

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **February 18, 2021 at 5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI.

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

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, Curt Beyler, Jenn Koetz and Danielle Zeamer (staff).

1. CALL TO ORDER President Van Dyck called the meeting to order at 5:19 p.m.

2. ANNUAL ELECTION OF OFFICERS

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

B. Vice President Anderson called for nominations for Vice President. Running nominated Van Dyck who declined. Pletcher nominated Sellen who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Running, seconded by Van Dyck, to close the floor and cast a unanimous ballot. **Motion carried unanimously.**

C. Personnel Officer Anderson called for nominations for Personnel Officer. Van Dyck nominated Pletcher who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Running, seconded by Van Dyck, to close the floor and cast a unanimous ballot. **Motion carried unanimously.**

D. Facilities Officer Anderson called for nominations for Facilities Officer. Running nominated Van Dyck who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Sellen, seconded by Aubinger, to close the floor and cast a unanimous ballot. **Motion carried unanimously.**

3. APPROVE/MODIFY AGENDA AND MINUTES **Motion** by Pletcher, seconded by Running, to approve the agenda and the January 21 and January 27 minutes. **Motion carried.**

4. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

5. BOOKMOBILE UPDATE Jenn Koetz, Bookmobile Operator, shared a presentation that gave an overview of the Bookmobile's functions, contrasted, and compared potential replacement vehicles. Running is interested in knowing what factors other libraries used in designing their vehicles and if they are similar to ours. Anderson wonders what unique service(s) a consultant provides that staff cannot do. Koetz replied that he consultant is focused on creating and securing a vehicle where staff has other interruptions. They (consultants) know their business and timelines are reduced. Consideration has to be given to how long the current Bookmobile will last. Van Dyck questions the need for a consultant and noted it still takes staff time to work with a consultant. He understands there is a value but questions that there is only one consultant. It was asked if our relationships with other libraries with bookmobiles was such that they would share their schematics. Koetz said she has no doubt they would share this information if asked. The Board is interested in moving ahead. A visit to Madison was suggested to inquire about their process. Sellen asked when the Bookmobile will go back in service. Chapter 4 of the library's reopening plan allows for curbside pickup at community stops.

6. DISCUSSION AND POSSIBLE ACTION REGARDING CARRYOVER FUNDS PROJECTS

Chosa reviewed the carryover/fund balance project list. Accounts highlighted that will be carried over include Books, Periodicals, & Subscriptions; Supplies to support new branding initiative; Technical Services supplies (Patron Point, reprogramming of pay stations, people counters, and other technology supplies); Pulaski furniture replacement; and a maintenance pickup truck (budget adjustment). These 2020 carryover projects total \$177,337 and, with net income, leaves a remaining ~\$1.1M in fund balance. Unused cumulative donations will also carry over.

Running asked if funds for a bookmobile could carry over from year to year. Chose replied that budget adjustments would have to take place to move the funds from carryover to outlay (capital in current year). Van Dyck asked if donations were unrestricted and if there is money to pay for consultant in donations. Running asked about fundraising or naming rights for the Bookmobile. Sugden recently discussed the Bookmobile with O'Connor Connective and sponsorship opportunities (a mini campaign). Van Dyck thinks

there is a lot of potential for a funder, as exposure is great (moving billboard). He would like to commit to doing something about a bookmobile. **Motion** by Sellen, seconded by Pletcher, to approve the 2020 carryover fund balance.

A. Bookmobile Replacement Motion by Pletcher, seconded by Running, to direct staff to prepare a budget adjustment next month committing \$275,000 from the fund balance to purchase a new bookmobile. **Motion carried.**

Motion by Van Dyck, seconded by Pletcher, to approve \$20,000 of donation carryover funds to hire a bookmobile consultant. **Motion carried.**

B. Approve Budget Adjustment for Pickup Truck Motion by Running, seconded by Pletcher, to approve the budget adjustment as presented and affecting the following accounts: increase Outlay Equipment by \$29,708.50 and decrease Assigned Subsequent Years Expenditure by \$29,708.50. **Motion carried.**

7. DISCUSSION AND POSSIBLE ACTION REGARDING 2020 ANNUAL REPORT

Chosa distributed the draft 2020 Annual Report. The Department of Public Instruction (DPI) is striving to show how library services were impacted by COVID-19. Branch hours are not reported to DPI, only those of the Central Library. In addition to traditional service, the library offered drive through circulation (2,919 interactions), vestibule pickups (19,625 interactions), an increased number of electronic collection (7,122), and electronic library card application. Circulation of printed materials was down but database use was up about 34%; and eBook and audiobook use went up over 30%. The wait time for these materials went from 60 to 30 days to do an infusion of additional titles. Program statistics were also collected differently. Pre-recorded programs (126) had 10,786 views. The calculated out-of-county payments do not show much impact. The cost per loan equation used to calculate payments doubled due to drop in traffic. Sugden thanked Chosa for all her work on preparing the report. **Motion** by Pletcher, seconded by Sellen, to approve the 2020 Annual Report. **Motion carried.**

8. DISCUSSION REGARDING IMPACT OF PROPOSED FEDERAL MINIMUM WAGE INCREASE

The library was alerted by the county that there could be a minimum increase up to \$15.00 on federal level as part of the coronavirus relief plan but it is not gaining much momentum in Congress. Governor Evers also included a hike in his budget to \$10.15. Both increases are over a five-year period. Chosa presented two calculations – adjusting current staff (clerks and shelvers) to \$15.00, netting a \$113,500+ increase in wage and fringes; and a revised Compensation and Classification schedule allowing for compression, with a net wage and fringe increase of \$174,000+. Van Dyck noted that the increase affects the library more than other departments. If this passes, it does not mean there will be budget adjustments for the affected departments – there may be a need to make staffing changes. The compression numbers are the important numbers.

9. CAPITAL CAMPAIGN WORK GROUP UPDATE Pletcher reported that she, Sugden, and Lagerman continue to meet and have met with O'Connor Connective. She compiled a list of a dozen potential candidates for campaign cabinet and would like to have 8-10 in the end. They have started looking at naming rights opportunities. Sugden commented that we are off to a great start.

10. REVIEW AND POSSIBLE ACTION REGARDING NAMING RIGHTS POLICY Van Dyck suggests language to allow for long-term gifts. Meli suggested that the board consider smaller terms for corporate gifts as well.

11. NICOLET FEERATED LIBRARY SYSTEM

A. Approve 2020 Collection Development Grant Evaluation Report Motion by Van Dyck, seconded by Pletcher, to approve the 2020 Collection Grant Evaluation Report. **Motion carried.**

B. Approve 2021 Collections Development Grant Application Motion by Van Dyck, seconded by Running, to approve the 2020 Collection Development Grant Application. **Motion carried.**

12. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

I. Financial, and Gifts, Grants, and Donation Reports There are no financials for January but will be included with the February financials in March. In response to a request from last month, Chosa distributed a budget performance (income/expense) report for the East Branch. Annual operating expenditures total ~\$72,000.

January 2021 donation report follows:

Brown County Library			
Gifts, Grants & Donations Report			
January			
Gifts & Donations			
01/13/21	M. Magestro	\$ 100.00	SW Collections
01/20/21	Subrosa Investments	100.00	LHGSC Material
01/22/21	Friends of Brown County Library	41.76	Program & Supplies
		Total \$ 241.76	
Donation Box			
		Month	YTD
01/01/21	Ashwaubenon	\$ -	\$ -
01/01/21	Bookmobile	-	-
01/01/21	Central Children's	-	-
01/01/21	East	-	-
01/01/21	Denmark	-	-
01/01/21	Kress	-	-
01/01/21	Pulaski	-	-
01/01/21	Southwest	-	-
01/01/21	Weyers/Hilliard	-	-
01/01/21	Wrightstown	-	-
		Total \$ -	\$ -
Federal & State Grants			
		\$ -	
		Total \$ -	

B. FACILITIES UPDATE Beyler reported that new maintenance worker is doing well. Technical Services department is moved in on the third floor. He distributed the Central Library Building Assessment from HGA. It provides three different detailed models – minimum, moderate and full scopes for construction and project costs. It also includes an 8% design and construction contingency escalation beginning in 2022. Aubinger noted that the committee has to decide what scope to assign to different elements. Much of the scope is related to things the public will never see. Are there some renovations that could be shown to the public? HGA recognized the good work the library’s facilities staff has done to keep the building going. The committee will come up with a plan to present to the Board for approval. Van Dyck noted we have to have something to show (to the public) for the investment. Anderson suggested posting time-lapse videos on website.

The engineering and design proposal for the County Board chambers was just received from HGA County Board chambers and will be reviewed. There have been a few meetings with HGA about the scope of what HGHA would provide.

C. PERSONNEL UPDATE Rogers noted that hiring will ramp up soon. Related to the reorganization, Rogers reported that HS Group conducted change management meetings for staff and the ERC presented on coping with change. The next phase is finalizing the hours schedule, staffing, and launching open positions. Lorie Horkman, a Circulation Clerk resigned after 9 years and another clerk from Circulation, Renee Zakhar, left the library. A cloud-based scheduling service is being looked into.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that last fall, the library was asked to be part of videos being filmed by the South Central Library System for highlighting how libraries have continued to provide service – even during a pandemic. The final videos, featured library staff from across WI including three of our Adult services staff. Also featured was one of our regular pickup window users, Maureen who expressed her appreciation of this service. These videos premiered at Library Legislative Day and can be found on WLA’s web site (wisconsinlibraries.org) and YouTube channel.

Recently, library staff applied for and was awarded a grant from Brown County United Way’s Emergency Response Fund to purchase two 8-bay charging lockers for Android and iPhones at Central Library. A six-digit PIN locks and unlocks the locker. Offering this charging option is another way the library is demonstrating how it is being creative in servicing the public during the pandemic. For some, a phone and internet access is an essential lifeline, and these stations will provide an accessible option and who do not have other opportunities to charge their phone during the day.

10. PRESIDENT’S REPORT Past-President Van Dyck shared that he read in an article, that a dramatic drop in coronavirus cases is expected in April based on evidence that exists. He stated that we have a risk of being unprepared if the pandemic drops immediately. It could settle faster than we think. Review to be prepared to be able to react. Sellen commented that Outagamie is talking a return to normal in 2-3 months. President Anderson suggested that this be a recurring agenda item. There are two vacancies on the Board. Names of interested parties should be forwarded to the County Executive as he appoints the Library Board.

11. LIBRARY DIRECTOR’S REPORT Sugden attended Library Legislative Day and talked about library services statewide. Sugden reported that she talked with Denmark HS administrator. He is going to report to the school board regarding agreement. This is a good opportunity to work through process and celebrate relationship. Sugden is currently going through floor plans from the other Denmark property. Funding for a new library website is being provided by the Friends of the Brown County Library. Lagerman and the team will be working with O’Connor Connective on this very exciting venture.

Management and admin team are working on reopening elements. Building capacity is being increased to 25% capacity on Monday, February 22. Staff is also considering steps to move to Chapter 4.

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

13. 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 Van Dyck, seconded by Pletcher, to move into closed session at 7:44 pm. Roll call vote: Aye: Aubinger, Anderson, Meli, Pletcher, Running, Sellen and Van Dyck. Nay: None. **Motion carried.**

14. RECONVENE IN OPEN SESSION: Reconvene into open session for possible voting and/or other action with respect to the closed session matter mentioned above. **Motion** by Pletcher, seconded by Running, to reconvene in open session at 8:30 pm.

Motion carried.

Motion by Van Dyck, seconded by Running, to direct the Executive Director to work with Corp Counsel to take action on purchase offer as discussed in closed session. **Motion carried.**

15. OTHER BUSINESS

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

17. ADJOURNMENT

Motion by Van Dyck, seconded by Pletcher, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:31 pm.

NEXT REGULAR MEETING:

**Central Library
March 18, 2021
5:15 p.m.**

Respectfully submitted,
Sue Lagerman
Recording Secretary