

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **October 17, 2019** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** JOHN VAN DYCK, MARISSA MELI, HECTOR RODRIGUEZ, DAVID RUNNING, and JOHN VANDER LEEST

**EXCUSED:** ANNETTE AUBINGER, KAYLA JACOBSON, and KATHY PLETCHER

**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 5:25 p.m.

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

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

### LIBRARY BUSINESS

**FINANCIAL MANAGER UPDATE** Year to date revenues are at a surplus due to Out of County payments and wage increase transfers at the beginning of the year. However, due to absence of Shawano County payment and an overall decreasing trend in fee revenue, a shortfall in revenue for 2019 is predicted. Expenses are at about 72% of budget. Personnel savings will compensate for shortfall. Operating expense should come in very close to budget. Chosa is in the process of comparing meeting room rates with the Museum per the request of Ed & Rec. Staff is in communication with DPI regarding the timing of Shawano becoming consolidated and refusing payment of bill for services rendered.

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

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

Brown County Library					
Gifts, Grants & Donations Report					
September 2019					
<b>Gifts &amp; Donations</b>					
9/6/2019'	L. Knutson		500.00		CL Garden, L. Knutson
9/12/2019'	Friends of the Brown County Library		12,647.28		Programs, Requests
9/19/2019	The Hammock Fund		200.00		CL Garden, L. Knutson
9/20/2019	Multiple Donors		160.00		CL Garden, L. Knutson
9/25/2019	Huterra Foundation, Inc.		30.56		General
9/1/2019'	Ashwaubenon		62.90		Donation Box
9/1/2019'	Bookmobile				Donation Box
9/1/2019'	East		32.40		Donation Box
9/1/2019'	Denmark				Donation Box
9/1/2019'	Weyers/Hilliard		159.00		Donation Box
9/1/2019'	Customer Service		21.33		Donation Box
9/1/2019'	Kress		48.86		Donation Box
9/1/2019'	Pulaski		10.25		Donation Box
9/1/2019'	Southwest		8.26		Donation Box
9/1/2019'	Wrightstown		23.10		Donation Box
	<b>Total Donations</b>		<b>\$ 13,903.94</b>		
<b>Federal &amp; State Grants</b>					
	<b>Total Grants</b>		<b>\$ -</b>		

Motion carried.

**FACILITIES UPDATE** Beyler reported that the swale cut at Weyers-Hilliard is in place but will not be seeded until spring. It is working well in diverting water away from the building. The new van is in use and has nice amenities that the old van did not have. Lettering

has been removed from the old van and it is going to auction. To address the situation of people gathering at the branch after-hours, the outdoor seating has been made inaccessible at the Southwest Branch. Regarding the off-network cameras that were suggested, Beyler is waiting to hear from DoTS on the security of the cameras, and securing the data that will be stored, etc. A mirror and sign was added to alley area at Southwest.

**PERSONNEL UPDATE** Rogers reported that seven staff attended the Wisconsin Library Association (WLA) conference. A few staff presented and participated in the poster session. Recruitment and interviews are underway for Central Adult Services Research Librarian, Central Youth Services Librarian, Denmark Branch Associate and a Maintenance worker. Strategies are being developed for other open positions that tie into a staffing analysis. Performance plans are being wrapped up and pay for performance recommendations will be on next month's agenda.

**COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported the results of the National Library card sign up month promotion. Of the 1032 cards issued, 535 were new library cards (not renewals or replacements). Many locations nearly doubled the number of cards they typically issue. The Friends launch their annual Give-A-Kid-A-Book campaign on November 7. Several Packers wives are participating and the honorary chairs are Molly Crosby and Natalie Montgomery. The Bookmobile will be an entry in the downtown Holiday Parade on November 23. Volunteers are needed to walk and distribute candy to parade-goers! Over 1100 enthusiastic community members attended the recent Comic-Con that featured author Martha Wells, illustrator Gene Ha, a costume contest and more.

A website redesign task force is in the process of being formed. Its goal is to create a new website that is useful, effectively meets the needs of our library users, is easy to navigate, accessible and aesthetically pleasing! A one-year timeline is planned to complete this.

**DISCUSSION AND POSSIBLE ACTION – STATE DEBT COLLECTION** Sugden reported that the storage of social security numbers is still an issue and is still being explored. The Admin Team reviewed the methods of debt collection – Tax Refund Intercept Program (TRIP), wage garnishment, and asset seizure. Admin feels the TRIP method is best for the library because of its concern for public image and public opinion. Vander Leest doesn't think that TRIP alone will recover many accounts. He understands the public relations part but believes in trying to collect library property. Rodriguez wondered if taking a public relations hit is worth it but we have to be fiscally responsible. The people have to be educated. Van Dyck thinks if this plan is implemented, many people will pay. There needs to be consequences for shunned responsibilities. Van Dyck suggested waiting until an answer is given to the storage and transmittal social security numbers. The Board wants to be responsible but non-abusive to public. They requested a breakdown of costs and the top 75 to examine how a high level of fines and fees was reached. **Motion** by Vander Leest, seconded by Running, to hold further discussion on this topic until the November meeting, and invite Chad Weininger (DOA) and August Neverman (DoTS) to discuss storage of social security numbers as well as SDC's methods and how they work. **Motion carried.**

Van Dyck suggested reviewing loan limits, exceptions to limits, and the fines structure as future agenda items.

**DISCUSSION AND POSSIBLE ACTION – OPTION TO TURN OFF EXTERNAL INTERNET ACCESS AFTER HOURS** Information from DoTS won't be available until after the New Year – possibly February. **Motion** by Running, seconded by Rodriguez to defer to a future meeting when information is available. **Motion carried.**

**UPDATE ON PROGRAM IDEAS FOR VOTER REGISTRATION** Sugden proposes to work internally – one month prior to elections, staff will publicize and provide information on registering to vote. Staff will assist on an as-needed basis. Van Dyck suggested reaching out to municipalities to volunteer to do registrations. Keep it non-partisan. Letters could be sent to election clerks inviting them to participate in a library registration event. Rodriguez strongly opposed the decision made at the October meeting (he was not in attendance) that prevents COVO (Coalition of Voting Organizations) and other organizations from partnering with the library on what could be construed as a partisan event. The library's meeting rooms can be used for voter registration but they would not be publicized by the library or take place in partnership with the library. Much discussion took place. Rodriguez insisted that the board take action to correct this inappropriate decision. This topic will be placed on the November agenda.

**OPEN SESSION:** Discussion and Possible Motion to Convene in Closed Session **Motion** by Running, second by Vander Leest, to move into closed session **Roll call vote:** Vander Leest, Running, Meli, Van Dyck. Nay: Rodriguez. **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 – staffing/personnel.

**RECONVENE IN OPEN SESSION:** Motion by Vander Leest, seconded by Running to reconvene any action recommended in Closed Session. No action taken.

**PRESIDENT'S REPORT** None.

**LIBRARY DIRECTOR'S REPORT** In addition to the written report, Sugden shared a recent copy of the Wisconsin History magazine that used a number of photos supplied by the Brown County Library.

**OTHER BUSINESS**

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

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

Meeting adjourned at 7:50 pm.

**NEXT REGULAR MEETING:**

**November 21, 2019**

**5:15 p.m.**

**Kress Family Branch Library**

Respectfully submitted,

Sue Lagerman  
Recording Secretary