

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **July 18, 2019** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, 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

**EXCUSED:**

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

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

**APPROVE/MODIFY AGENDA AND MINUTES.** It was suggested to move agenda items #5, 6 and 7 before agenda item #4. **Motion** by Pletcher, seconded by Rodriguez, to approve the modified agenda. **Motion carried.** **Motion** by Jacobson, seconded by Pletcher, to approve the minutes. **Motion carried.**

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

### **2020 BUDGET**

#### **APPROVE PERFORMANCE MEASURES, MISSION STATEMENT AND PROGRAM DESCRIPTION**

Pulaski Branch will be added to the new department initiatives (1) and (4). **Motion** by Jacobson, seconded by Vander Leest, to approve the performance measure, mission statement and program description as amended. **Motion carried.**

#### **APPROVE 2020 BUDGET PROPOSAL**

A change was made in the levy calculation and Chosa distributed the most recent revision of the 2020 budget. Chosa walked the board through the major changes of the budget including the Shawano County revenue loss. E-rate revenue was previously booked in the 106 fund. That revenue was moved to the 105 fund to offset the chargeback. Coin-op revenue was also pulled from the 106 fund into fines and fees revenue. Software and licenses were reduced due to one-time purchase of multi-function device. Savings in electric due to lighting retrofits. Elimination of some Centrix phone lines resulted in a savings.

**Motion** by Vander Leest, seconded by Jacobson to approve the 2020 budget proposal. **Motion carried.**

Chosa displayed an analysis of levy and personnel costs and shared concern about budgeting if levy stays flat and wage base keeps increasing.

*Rodriguez left the meeting at 6:12 pm.*

### **LIBRARY BUSINESS**

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

**Motion** by Vander Leest, seconded by Jacobson, to receive and place on file the financial report and June, 2019 Gifts, Grants and Donation report as follows:

Brown County Library			
Gifts, Grants & Donations Report			
June 2019			
<b>Gifts &amp; Donations</b>			
6/5/2019'	United Way Jeans Day Collections	52.00	For United Way
6/5/2019'	Sisters of St. Francis of the Holy Cross	200.00	Children's Garden
6/5/2019'	Coco's Urban Cottage	9.51	General
6/12/2019'	B. Patterson	17.00	General- Central
6/12/2019'	Brown County Community Women's Club, Inc.	19.49	Memorial B. Johnson
6/19/2019'	Friends of the Brown County Library	60.47	Bulk Mailing
6/1/2019'	Ashwaubenon	49.40	Donation Box
6/1/2019'	Bookmobile		Donation Box
6/1/2019'	East	17.72	Donation Box
6/1/2019'	Weyers/Hilliard	78.75	Donation Box
6/1/2019'	Customer Service	35.50	Donation Box
6/1/2019'	Kress	45.56	Donation Box
6/1/2019'	Pulaski	13.10	Donation Box
6/1/2019'	Southwest	6.98	Donation Box
6/1/2019'	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 605.48</b>	
<b>Federal &amp; State Grants</b>			
06/20/19			
06/20/19			
06/20/19			
06/20/19			
06/20/19			
	<b>Total Grants</b>	<b>\$ -</b>	

**Motion carried.**

**FACILITIES REPORT** Beyer reported that he and Jon Morehouse from County Facilities toured the property at True Lane. There are concerns about the building's structure and concrete brick wall as there is some bowing. Fixing it would cost about 60% of building new. A building inspector thought the building block could be fixed as did a mason contractor, although it would require a lot of tuck pointing. There were also shared concerns about the built-up roof. Repairs could last 20-30 years. Vander Leest thought the masonry opinion is important. The owner wanted to use own offer to purchase form. At this stage, the board can proceed with the purchase offer. Vander Leest said you have to look at all options. Aubinger has leads on other land/properties. Van Dyck noted that the library has to decide what they want to be as location will affect the crowd you attract. **Motion** by Vander Leest, seconded by Pletcher to receive and place on file. **Motion carried.**

**PERSONNEL UPDATE** Rogers reported the hiring of two new clerks and two new associates (Jay Gerlach moved from Denmark to Central); Clare Kindt moved from the manager position at Kress and Wrightstown to the Collection Development Manager role. Open positions include Kress/WRI manager; clerk;, Central Manager; Library Associate; Safety Officer and maintenance worker. Trustee Week webinars – encouraged the Board to attend. Kathy Pletcher is one of the presenters. Planning is underway for the September 13 staff development day. **Motion** by Vander Leest, seconded by Pletcher, to receive and place on file. **Motion carried.**

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that the Summer Reading Adventure is continuing with great success – high-interest programs are well attended and registration to date (including participating schools and Green Bay Parks) total over 10,500! The next events calendar covering September – November will go live in mid-August.

Library card sign up month is September and activities are being planned to encourage residents to become library users.

Lagerman is representing the library in a collaborative effort related to reducing social isolation among older rural adults through the use of technology. Colleagues include ADRC, Curative Connections, Feeding America, Neighborhood Partners-Goodwill Industries, Options for Independent Living, and Big Brothers and Big Sisters. Bader Philanthropies in Milwaukee is funding RFPs of community-based, multi-agency collaborative efforts throughout NEW. The group is in the brainstorming stage and is working on asset mapping in preparation for the next meeting.

Access has been given to the county's new website to migrate our own content. The library's website is very complex and uses a lot of custom programming. We plan to have a presence on the county's website (as we do now) and migrate content that meets the focus of the county's website – like online services such as pay your fines online as well as library events.

The library is a participating member of the Arts and Culture Coalition. The coalition is seeking 11 volunteers to serve on the inaugural board. The board's first order of business will be to continue the work on an Arts & Culture calendar/app and develop a communication plan to educate the community at large about the existence and scope of work of this coalition. The library has an opportunity to play an important role in connecting with the community so a submission to serve on the board will be put forward. A selection committee will choose from the names submitted.

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

**DISCUSSION AND POSSIBLE ACTION – SAFETY MANAGER JOB DESCRIPTION** Suggestion to change title to Safety Officer. Rogers and Sugden met with Terrien who offered ideas on the position. A staff from the Sheriff's department will be part of the search and screen. Per Van Dyck's request, Rogers will reach out to Matt Kriese, the BC Parks Director, regarding training, and to find out more about their part-time position, and to see if there is an opportunity to share/split one position.

**Motion** by Vander Leest, seconded by Pletcher, to approve the revised Safety Officer job description. Terrien asked about the ability to carry a firearm. HR and Risk Management were concerned about liability as there are no other positions in the county like this. It would be a whole other level of compensation and requirements. This staff would liaison with law enforcement. **Motion carried.**

**One Nay (Terrien).**

Discussion regarding the job description will take place at the July meeting.

**APPROVAL OF LIBRARY'S SUBMISSION FOR BROWN COUNTY COMPREHENSIVE PLAN** Sugden shared the prepared document requested for the County's 20-year comprehensive plan. They specified the format, white space, font size, etc. It is a summary of services and assets for the library and its direction. **Motion** by Vander Leest, seconded by Meli, to approve the submission for the county's comprehensive plan.

*Running and Meli left the meeting at 6:30 pm.*

**DISCUSSION AND POSSIBLE ACTION – BOARD COMPOSITION AND BY-LAWS REVIEW** No changes will be made at this time. **Motion** by Vander Leest, seconded by Pletcher, to approve to receive and place on file. **Motion carried.** Staff will investigate if virtual attendance is allowed.

**PRESIDENT'S REPORT** None.

**LIBRARY DIRECTOR'S REPORT** In addition to the report included in the packet, Sugden shared participating in new director's boot camp through DPI in August. She has also been accepted into the next 2020 Leadership Green Bay class. The Denmark Branch faces unique challenges - the school changed locks without notifying library staff and by shutting off lights off to save money has caused safety issues for library patrons. The road construction has caused access problems. Usage has really slowed down even with extended hours. It is being proven that this is not a good long-term solution for the library. Vander Leest suggested sending a letter outlining issues to the school personnel. A request was made for Denmark usage statistics to be presented at the August meeting.

*Vander Leest left the meeting at 7:15 pm*

Sugden has been meeting with eager Pulaski Branch advocates who would like an expanded space. The current space is insufficient. It is a revenue generator because of tri-county service. Pulaski has been looking for a potential partner for the library. Likely PACE (Pulaski Area Community Education). Interest should be confirmed in writing. Any partnership of the village and county should have a clear understanding as it relates to cost. A village trustee worked with an architect for a rendering. Some aspects don't cover all the library's needs. It would cost about \$1.5 M to expand the current building. The village would fundraise. The next step is to find an architect to produce actual documents.

**OTHER BUSINESS** None.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

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

Meeting adjourned at 7:30 pm.

**NEXT REGULAR MEETING:**

**August 15, 2019**

**5:15 p.m.**

**Central Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary