

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **December 19, 2019** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, downtown Green Bay**

PRESENT: JOHN VAN DYCK, BRIAN ANDERSON, ANNETTE AUBINGER, KAYLA JACOBSON, KATHY PLETCHER, HECTOR RODRIGUEZ and JOHN VANDER LEEST

EXCUSED: MARISSA MELI and DAVID RUNNING

ALSO PRESENT: Sarah Sugden, Linda Chosa, Sue Lagerman, Emily Rogers, and Curt Beyler, (staff). Charlotte Goska, Sobieski and H. James Smet, Green Bay (COVO); Scott Crevier, De Pere; James Morris, Green Bay; Pat Schock, Green Bay; and Peter Parker the 3rd (Brown County).

CALL TO ORDER President Van Dyck called the meeting to order at 5:16 p.m. Brian Anderson, newly appointed, was welcomed to the Board. Van Dyck thanked Kayla Jacobson for her service as her term is ending. Kayla thanked the board. Jayme Sellen was also appointed to the Board. The Board was reminded that emails to the entire group are not allowed as that creates a walking quorum. Issues or Board business must be brought up during a regular meeting of the Board.

APPROVE/MODIFY AGENDA AND MINUTES. It was suggested to move the closed session (items 9-11) to the end of agenda and follow agenda item 13. **Motion** by Pletcher, seconded by Anderson, to approve the modified agenda and minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

DISCUSSION AND POSSIBLE RECONSIDERATION – VOTER REGISTRATION EVENTS AND COVO After consultation with Corporation Counsel, action taken tonight would not be a reconsideration, it would be a new motion to reinstitute program. Aubinger contacted the Republican Party and they were unaware of being contacted by COVO. Goska shared a copy of an email of all parties contacted and it included the Republican Party. Aubinger suggested that perhaps it is better to make contact in person.

Motion by Pletcher, seconded by Vander Leest, to open the floor for public comment. **Motion carried.**

Scott Crevier wanted to share his perspective of the activities of the coalition. He serves on the De Pere City Council and is employed by St. Norbert College. He has known of COVO for a few years and has seen them on campus at SNC. He loves the fact that they get people to register to vote and suggested that voices are best heard at the voting box - no matter who you are or what your beliefs are – just register and vote! Additionally, rules often change and there are often several questions related to the registration process and COVO is able to answer them. They are helpful to many people. These are the kinds of organizations we need – more so than the partisan organizations.

Pat Schock is a member of ALA and asked for clarification of meeting room use. Sugden replied the meeting room policy permits use by non-profit organizations at no charge. For-profit organizations must pay a fee. The relationship with COVO has been to work to schedule events at various library locations. These registration events are included in library events calendar and the library has provided signage. Part of partnership is that they have been able to set up in lobby area and active solicitation is not allowed. The change that was voted on eliminated partnerships with all voting organizations. Ten people were registered at the Kress Family Branch last week. People comment on the convenience of the service.

James Morris advocated for COVO to continue their events. Green Bay is not a diverse city (in many ways). He visited the library to do research. It had not dawned on him that he needed to change address and re-register to vote. There is political divide and the key to closing it is education. Having onsite representation is valuable. He believes working with organizations like COVO is educational. H. sent email to all five political parties. Two of the three parties replied. Facebook page has been updated and the "Related Pages," block has been removed. COVO wants to keep this relationship and they will do what they can to make this relationship work.

Jacobson did some research and commented that Goska, via Twitter, had multiple posts with one-side perspectives; and H. had made donations. Anderson asked if they have made partisan statements in an official capacity. They had not. They are not a registered non-profit. If they were, some restrictions apply to 501(c) 3 organizations. They can do what they are doing as long as they are neutral. If you invite one political party then all have to be invited – they are doing that. If a political party posts on their social media – that is out of their control and the IRS would not revoke their status. With respect to what they do individually is different than what they do as an organization. He would have concerns if those lines were crossed. Anderson used the benchmarks the IRS has as preparation for this meeting. The impression made at the last meeting was that there was a partisan activity. A grant COVO received was available to all organizations and the ACLU printed election date cards. Jacobson expressed concern with the optics. Van Dyck questioned where you draw the line on optics. He was concerned with the Related Pages section on Facebook and that concern has been addressed. Rodriguez has to go back to outcome of service. Several in the community lack the ability to get information. We are not serving them – we need to help our neighbors have their voice. Vander Leest commented that he feels this is a sanctioned Democratic

event at the library (only one party is working with this group). It is not bi-partisan. The library is funded by the taxpayer and resources should be used for educational activities. Vander Leest does not feel it is right to host a one-sided party. He asked for assurances that information gathered is not used for the Democratic Party's purposes. Goska replied that registration is done online or turned in to the municipal clerk. Vander Leest further commented that all other groups who register must be given the same opportunity – therefore treating all parties the same. Rodriguez commented that they have stated their case. If a party does not want to participate with them, it is out of their hands. Pletcher noted COVO did what the Board asked them to do:

1. Related Pages removed from Facebook page
2. Other parties were reached out to

Motion by Jacobson, seconded by Pletcher, to close the floor. **Motion carried.**

Motion by Rodriguez, seconded by Pletcher, to reinstate COVO as a partner and open the same opportunity to other organizations, noting that any organization involved in this particular activity cannot support a candidate, party, or political organization. **Motion carried.** (5-2).

LIBRARY BUSINESS

FINANCIAL MANAGER UPDATE

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS

Financial reports were included in the Board packet. Chosa reported that donations are up over last year in large part due to monies granted by the Friends of the Library for funding requests; personnel costs are under budget. About \$100,000 under budget on personnel. Carryovers will be brought to the board. The books will not be closed until February. **Motion** by Jacobson, seconded by Anderson, to receive and place on file the financial report and November 2019 Gifts, Grants and Donation report as follows:

Brown County Library Gifts, Grants & Donations Report November 2019				
Gifts & Donations				
11/08/19	M. Buresh		50.00	Memorial H. Zeamer
11/06/19	S. Curtsinger		35.00	Memorial J. Fiddelke
11/06/19	C. Mangin & Book Club		130.00	Memorial L. Anderson
11/12/19	P. Pouttu		10.00	CW General
11/13/19	B. Hendrickson		2,500.00	General Purposes
11/20/19	Friends of the Brown County Library		20,488.58	Events & Programs Supplies
11/20/19	Coco's Urban Cottage		46.25	General
11/20/19	J. Dolar		98.00	Kress Children Collection
11/20/19	M. O'Brien		50.00	Memorial J. Fiddelke
11/20/19	T. & P. Radle		50.00	Memorial J. Fiddelke
11/20/19	J. & J. Thorius		100.00	Memorial J. Fiddelke
11/20/19	J. Persohn		50.00	Memorial J. Fiddelke
11/20/19	A. & N Cerny		20.00	Memorial J. Fiddelke
11/20/19	J. & C. Hartmann		25.00	Memorial J. Fiddelke
11/20/19	Cherry Creek North Neighborhood Association		300.00	Memorial J. Fiddelke
11/21/19	M. Fraley		25.00	Memorial J. Fiddelke
11/01/19	Ashwaubenon		19.20	Donation Box
11/01/19	Bookmobile			Donation Box
11/01/19	East		15.72	Donation Box
11/01/19	Denmark			Donation Box
11/01/19	Weyers/Hilliard		67.25	Donation Box
11/01/19	Customer Service		14.30	Donation Box
11/01/19	Kress		38.64	Donation Box
11/01/19	Pulaski		14.50	Donation Box
11/01/19	Southwest			Donation Box
11/01/19	Wrightstown			Donation Box
	Total Donations		\$ 24,147.44	

Motion carried.

FACILITIES UPDATE DoTS is supplying extra cameras and pulling more wire for security cameras at Ashwaubenon Branch. Servers are being built and the Printer project is moving ahead. March 2020 is the expected implementation date. This new system will allow users to print from their own device.

PERSONNEL UPDATE Rogers reported that the library is busy interviewing and hiring. Ann Atkinson is retiring after 44 years from the Southwest Branch and an open house will be held on December 30 from 1-3pm. Also retiring is Connie Doucette, a Technical Services Clerk who has been with the library for 21 years. New hires include a 20-hour maintenance worker, Jim Matzke, and a LTE Clerk, Hailey Pritzl at Southwest. Searches include a full-time Library Associate at Southwest; interviews for Safety Officer; LTE Denmark Associate; LTE Clerk at Kress; coming soon - Circulation and Technical Services Clerks, and the Youth Services Manager search.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that distribution for Give-A-Kid-A-Book wrapped up today after three days. Final numbers are not yet available but early estimates indicate that over 11,000 books were collected and over 4400 children were served – with each receiving two books. At their holiday gathering, the Retired Men’s Club passed the hat for Give-A-Kid-A-Book and then matched that amount for a grand total of \$2014.00! Weyers-Hilliard hosted the third annual (live) Reindeer Cheer event, sponsored by the Friends. An added feature was a Lamers shuttle to and from the library to the event’s parking at the Community Church. The event was full of things to do and included Santa Claus, Hot Cocoa/Cider, Crafts, Silly Selfie Station, Fancy Family Photo Booth, the Bay Port High School Choir, Cookie Decorating, and an I-Spy Reindeer Activity. The Literacy Link program mentioned last month continues to be worked on. We hope to bring in yet another county partner through Human Services who could provide counseling services.

This month DoTS is upgrading Library file and email services to Office 365. The mailbox migration has caused little disruption.

Lastly, the Wisconsin Library Association annual conference will be held in Green Bay October 27-30, 2020 at the Hyatt/KI. Lagerman is chairing the Local Arrangements Committee and is on the Sponsorship Committee. She joins nearly 20 other librarians from around the state who are also serving on the conference committee in variety of capacities. The Central Library will host a welcome reception for attendees on October 27. More details to come! It has been seven years since the conference was held here and this is an exciting opportunity for BCL to showcase the great and creative things we do as well as the numerous amenities the city offers. WLA’s conference attendance goal is 800.

DISCUSSION AND POSSIBLE ACTION REGARDING STATE DEBT COLLECTION AGENCY CONTRACT AUTHORIZED COLLECTION

ACTIVITIES A summary was included in the packet. The standard agreement cannot be changed (no exclusions or revisions). Chosa suggested that the library contract with TRIP only as the previous approved action cannot be executed. If we want to continue with SDC, it would have to include all activities. More flexibility with TRIP. Once an account is in the system, there is no control. We can control the accounts we send. Van Dyck would like to try it because of the effort put into making the decision. Sugden noted that the library currently send accounts \$50 and over to collection. Rodriguez asked what would work best for the library. Sugden is concerned with the bad press that comes with bank levy. Currently, every account over \$50 is sent to collection with relatively little work. What does the board want collected? Having clear direction from the board would be helpful. Vander Leest noted that the intention is to put more money back into the book budget. Additional revenue (or %) could support new purchases. Different types of accounts can be turned over in batches. Lost items are 42% of outstanding balance. This would be a good start. Anderson commented that eliminating fines brings people in and as stewards of the library; we would rather have patrons using the library. However, as financial stewards, the board needs to proceed with caution. The board is comfortable with giving Administration more flexibility in determining process. Rodriguez noted that something has to be done and likes the suggestion of sending a letter with a timeline as it gives patrons a chance without consequences.

Motion by Vander Leest, seconded by Jacobson, to proceed with aforementioned SDC agreement in full and allow library staff to determine first batch to send and to get started with a portion of the debts to SDC as soon as possible. Staff will report in January.

Motion carried. (6-1)

DISCUSSION AND POSSIBLE ACTION REGARDING RESOURCE LIBRARY AGREEMENT (RLA) **Motion** by Jacobson, seconded by Vander Leest, to approve the 2020 Resource Library Agreement. **Motion carried.**

APPROVE 2020 CLOSURES FOR HOLIDAYS AND STAFF DEVELOPMENT **Motion** by Vander Leest, seconded by Anderson, to approve the 2020 closures for holidays and staff development as presented. **Motion carried.**

PRESIDENT’S REPORT The East Branch remains a high priority. The architect (HGA) is putting a proposal together and it will be available for the Board’s review in January. Van Dyck and Pletcher met with UWGB and NWTC and agreed that the discussion was productive and there is a better understanding of what they want and what the library can offer. There are still a lot of moving pieces. Jeff Rafn would like to do a walkthrough and the provost might like to join. Looking at potential academic programs and could happen incrementally. There is a fear among some about crossing the river. Regarding the Ashwaubenon Branch, there is limited space to expand in that region. Staff is tasked with determining how to reach out to community. Criteria is needed to guide future sites. Ideas mentioned to help determine who the library wants to be and for whom, include surveying the community and focus groups. It is important to align the wants of the public with library services. Sugden, Aubinger, and Anderson will work together with the village.

Jacobson left the meeting at 6:55 pm.

LIBRARY DIRECTOR’S REPORT Aubinger asked for clarification about floating collections and the decision to discontinue the practice. In time, the collection will be balanced. In addition to the written report, Sugden reported on a framework for 2020. Goals for the next

year include operational excellence, facilities, funding, contributing to community progress, collaboration, and outreach. These goals will help the library achieve the status it wants. Need to be nimble and flexible to respond to changes. Initiatives: continuing to assess and revamp internal operating structure; developing building programs and proposed footprints for renovated/expanded East, Pulaski and Ashwaubenon branches; and creating a new safety program including procedures, trainings, policies, and protocols. Rodriguez complimented Sugden on documents and commented that the image of the library can serve as a vehicle to connect communities. It is a place of knowledge and wisdom and that is how community needs to see us.

OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session **Motion** by Anderson, second by Rodriguez, to move into closed session at 7:30 pm. **Roll call vote:** Aye: Aubinger, Pletcher, Rodriguez, Anderson, Vander Leest, and Van Dyck. Nay: None. **Motion carried.**

CONVENE INTO CLOSED SESSION pursuant to Wis. Stat. § 19.85(1) (c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Library Executive Director performance evaluation summary.

RECONVENE IN OPEN SESSION: Motion by Anderson, seconded by Aubinger, to reconvene and approve any action recommended in Closed Session at 7:50 pm. **Roll call vote:** Aubinger, Pletcher, Rodriguez, Anderson, Vander Leest, and Van Dyck. Nay: None. **Motion carried.**

Motion by Vander Leest, seconded by Anderson, to approve the second wage increase specified in the offer of employment letter as recommended in Closed Session. **Motion carried.**

OTHER BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

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

Meeting adjourned at 7:52 pm.

Happy Holidays!

NEXT REGULAR MEETING:

January 16, 2020

5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman
Recording Secretary