGUEZ

ABSENT: KAYLA JACOBSON

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

CALL TO ORDER President Van Dyck called the meeting to order at 5:18 p.m.

APPROVE/MODIFY AGENDA AND MINUTES Motion by Vander Leest, seconded by Running, to approve the minutes. Motion carried.

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC Aubinger attended the recent Friends of the Brown County Library Board meeting. Aubinger and Meli plan to attend more regularly.

LIBRARY BUSINESS

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS Chosa reported and reviewed the following Special Library Funds as of 11/30/18:

Lester Wood Trust Fund \$13,432 designated for the maintenance of the Central Library Wood Memorial Garden:
Principal balance \$13,432; average annual interest is \$200

Fredericka Crane Trust Fund \$8,604 designated for the purchase of art and music books:
Principle balance: \$8,604; average annual interest is \$95.

Interest is booked and monies are held by the County Treasurer. Van Dyck asked if it was one lump sum or segregated. It was suggested that Chosa look into other investment options for these funds that would yield higher interest income. 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 November 2018

Gifts & Donations

11/14/18	St. Norbert College	25.00	Escape Rm Kress
11/21/18	Friends of the Brown County Library	507.91	Prog Supplies
11/28/18	Rhoda Esson	500.00	Large Print
11/1/2018'	Ashwaubenon	43.81	Donation Box
11/1/2018'	Bookmobile	5.00	Donation Box
11/1/2018'	East		Donation Box
11/1/2018'	Weyers/Hilliard	59.46	Donation Box
11/1/2018'	Customer Service	11.11	Donation Box
11/1/2018'	Kress	33.48	Donation Box
11/1/2018'	Pulaski	16.25	Donation Box
11/1/2018'	Southwest	50.13	Donation Box
11/1/2018'	Wrightstown		Donation Box
	Total Donations	\$ 1,252.15	

Motion carried.

FACILITIES REPORT

Beyler reported that public bids for an air-cooled chiller at Weyers-Hilliard and Direct Digital Controller replacement projects are posted and due prior to the January board meeting. Other projects in progress include Kress meeting room carpet replacement; Bookmobile exhaust evacuation system; Ashwaubenon lighting retrofit; and Weyers Hilliard micro-inverter replacement (they are failing and can be replaced for half the cost ~\$60 each). Van Dyck suggested that Beyler look into any opportunities for mechanical equipment from the demo of the arena. Beyler will contact Doug Marsh in County Facilities to request a walk-through.

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

PERSONNEL UPDATE

Rogers reported that there were four open positions in November and two have been filled. Violation report training and dealing with problematic behavior took place for staff. A webinar in January on safe and secure libraries has been offered to staff and should help empower them. The Board is invited to attend. **Motion** by Vander Leest, seconded by Pletcher, to receive and place the personnel update on file. **Motion carried.**

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported the Friends of the Brown County Library, at their last board meeting, approved almost \$15,000 worth of funding requests submitted by staff. This is a semi-annual funding event (following each book sale) where staff is given the opportunity to request items or funding support for the library. The Admin Team reviews all requests prior to submission to the Friends. A recent Friends-funded program was Reindeer Cheer held at the Weyers-Hilliard Branch Library. It featured live reindeer, photo opportunities, visits with Santa, activities, refreshments, and performance by the Bay Port High School Chorale. Over 1,200 people attended.

The Friends Give-A-Kid-A Book annual campaign wrapped up today. It collects new books for children and teens (ages 0-18) that are given to low-income families as gifts through the Salvation Army's Holiday Giving program. Distribution took place yesterday and today and approximately 5,000 children will each receive two new books because of the campaign's efforts. This campaign is supported by the Brown County Community Women's Club, Nicolet National Bank, and Green Bay Packers Give Back. Packer wives who served as honorary chairs – supporting the campaign through guest appearances – were Molly Crosby, Natalie Montgomery, Jessica McCarthy, Diane Philbin, Megan Cuevas, and Aiyda Cobb.

All library locations will participate in Blanketing Brown County by acting as collection sites during the month of January. The 2018 drive collected 2,410 blankets that are distributed to 42 programs that serve homeless and low-income families.

The second issue of the combined children, teen and adult calendar is at the printer. The initial issue (Nov-Dec) was met with great enthusiasm and the library has received positive feedback about the change. It is posted on the library's website.

The library has a long-standing partnership with Feld Entertainment – the company that presents Disney on Ice. Over 50 tickets to the touring show are the prize for the Library's Winter Reading Club for children, a bingo-styled card that encourages reading and literacy-based activities. Pairs of tickets are awarded to winners at all locations.

Lagerman also mentioned that the library has a regular segment on Fox 11's Good Day, WI called Good Reads on the first and third Wednesday of each month. Staff booktalk several titles with Rachel Manek. Subjects vary and often tie into a program that is taking place at the library. Weekly annotated booklists, compiled by staff, are submitted to the Green Bay Press-Gazette and run on Sundays in the Life section. They are Youth Reads and Wisconsin Reads.

Lastly, the library has implemented the use of the USPS' bulk mailing tool that corrects addresses before a mailing is sent. This will result in saved fees for returned mail. The bulk permit cost is waived if the tool is used. We hope to see savings to the postage account in 2019. There will also be savings in staff time since this is mostly an automated process.

Motion by Vander Leest, seconded by Running, to receive and place the communications/programming update on file. **Motion carried.**

APPROVE 2019 CLOSURES FOR HOLIDAYS AND STAFF DEVELOPMENT DAYS **Motion** by Vander Leest, seconded by Pletcher, to approve the 2019 closures for holidays and staff development days as presented. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING THE RESOURCE LIBRARY AGREEMENT

Pletcher commented on one change where NFLS paid \$3000 in 2018 and will pay \$3000 in 2019 to address an inequity in delivery services.

Motion by Vander Leest, seconded by Meli, to approve the 2019 Resource Library Agreement. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY CLASSIFICATION AND COMPENSATION STRUCTURE

Rogers reported that the library has been working with Brown County on a Classification and Compensation structure. The County has worked through classification and now working on compensation. It is expected that the classification portion should come to library board in January. Running asked what comparable data sets are being used. The County is using Pay Scale but the info returned was not reflective of library positions so the library provided information from libraries in Wausau, Fond du Lac, Marinette, and Appleton.

Motion by Vander Leest, seconded by Terrien, to hold report until January. **Motion carried.**

PRESIDENT'S REPORT Van Dyck reported that Aubinger, Running and Meli were approved for three-year terms at the County Board meeting. He also reported that you might hear talk about the Central Library building and noted that there many ideas floating around and they are just speculative and anything worth talking about it will be discussed at the Board level.

LIBRARY DIRECTOR'S REPORT Sugden reviewed her written report and highlighted the following: Invitations were extended to managers to present at Library Board meetings. The January Board meeting will be at the East Branch and Bobbie Kuehn, manager of both the East and Denmark branches will share current activities, general demographics, overall use and the biggest challenges and opportunities facing the branch. The February meeting will be at the Ashwaubenon Branch in February.

Van Dyck asked for an explanation of the eBook lucky day collection. Demand is tremendous for eBooks and audio books. The Lucky Day collection will help people find titles faster. It was asked if the loan period be shorter than 3 weeks. Sugden will look into this. Genealogy 101 flyers were distributed. **Motion** by Vander Leest, seconded by Aubinger, to receive and place on file. **Motion carried.**

OPEN SESSION Discussion and possible motion to convene in closed session. Staff was invited to stay. **Motion** by Vander Leest, seconded by Terrien, to move into closed session at 6:12 p.m. Roll Call Vote: Aye: Running, Vander Leest, Pletcher, Meli, Aubinger, Terrien, and Van Dyck. Nay: None. **Motion carried.**

CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of 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.

RECONVENE IN OPEN SESSION Approve any action that may have been recommended in Closed Session. **Motion** by Running, seconded by Terrien, to return to open session at 7:07 pm. Roll Call Vote: Aye: Running, Vander Leest, Pletcher, Meli, Aubinger, Terrien, and Van Dyck. Nay: None. **Motion carried.**

OPEN SESSION Discussion and possible motion to convene in closed session Staff was excused. **Motion** by Vander Leest, seconded by Pletcher, to move into closed session at 7:08 p.m. Roll call vote: Aye: Running, Vander Leest, Pletcher, Meli, Aubinger, Terrien, and Van Dyck. Nay: None. **Motion carried.**

CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Administrative Team's pay for performance.

RECONVENE IN OPEN SESSION Approve any action that may have been recommended in Closed Session. **Motion** by Pletcher, seconded by Vander Leest to return to open session at 7:48 pm. Roll call vote: Running, Vander Leest, Pletcher, Meli, Aubinger, Terrien, and Van Dyck. Nay: None. **Motion carried.**

Motion by Running, seconded by Meli, to approve the pay for performance amounts for the Administrative team as discussed in closed session. **Motion carried unanimously.**

Motion by Pletcher, seconded by Vander Leest, to issue to Library Administrators Curt Beyler, Linda Chosa, Sue Lagerman, and Emily Rogers a one-time compensation for the completion of the Executive Director's duties during the six months the Executive Director position was vacant to be paid as part of the December 29, 2018 payroll. **Motion carried unanimously.**

OTHER BUSINESS

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

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

Meeting adjourned at 8:05 pm.

NEXT REGULAR MEETING:

January 17, 2019

5:15 p.m.

East Branch Library

Respectfully submitted,

Sue Lagerman
Recording Secretary