

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **April 29, 2019 at 5:15 p.m.** at the **Brown County Weyers-Hilliard Branch, 2680 Riverview Drive, Green Bay, WI**

PRESENT: JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, MARISSA MELI, KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, Dale Cropper and Amanda Young (staff).

CALL TO ORDER President Van Dyck called the meeting to order at 5:20 p.m.

APPROVE/MODIFY AGENDA AND MINUTES Motion by Vander Leest, seconded by Pletcher, to approve the agenda and minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Presentation by Collection Development Manager Dale Cropper introduced himself and told the board that he has been with the library almost 9 years and also manages the Technical Services Department. He described how the \$750,000 collection budget is spent and managed among a number of different collection types. A team of nine selectors order children, young adult, Spanish, fiction, non-fiction and local history materials. They are each responsible for the funds allocated to each division and consider the popularity, historical factors, growth curves of the materials and the strategy/mission of the library when making purchasing decisions.

The total budget allocations break down this way: 11% - databases and digital offerings; 29% - children's; 17% - media; 12% - adult non-fiction; 17% - adult fiction; 3% young adult; and 7% - eBooks (this is supplemented by funds from the Nicolet Federated Library System). 56% of circulation comes from adult materials and 44% from children's materials.

The selection process is based on different factors. Sources include Publishers Weekly, NYT, People Magazine Peer reviews, and trade reviews. Demand and titles trending on media, TV/movie tie-in are also taken into consideration as well as the library's Collection Development policy that highlights core principles of intellectual freedom, access to all, and preservation (local history).

Suggestions for Purchase (available on the library's website) allows patrons to suggest titles that the library does not own. Most are ordered. Rodriguez asked how technology has changed the job and the skills that are needed – what is the future for this position? Cropper replied he stays current on trends that drive popularity of materials in the reading and literary arena. Technology has made some things a lot easier. He noted that cookbooks are most popular non-fiction titles.

Weeding/discarding, or taking books off the shelf, is another function that keeps the collection fresh. When a new one arrives another has to go. Materials that are weeded are donated to the Friends of the Brown County Library for their used book sale. Cropper has found that attending book trade shows really aren't necessary. You can learn a lot at conferences like WLA and WAPL; ALA and PLA. When asked, Cropper said he can't think of anything he needs to do his job better that he doesn't have. Blue Cloud Analytics is a new product that will help to make quality purchasing decisions. The library offers Reader's Advisory; NoveList; Read-A-Likes; and Future Favorites to assist people in deciding what they might like to read.

Cropper reviewed changes in physical circulation. While there is a downward trend, e-circulation continues to be on the rise, therefore offsetting physical checkouts. Van Dyck asked if the library reacts fast enough to trends – is it better to put more money into purchases in an attempt to be something for everybody. Rodriguez suggested it may be better not to react too quickly and understand the trend first. Running asked what service/system will be best for the money in the future. Van Dyck reminded that at one time there was a movement to do more for children and early literacy and if declines are happening in certain areas, maybe that budget should be repurposed.

It was announced that Cropper is retiring effective June 3, 2019. The board thanked him for his contribution and service to the library.

LIBRARY BUSINESS

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS Chosa reviewed the financial included in the packet and the budget to actual analysis handout. Donations and grants are a little bit ahead of last year. In 2018, \$148,000 was collected as fines revenue; 74% for overdue books; 11% lost replacement fees; 9% processing fees; 4% damaged materials charges; and 2% referral fees to collection agency. Van Dyck asked to see outstanding fines and their age. The library does not use an accrual type of

accounting so that figure is not included on a balance sheet. Chosa will work on gathering more data related to this. Vander Leest suggested investigating using SDC (State Debt Collection) as he has seen different government agencies doubling and tripling their revenue through successful collection efforts.

Van Dyck indicated it would be helpful to understand what the \$148,000 represents. Is it 10%, 505 of total owed or...? Running was interested in knowing how many delinquent patrons this involved.

Motion by Pletcher, seconded by Running, to receive and place on file the financial report and March, 2019 Gifts, Grants and Donation report as follows:

Brown County Library

Gifts, Grants & Donations Report

March 2019

Gifts & Donations

| | | | |
|-----------|---------------------------------------|---------------------|----------------------------|
| 03/02/19 | Genealogy 101 Participants - March 2 | 464.00 | LHG |
| 03/06/19 | HuTerra Rewards | 27.81 | General |
| 03/09/19 | Genealogy 101 Participants - March 9 | 151.00 | LHG |
| 03/13/19 | Coco's Urban Cottage | 30.45 | General |
| 03/16/19 | Genealogy 101 Participants - March 16 | 65.00 | LHG |
| 03/20/19 | Friends of the Brown County Library | 225.00 | Constant Contact |
| 03/20/19 | Friends of the Brown County Library | 8,000.00 | Summer Reading Program |
| 03/27/19 | M. Reisner | 100.00 | Memorial D Reisner |
| 03/27/19 | H.B. Conlon Charitable Trust | 1,000.00 | Kress Summer Reading Prog. |
| 3/1/2019' | Ashwaubenon | 26.00 | Donation Box |
| 3/1/2019' | Bookmobile | 1.00 | Donation Box |
| 3/1/2019' | East | 39.64 | Donation Box |
| 3/1/2019' | Weyers/Hilliard | 58.15 | Donation Box |
| 3/1/2019' | Customer Service | | Donation Box |
| 3/1/2019' | Kress | 17.63 | Donation Box |
| 3/1/2019' | Pulaski | 22.65 | Donation Box |
| 3/1/2019' | Southwest | 5.90 | Donation Box |
| 3/1/2019' | Wrightstown | | Donation Box |
| | Total Donations | \$ 10,234.23 | |

Federal & State Grants

| | | | |
|-----------|----------------------------------|---------------------|-----------------------------------|
| 3/1/2019 | Nicolet Federated Library System | \$ 6,562.50 | Collection Development (1/4 pymt) |
| 3/1/2019 | Nicolet Federated Library System | 3,000.00 | Summer Reading Program |
| 3/18/2019 | Federal E Rate Grant | 7,200.00 | Technology |
| | Total Grants | \$ 16,762.50 | |

Motion carried.

FACILITIES REPORT Beyler reported that the air-cooled chiller was installed at Weyers-Hilliard; the HVAC controllers at the Ashwaubenon Branch were switched over and are operable. The switches at Weyers-Hilliard and Kress are being programmed. Central will follow.

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

PERSONNEL UPDATE Rogers reported May 10 is staff development day in partnership with NFLS. The focus will be on workforce development and Jim Golembeski and others from the Greater Green Bay Chamber will present.

Presentation: A slideshow on Central Library Public Service Reconfiguration demonstrated the need for realignment of service responsibilities. Tools used to support a staffing reconfiguration included staff surveys; input from Central Managers; and evaluation of duties and workloads and services. Based on findings, a new staffing model emerged resulting in a Central Manager overseeing four departments: Adult Services; Circulation Services; Local History, Genealogy and Special Collections; and Youth Services. Sugden described the scope and similarities of each departments. This new model will be implemented beginning May 11. It will be regularly reviewed. It is a change that has an expected result of increased efficiency. Pletcher thinks it is a good structure and a good direction. **Motion** by Vander Leest, seconded by Running, to receive and place the personnel update on file. **Motion carried.**

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that the Friends' Spring Book Sale earned just over \$26,000. The fall sale is scheduled in September. The FBCL Born to Read campaign was successful with 150 early literacy kits assembled and delivered to the area's four hospital for distribution to parents of babies born during National Library Week in early April.

Food for Fines Week started today at all locations. News release distributed and Fox 11 filmed at the library this morning. Volunteers were sought through the Volunteer Center of Brown County and the Friends.

The Central Library is in the middle of a unique series titled, "Her Story." Professional reenactors portray women from history including Mary Todd Lincoln, Cordelia Harvey (husband was governor and she helped treat soldier), Susan B Anthony, and Caroline Quarlls (slave refugee). Staff worked with the Kenosha Civil War Museum to hire the performers. The last two programs will take place on May 9 and 23.

Per an interest by the County Executive, the library has partnered with other departments to create, "Brown County on the GO," The ADRC, Neville Public Museum and Extension Brown County will be pairing up with the Bookmobile at various stops this summer to either conduct a program or to share information about their services.

Lastly, Lagerman shared that the Summer Reading Adventure planning has been underway for some time and is nearing completion. Many partners and programs are secured to offer a strong program based in literacy and fun.

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

APPROVE BUDGET ADJUSTMENT NOTICE – REALLOCATE FUNDS FROM 2019 FUND BALANCE TO OUTLAY-EQUIPMENT FOR THE PURCHASE OF EQUIPMENT THAT PROVIDES EFFICIENCY AND SAFETY IN THE LIBRARY'S GROUNDS MAINTENANCE. Beyler described the need for new equipment and the time that could be saved with this purchase. Not just for the snowy season, it can also be used for landscaping. He really sees it being used primarily at Central and wouldn't really plan on towing it but the library does have a trailer that could accommodate it. Library facilities would be cleaner and safer. Vander Leest asked if it is a good price. The quote includes state contract pricing. **Motion** by Vander Leest, seconded by Running, to approve the budget adjustment notice to reallocate funds from the 2019 fund balance to Outlay-Equipment for the purchase the Kubota BX2380V tractor with front snow blower in the amount of \$25,743. **Motion carried.**

APPROVE REVISED JOB DESCRIPTIONS **Motion** by Vander Leest, seconded by Pletcher, to approve the job descriptions altogether. Terrien would like to hold on approving Maintenance Mechanic as he has concerns about the scope as it relates to State statutes. After discussion, **motion** by Terrien, seconded by Jacobson, to hold approval of Maintenance Mechanic (C) until May meeting. **Motion carried.**

- A. CENTRAL MANAGER
- B. MAINTENANCE WORKER
- C. MAINTENANCE MECHANIC
- D. ADMINISTRATIVE ASSOCIATE
- E. ADMINISTRATIVE CLERK
- F. COLLECTION DEVELOPMENT MANAGER
- G. SECURITY MANAGER

Motion by Vander Leest, seconded by Jacobson, to approve job descriptions A, B, D, E F and G. **Motion carried.** The Board would like a structure layout at next board meeting for Central Manager and Security Manager.

The Collection Development Manager job description includes a red-lined copy. The Safety Manager is a new position that would work for the whole system. Staff would like to include this position in the 2020 budget but is accounted for in current staffing. Van Dyck sees this as a Table of Organization change as it would be a new position and noted that since the library does not have latitude to create a new position, there should be an addition and deletion worksheet for each position. An approval for a change in the Table of Organization will be on the May agenda.

OPEN SESSION Pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) 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 and/or Ashwaubenon Branches. Administrative staff was invited to stay. **Motion** by Vander Leest, seconded by Rodriguez, to move into closed session at 7:53 p.m. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Aubinger, Jacobson, Terrien, Running, and Van Dyck. Nay: None. **Motion carried.**

CLOSED SESSION pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session for the following three purposes: A) 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 and/or Ashwaubenon Branches.

RECONVENE IN OPEN SESSION Approve any action that may have been recommended in Closed Session. **Motion** by Jacobson, seconded by Vander Leest, to return to open session at 8:17 pm. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Pletcher, Aubinger, Jacobson, Terrien, Running, and Van Dyck. Nay: None. **Motion carried.**

Motion by Jacobson, seconded by Vander Leest, to authorize Bay Lake Commercial to make an offer to purchase parcel # VA-99-2-B in the amount of \$1.1M (Ashwaubenon property) subject to contingencies and approval by the Brown County Board of Supervisors. **Motion carried with two abstentions.** (Aubinger and Meli)

PRESIDENT'S REPORT No report.

LIBRARY DIRECTOR'S REPORT Sugden reported on the status of 3rd floor tenant's concern of the issue with the elevator. This issue has been resolved and emergency procedures are left open to them. The library will enforce the fee for late rent payments as indicated in the lease. Sugden would rather renegotiate the whole lease than amending the current lease to include the acquisition of the extra space. The lease expires in 2021.

OTHER BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW The Board would like to discuss moving the meeting day. Lagerman will send a Survey Monkey to poll the board on their preferences and share the results at the May 16 meeting.

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

Meeting adjourned at 8:20 pm.

NEXT REGULAR MEETING:

**May 16, 2019
5:15 p.m.
Central Library**

Respectfully submitted,

Sue Lagerman
Recording Secretary