

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **April 15, 2021 at 5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI.

**PRESENT:** BRIAN ANDERSON, KATHY PLETCHER, DAVID RUNNING, JAYME SELLEN and JOHN VAN DYCK. MARISSA MELI attended online.

**EXCUSED:** ANNETTE AUBINGER

**ALSO PRESENT:** Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, and Curt Beyler (staff). Amanda Chu, County Board Supervisor, District 3.

**1. CALL TO ORDER** President Anderson called the meeting to order at 5:21 p.m.

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

**3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC** Amanda Chu District 3 Supervisor was introduced and she mentioned that calls she receives are from constituents expressing love for the East Branch.

**4. UPDATE ON LIBRARY'S REOPENING PLAN** Rogers reported that some libraries (Weyers-Hilliard, Kress, Ashwaubenon, and East) expanded their hours this week. Central will be expanding hours on May 3. Southwest, Pulaski and Wrightstown will continue to operate with reduced hours until additional staff is hired. Staff is positive and ready to serve people more and the public is excited to return to the library on a more regular basis. Computer use has really increased. We do not have all the laptops from the County Board back yet. Will need them in the near future. Van Dyck suggests a formal request to the Chairman. How are we handling the number of county meetings – who is providing oversight? Chairman Buckley is concerned about having staff staying late. With the return of more hours and increased spaces, it will change things. Options are staff staying late or a hired security guard. Opportunities to have appointed persons form each committee to lock up. Van Dyck thinks guidelines need to be established as well as some kind of compensation. He suggested letting committees know what closing hours are.

**5. DISCUSSION AND POSSIBLE ACTION REGARDING CLASSIFICATION AND COMPENSATION** Chosa believes this is the most urgent issue because the county expects the calculations soon. To align with the county, the library will need to approve the adoption of the County's Class and Comp table. Library wages will be adjusted and then annually increase all paygrades by approved COLA adjustment. Bringing all current employees to Min of the approved table would have about a \$10,000 impact. This amount can be absorbed with surplus funds. Motion by Running, seconded by Pletcher, to accept the class and comp adjustment as presented. Van Dyck asked if this change needs to be in the form of budget adjustment if making this change now. Chad Weinger noted that we do not need to submit a budget adjustment. Motion carried.

**6. DISCUSSION AND POSSIBLE ACTION REGARDING PAY FOR PERFORMANCE** Considering the annual COLA increase, our current structure of cumulative increases will not be budgetarily sustainable. Increase over COLA will have to be taken from the library's operating budget. Chosa reported that she, Sugden, and Rogers met with Chad Weinger to discuss a bonus option. He did not see an issue with using personnel surplus annually to fund bonuses. Payroll is able to process bonuses at year-end.

**7. DISCUSSION AND POSSIBLE ACTION REGARDING COMPENSATION PACKAGE** Casual leave payouts are budgeted at the County Admin level. The library would not have a budget line added for casual leave. If, at year-end, a department has a surplus, the surplus is used to fund the payout for the department. If there is not a surplus, then the County Administration reserved funds are used. However, if the County must meet other obligations, the casual leave payout would be discontinued.

Chosa described different ways that surplus can be divided. Library Leadership recommends that a percentage or a fixed dollar amount be reserved for fund balance prior to bonuses and casual leave payouts. Only personnel surplus, not operating surplus, would be used to fund bonuses.

Further discussion took place about value of casual leave payouts and if they discouraged people from taking time off instead. Past practices of the Library Board were shared and the Board's ability to change compensation distribution. The timing of implementing a change like this was also questioned.

Library Leadership recommends approving a vacation schedule to match the county’s schedule. As previously noted, the mismatch can make hiring difficult and the variance has the biggest impact on newer employees. Vacation changes can be made this year and applied in 2021. This is more about an hourly impact of about 2000 hours that can be absorbed by the library.

Van Dyck thinks decisions on these items should be paused until the budget allocation for 2022 is received.

Regarding the performance evaluation process, criteria would have to be more closely examined because categories would be reduced. One-time discretionary compensation adjustments (bonus) could be made or a base raise.

The Board has an interest in what a bonus policy would look like in place of a casual leave payout. Library Leadership was charged with drafting a pay for performance and compensation/leave policies to be presented at the May meeting.

**8. DISCUSSION AND POSSIBLE ACTION REGARDING FACILITIES COMMITTEE UPDATE** Sugden reported that the committee met to further discuss the lower level. There are options for different meeting software. Would pursue costs from HGA and bring to the County Board. Would be over \$500,000 the library slated for the space and \$50,000 from the contingency fund for the assessment. The County Board has to decide what they want to do. Camera Corner is being consulted for a quote on A/V equipment. HGA agreed to provide broad estimate that is broken down into parts with an estimate due by the end of April.

Van Dyck distributed an airport lease parcels map. It could take up to a year for the airport to get clearance from FAA to sell parcels. **Motion** by Pletcher, seconded by Running, to request, via communication to PDT committee, that the airport director take the necessary action to get FAA approval for a library to be constructed on parcel N19, in Ashwaubenon. **Motion carried.** Anderson commented it is worth getting this option on the table. Paul Fontecchio, County Public Works, did not see any issue creating access off Packerland Drive.

**9. DISCUSSION AND APPROVAL OF TABLE OF ORGANIZATION CHANGE** Rogers explained the action to eliminate one 11-hour Library Service Clerk and one 9-hour Shelver position to create one 20-hour library Service Clerk position at the Southwest Branch. This change allows for more flexibility. **Motion** by Van Dyck, seconded by Pletcher to approve the Table of Organization change. **Motion carried.**

**10. FUNDRAISING WORK GROUP UPDATE** Focus of this effort has shifted to a naming rights initiative. There has been positive feedback from community members on this adjustment. Work continues on gathering community advisors, fine-tuning the case statement, and developing conceptual images. The library has purchased donor software and that will be useful for tracking funds. Running asked about direct contact with donors. Sugden replies that there has been a lot of enthusiasm expressed so there is a lot of positivity.

**11. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

**A. Financial Manager Update**

**I. Financial, and Gifts, Grants, and Donation Reports**

Chosa reported that the library is 5% under in personnel; has met turnover savings for the year; is in a good position to have another surplus at year-end, and the impact of \$10,000 related to the new class and comp plan can easily be absorbed with the current surplus.

March 2021 donation report follows:

Brown County Library				
Gifts, Grants & Donations Report				
March 2021				
Gifts & Donations				
03/05/21	J. Preuss		\$ 25.00	Memorial E. Berkholtz
03/24/21	Brown Family Trust		1,297.91	General Needs
03/16/21	C. Wood		2,000.00	General Needs
03/31/21	Conlon Family Trust		1,000.00	Kress Summer Reading
03/31/21	Wisconsin Literacy		150.00	Central Supplies
			<b>Total \$ 4,472.91</b>	

Donation Box		Month	YTD
03/01/21	Ashwaubenon	\$ 49.10	\$ 71.10
03/01/21	Bookmobile		\$ -
03/01/21	Central Children's	9.42	\$ 45.19
03/01/21	East	64.86	\$ 97.86
03/01/21	Denmark		\$ -
03/01/21	Kress	21.34	\$ 31.03
03/01/21	Pulaski		\$ -
03/01/21	Southwest	4.32	\$ 6.32
03/01/21	Weyers/Hilliard	17.44	\$ 17.44
03/01/21	Wrightstown	30.08	\$ 30.08
		<b>Total</b>	<b>\$ 196.56 \$ 299.02</b>
<b>Federal &amp; State Grants</b>			
Nicolet Federated Library System		\$ 6,562.50	Collection 1 of 4
		<b>Total</b>	<b>\$ 6,562.50</b>

**B. FACILITIES UPDATE** Beyler reported that maintenance is almost finished installing the flex book drops (Pulaski is in progress); and Maintenance has been busy preparing for Chapter 4 opening.

**C. PERSONNEL UPDATE** Rogers noted that a number of staff are participating in the Wisconsin Association of Public Libraries (WAPL) virtual conference. Hiring and interviewing continues for a number and variety of positions. Rogers distributed further information about transportation survey. Personal transportation is overwhelming the most popular means of getting to the library.

**D. COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that promotion conducted during National Library Week was a great success. There were just under 15,000 entries. Checking out in person or online, using a computer, or applying for a library card automatically entered patrons into a drawing to win a customized bag filled with items branded with the new logo. There were ten winners overall. Lagerman shared an email from a patron who wrote to say her son was, "Very excited to have won something he didn't even enter for!"

Money Smart Week is happening this week and the library is sharing bags of financial information (in partnership with the ADRC) for adults, and picture books related to money for children.

Next, week the library will participate in a collaborative County department media event in honor of Earth Day.

Internally, staff is meeting to determine how best to serve senior living facilities including nursing homes. There are two different models of service and there is interest in combining them for greater efficiency.

**12. PRESIDENT'S REPORT** Anderson mentioned the media coverage of library capital projects revealed at the Ed & Rec meeting. He noted that there is still a disconnect with the general public about library value even though libraries are increasingly used. There are more libraries than McDonalds! He would like to develop some talking points for the Board and for staff, and, when we send media releases, to sprinkle them in. Talking points will help build community conversations.

**13. LIBRARY DIRECTOR'S REPORT** Sugden reported that there are so many exciting things happening and extended many thanks to the leadership team, staff and the Board! Sugden reported that Mary Jane organized the move of Local history archives and other materials from the lower level to second floor. These materials totaled 5800+ pounds and 430 linear feet. A team of eight moved 1800 volumes in just over 2 hours. This work will continue and it will be great to have it all in one place. Van Dyck asked about an environmentally established area.

**14. OPEN SESSION:** Discussion and Possible Motion to Convene in Closed Session

**CONVENE INTO CLOSED SESSION** pursuant to Wis. Stat. § 19.85(1) (e) for the purposes 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 Ashwaubenon Branches.

**Motion** by Pletcher, seconded by Sellen, to move into closed session at 7:01 pm. Roll call vote: Aye: Anderson, Meli, Pletcher, Running, Sellen and Van Dyck. Nay: None. **Motion carried.** Supervisor Chu was invited to stay.

**15. RECONVENE IN OPEN SESSION: Motion** by RUnning, seconded by Pletcher, to reconvene in open session at 7:06 pm. Roll call vote: Aye: Anderson, Meli, Pletcher, Running, Sellen and Van Dyck. Nay: None. **Motion carried.**

**Motion** by Van Dyck, seconded by Running to authorize Executive Director to work with corporation counsel and buyer's representative to extend offers for a real estate purchase in the method and per the terms discussed in closed session.

**16. OTHER BUSINESS** Ideas for the Friends book sales were shared. The community is anxious to donate books. The Friends are aware of this and are brainstorming ideas on how best to hold a sale this year.

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

**18. ADJOURNMENT**

**Motion** by Running, seconded by Sellen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:39 pm.

**NEXT REGULAR MEETING:**

**Central Library**

**May 20, 2021**

**5:15 p.m.**

Respectfully submitted,  
Sue Lagerman  
Recording Secretary