

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **January 17, 2019 at 5:15 p.m.** at the **Brown County East Branch Library, 2255 Main Street, Green Bay, WI**

**PRESENT:** JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, MARISSA MELI (5:55pm), KATHY PLETCHER, HECTOR RODRIGUEZ, DAVID RUNNING, STEVE TERRIEN and JOHN VANDER LEEST

**EXCUSED:**

**ALSO PRESENT:** Sarah Sugden, Curt Beyler, Linda Chosa, Sue Lagerman, Emily Rogers, Bobbie Kuehn, and Karin Adams (staff); Greg Gerbers (Brown County Risk Manager).

**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 Jacobson, to approve the agenda and minutes.  
**Motion carried.**

**COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** Bobbie Kuehn, East and Denmark Branch Supervisor gave a presentation and noted the following. Four weekly storytimes are offered - Book Babies (ages 0-2) has an average attendance of 36 and the toddler and pre-school storytimes have an average attendance of 20-30. The monthly Book Club is attended by about 15 and the monthly matinee movies, featuring many new releases, also has an average attendance of 15. A large-scale event to celebrate Dia de los Muertos has grown over the three years it has taken place – from 45 to 80 to 200 in attendance. Taking place during library closed hours, the event offered craft activities, traditional pan de muerto; face painters; sugar skulls; and more. Due to its popularity, this program will be repeated. The wills, estates and trusts programs facilitated by attorney Dan Walsh have also grown in popularity. It is not uncommon for every chair and seating to be used. The branch could offer more if there was more space. Kuehn was asked who uses the library. Based on statistics and collections, and especially large print; seniors are a large segment of users. Anecdotally, diverse populations (mostly Hispanic) use the computers. Kuehn attributes that to the friendliness of the staff as well as the advantage of having a bi-lingual staff member. Rodriguez asked if services have changed due to multiculturalism. The branch has a Spanish language collection as does the Central Library and Southwest Branch. Running commented that the service population is about 50,000 and there is a growing demand for meeting space. Many East users cannot afford a computer or do not have a printer so they make use of the library's offerings as well as faxing services. Van Dyck asked where Kuehn would locate a new branch and to share pros and cons of moving further east or north. Customers have vocalized they want the branch to stay where it is as it is an easy stop when out running errands. Rodriguez commented that some Latinos feel targeted by Brown County law enforcement and would not feel safe going to Bellevue. Kuehn mentioned that checkouts are 60% adult materials and 30% are children's materials. She feels that perhaps checking out children's materials or reading to children is not a habit among the users and maybe many working class families do not have time. Surveying customers could prove valuable. Staff does outreach to the schools and is piloting a book club for grades 2-4 (reluctant readers).

Running commented that his grandchildren attended summer programs but it was too crowded and they did not want to come back. The Noon Year's Eve program storytime had 110 people who overfilled the children's area. Space is a major concern. At present, there are not quiet spaces in the library and there is a need for study rooms, meeting rooms and comfortable spaces that would make the library a destination.

### **LIBRARY BUSINESS**

**APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS** Chosa reported that the financial books are not closed so there is not a financial report to share other than the donations report.

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

#### **Brown County Library Gifts, Grants & Donations Report December 2018**

##### **Gifts & Donations**

12/05/18	BCL Foundation	5,000.00	Director Relationship Development
12/05/18	J. T. Daul	150.00	Memorial L. LaFave
12/12/18'	Huterra Foundation, Inc	112.82	Rebate Program
12/12/18	L. Kananen	500.00	Value Line

12/19/18	Wochinske Family Foundation	5,000.00	Teen Classes & Events
12/19/18	Constellation, an Exelon Company	1,000.00	Summer Reading
12/19/18	Community Foundation Grant	300.00	Program
12/19/18	S. Fuller	500.00	Memorial JB Robitchek
12/28/18	J. Skenandore	10.00	General
12/28/18	V. Franchino	500.00	General
12/28/18	L. Sanderfoot	100.00	General
12/28/18	D. Keyzer	25.00	General
12/28/18	A. Petrusha	25.00	Central Collections
12/28/18	C. DePouw	25.00	CL Collections
12/28/18	Robinson Family Foundation	2,000.00	General
12/28/18			
12/1/2018'	Ashwaubenon	150.61	Donation Box
12/1/2018'	Bookmobile	2.00	Donation Box
12/1/2018'	East	57.47	Donation Box
12/1/2018'	Weyers/Hilliard	121.52	Donation Box
12/1/2018'	Customer Service		Donation Box
12/1/2018'	Kress	48.25	Donation Box
12/1/2018'	Pulaski	10.25	Donation Box
12/1/2018'	Southwest	19.13	Donation Box
12/1/2018'	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 15,657.05</b>	

#### Federal & State Grants

12/19/2018	Nicolet Federated Library System	\$ 7,500.00
12/27/2018	Nicolet Federated Library System	\$ 6,562.50
12/31/2018	LSTA Connect & Create: Students as Community Members	\$ 9,803.23
	<b>Total Grants</b>	<b>\$ 23,865.73</b>

#### Motion carried.

#### FACILITIES REPORT

Beyler reported that the water main valve was replaced at the Central Library this morning; the carpet for the Kress lower level meeting rooms will be delivered on January 18 and installed January 29 - February 1; the Bookmobile exhaust evacuation system is 50% complete; and regarding the Ashwaubenon lighting retrofit, \$4,422 in materials are in; \$1,347 Focus on Energy received; and should expect \$1,684 annually in energy savings and 1.8 year simple payback. The ShopKo Hall materials/equipment leftovers will be posted on county intranet in a month or so. The county is not doing walkthroughs on that property.

The public bids for an air-cooled chiller at Weyers-Hilliard and Direct Digital Controller replacement projects were received and Beyler reviewed them with the board.

**Approve Bid for Weyers-Hilliard Air-Cooled Chiller Motion** by Running, seconded by Meli, to award the project to August Winter in the amount of \$59,244.00 to replace the air-cooled liquid chiller at the Weyers-Hilliard Branch Library. **Motion carried.**

**Approve Bid for Direct Digital Controller Replacement Motion** by Vander Leest, seconded by Jacobson, to approve the low bid of \$44,922.00 from August Winter & Sons for the Open Protocol Direct Digital Control System for the library. One nay. **Motion carried.**

#### PERSONNEL UPDATE

Rogers reported that open positions include the Customer Service manager, two Associates, one clerk and one maintenance worker. An offer extended for a part-time Associate at the Ashwaubenon Branch is pending. In relation to training, the public service management team has created a checklist for clerks. It will launch soon and will be a tool to support being successful in that role. This afternoon a webinar was made available to staff on safe and secure libraries. A recording will be share with those who were unable to attend. Training on how to work compassionately with difficult homeless individuals by Ryan Dowd, author of, *The Librarian's Guide to Homelessness*, is being planned for the future. A Board profile survey was distributed and Rogers asked the board to complete and return with a photo. This information will be posted on the staff intranet in a, "Get to Know Your Library Board," section. An email version will also be sent. **Motion** by Vander Leest, seconded by Running, to receive and place the personnel update on file. **Motion carried.**

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman noted that the January/February library events calendar and the Friends' winter newsletter was included in the board packets.

The third annual Stacks and Steeples, an original music series, sponsored by the Friends of the Brown County library kicks off on February 10 and runs on consecutive Sundays through March 10. Each date features two live bands performing in the Central Library's auditorium. New this year is the Art-Hop Collective on February 10. This group consists of an MC, an artist and one DJ. Together they present hip-hop storytelling depicted on a mural that is painted live.

A new book club launched Tuesday on the library's Facebook page. "On the Same Page," is a fun no-pressure group that people can join to enjoy monthly discussions and connect with other book lovers in Brown County. It is already seeing a very positive response with 46 members.

In partnership with the Weidner Center, the library is offering a, "Color for a chance to win," promotion for children to win a pair of tickets to the performance of *Rainbow Fish* in February.

The library is working with the Coalition of Voting Organizations of Brown County to schedule voter registration events at most libraries.

Libraries will offer paper copies of the most common tax forms and resources for other forms as a service to the community. Additionally, tax preparers from VITA (Volunteer Income Tax Assistance) and AARP will offer tax help through scheduled appointments.

Lastly, Lagerman also mentioned that in an effort to streamline and make ordering supplies for programs more efficient, a new form is being introduced and will be used county wide, in all locations.

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

#### **ANNUAL ELECTION OF OFFICERS**

**President** Sugden called for nominations for President. Vander Leest nominated Van Dyck, seconded by Pletcher.

Van Dyck accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Vander Leest, seconded by Running, to close the floor and cast a unanimous ballot. **Motion carried unanimously.**

**Vice President** Van Dyck called for nominations for Vice President. Jacobson nominated Vander Leest, seconded by Pletcher.

Vander Leest accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Running, seconded by Meli, to close the floor and cast unanimous ballot. **Motion carried unanimously.**

**Personnel** Van Dyck called for nominations for Personnel Officer. Running nominated Pletcher, seconded by Jacobson.

Pletcher accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Vander Leest, seconded by Meli, to close the floor and cast unanimous ballot. **Motion carried unanimously.**

**Facilities** Van Dyck called for nominations for Facilities Officer. Vander Leest nominated Running, seconded by Rodriguez

Running accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Vander Leest, seconded by Pletcher, to close the floor and cast unanimous ballot. **Motion carried unanimously.**

#### **APPROVE UPDATED ELECTRONIC DEVICE USE POLICY**

**Motion** by Vander Leest, seconded by Pletcher, to approve the updated electronic device policy. **Motion carried.**

#### **APPROVE OUT OF STATE TRAVEL FORMS – COSUGI (Customers of SirsiDynix User Group, Inc.) Conference, Minneapolis, MN**

**Motion** by Vander Leest, seconded by Pletcher, to approve two staff to travel out of state for the COSUGI Conference in Minnesota. **Motion carried.**

*Kuehn and Adams left the meeting at 6:50 pm*

**OPEN SESSION Motion and Recorded Vote** 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; B) pursuant to Wis. Stats. Sec. 19.85(1)(g), to confer with legal counsel regarding oral and/or written advice concerning strategy to be adopted by the Library Board with respect to litigation in which it is or is likely to become involved in; and C) 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 – Executive Director’s 60-day performance evaluation.

Administrative staff was invited to stay. **Motion** by Jacobson, seconded by Meli, to move into closed session at 6:55 p.m. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Jacobson, Pletcher, Aubinger, 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; B) pursuant to Wis. Stats. Sec. 19.85(1)(g), to confer with legal counsel regarding oral and/or written advice concerning strategy to be adopted by the Library Board with respect to litigation in which it is or is likely to become involved in; and C) 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 – Executive Director’s 60-day performance evaluation.

**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 8:30 pm. Roll Call Vote: Aye: Rodriguez, Meli, Vander Leest, Jacobson, Pletcher, Aubinger, Terrien, Running, and Van Dyck. Nay: None. **Motion carried.**

**Motion** by Vander Leest, seconded by Running, to approve the employment issue settlement terms as discussed in closed session. **Motion carried unanimously.**

**PRESIDENT’S REPORT** None.

**LIBRARY DIRECTOR’S REPORT** There were no questions related to Sugden’s written report that was included in the meeting packet.

**OTHER BUSINESS**

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

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

Meeting adjourned at 8:35 pm.

**NEXT REGULAR MEETING:**  
February 21, 2019  
5:15 p.m.  
Ashwaubenon Branch Library

Respectfully submitted,

Sue Lagerman  
Recording Secretary