

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **January 21, 2021 at 5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI.

**PRESENT:** JOHN VAN DYCK, BRIAN ANDERSON (arrived at 6:10 pm), ANNETTE AUBINGER, KATHY PLETCHER, and DAVID RUNNING. MARISSA MELI and JAYME SELLEN attended online.

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

**1. CALL TO ORDER** President Van Dyck called the meeting to order at 5:22 p.m.

**2. APPROVE/MODIFY AGENDA AND MINUTES** **Motion** Pletcher, seconded by Running, to approve the agenda. **Motion** by Pletcher, seconded by Aubinger, to approve the December minutes. **Motion carried.**

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

**4. DISCUSSION AND POSSIBLE ACTION REGARDING DENMARK RESOLUTION** Sugden reported that she and Pletcher had a good visit with the superintendent and toured the former BMO bank building. There are promising possibilities worth exploring. The agreement with the Denmark School District was reviewed by Corporation Counsel and deemed no longer enforceable. Counsel will check with the school to see if they have any additional documents. He will seek clarification from the school and then present a formal letter to the Library Board. Sugden shared the draft resolution. **Motion** by Aubinger, seconded by Pletcher, to adopt the resolution. **Motion carried.**

### **5. DISCUSSION AND POSSIBLE ACTION REGARDING CARRYOVER FUNDS PROJECTS**

Chosa shared an income projection of planned carryover projects. A 2020-projected net gain is \$430,000 (staff savings); less planned carryovers leaves an approximate available net gain of \$255,754. These numbers are not solidified so no Board approval is being sought, rather a direction to investigate a replacement Bookmobile.

**A. Bookmobile Replacement** It will take up to 18 months to build and outfit a new vehicle. There are many options for vehicle, size, capacity, etc. It was recommended that the services of a consultant be considered. Professional services would include development, procurement, management and customization of a vehicle. Library staff would like to move forward on obtaining RFQs for bookmobile consultants. **Motion** by Aubinger, seconded by Pletcher, to direct staff to prepare and issue a RFQ for Bookmobile consultants as well as contacting other libraries to discover their process and for references. **Motion carried.** Van Dyck would like more information wants more information including gathering information from other libraries on the processes they went through...did they use a consultant or just go through a manufacturer. He would also like to know how the library plans to use this vehicle going forward and prefers a vehicle that does not require a specialty license. Running noted that libraries contacted should be comparable in size and service to Brown County Library's bookmobile. Jenn Koetz, the Bookmobile Operator, will be invited to the February Board meeting.

### **6. DISCUSSION AND APPROVAL OF UPDATED JOB DESCRIPTION: COMMUNITY ENGAGEMENT MANAGER**

Rogers explained this is Sue Lagerman's position description that was last updated in 2013. The indicated changes clean up the description so it aligns with other manager positions. Human Resources has reviewed and agreed that the changes do not change the job duties. The role is shifted to include more outreach services. **Motion** by Aubinger, seconded by Running, to approve the updated job description: Community Engagement Manager. **Motion carried.**

### **7. DISCUSSION AND APPROVAL OF TABLE OF ORGANIZATION CHANGES**

Sugden introduced this topic by presenting the results of the staffing assessment. The data collected in this study coupled with the data gathered by O'Connor Connective was the foundation for the changes in the Table of Organization. Five goals emerged from this analysis. 1. Ensure Brown County Library (BCL) has the right positions needed to serve our communities 2. Create logical, structured staffing models for all BCL locations 3. Restructure hours of neighborhood branches 4. Create efficiencies and easy to access schedules, and 5. Expand community engagement, outreach, and awareness. Implementation would take place through April.

Training for all staff in change management and resiliency and all staff training in maintaining emotional and mental health is scheduled next month.

Chosa distributed the packet of Table of Organization paperwork. Van Dyck preferred not to take action on the documents presented due to the large volume of information contained in the packet. Running asked and it was confirmed that staff was presented with

this information and they have a clear understanding of the changes. Aubinger requested a copy of the presentation to accompany the paperwork. The Board agreed that they had a responsibility to read all the material before taking action. Van Dyck suggested a special meeting to approve the Table of Organization changes. **Motion** by Anderson, seconded by Pletcher, to defer action on agenda item #7 until Wednesday, January 27, 2021 at 5:15 pm. **Motion carried.**

**8. DISCUSSION AND POSSIBLE ACTION REGARDING STATEMENT OF SUPPORT FOR VACCINE ELIGIBILITY FOR LIBRARY WORKERS**

Van Dyck supports this, as does Pletcher because it supports the library staff and keeping them safe in their jobs. **Motion** by Running, seconded by Pletcher, to support the statement of support for vaccine eligibility for library workers. **Motion carried.**

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

**A. Financial Manager Update**

**I. Financial, and Gifts, Grants, and Donation Reports** Financials should be available next month.

December 2020 donation report follows:

**Brown County Library  
Gifts, Grants & Donations Report  
December 2020**

**Gifts & Donations**

12/05/20	M. Franchino	\$ 100.00	General Needs
12/06/20	V. Franchino	500.00	General Needs
12/11/20	T. Bell	50.00	On behalf of H. & C. Wills
12/14/20	D. Keyzer	25.00	General Needs
12/15/20	R. Esson	500.00	Large Print
12/15/20	A. Petrusha	25.00	Central Collections
12/15/20	Wochinske Family Foundation	5,000.00	Youth Programs
12/15/20	L. Kananen	500.00	Value Line Online
12/15/20	Brown Family Trust	6,780.00	General Needs
12/16/20	Friends of Brown County Library	1,189.32	Program & Supplies
12/16/20	H. Hanson	100.00	General Needs
12/16/20	M. Joannes	100.00	GAKAB
12/16/20	L. Pershing	100.00	General Needs
12/28/20	M. Lambert	250.00	Pulaski General Needs
12/31/20	Maurice & June Robinson Family Foundation	2,000.00	General Needs
12/31/20	J. & A. Hayes	200.00	Southwest CL Collections
12/31/20	L. & K. Anderson	1,000.00	Kress & General Needs
12/31/20	C. Wickman	25.00	Memorial J. Sims
12/31/20	D. Bierke-Nelson	25.00	LGHSC Materials
12/31/20	R. Puissant	100.00	Central Adult Collections
		<b>Total \$ 18,569.32</b>	

**Donation Box**

	Month	YTD
12/01/20	Ashwaubenon \$ 39.00	\$ 174.00
12/01/20	Bookmobile 1.00	\$ 9.10
12/01/20	Central Children's 66.80	\$ 309.48
12/01/20	East 250.14	\$ 442.09
12/01/20	Denmark -	\$ -
12/01/20	Kress 34.07	\$ 239.00
12/01/20	Pulaski 7.00	\$ 40.32
12/01/20	Southwest 3.35	\$ 33.60
12/01/20	Weyers/Hilliard 24.12	\$ 263.16
12/01/20	Wrightstown 7.08	\$ 14.74
<b>Total \$ 432.56</b>		<b>\$ 1,525.49</b>

Van Dyck asked if the library was eligible for state and federal grants (stimulus packages) and suggested that it be looked into and for the Friends of the Library since they are 501(c)3 organization.

**B. FACILITIES UPDATE** Beyler reported that Lagerman, Beyler, and the Administrative Associates have moved to third floor.

The Technical Services (TS) department will move up in early February. Once TS vacates their space, moving the Local History annex can be planned. Once the annex is clear, then planning for the County Board chambers can commence. HGA met and reviewed the plan for the County Board Chambers. A Central Facility Assessment (funded by B.C.L. Foundation) tour took place with four architects and engineers from HGA. They combed Central and agreed that it was a great structure – good bones! A new maintenance worker will start Monday – welcome Christine Hayes. Van Dyck thanked Curt for his efforts with HGA architects.

**C. PERSONNEL UPDATE** Rogers reported that two positions – the Central mailroom clerk and a Kress clerk. Anticipating the Table of Organization change, the library is collaborating with HS Group for staff training on Change Management and a speaker from the Employee Resource Center to discuss coping with change. Both trainings will take place in early February.

**D. COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman distributed and described a summary of the brand launch that took place on January 12. It included media coverage (television and print), the news release, script, (examples of the professional work O'Connor Connective produces) and photos. Also distributed were bookmarks, stickers and library printed materials donning the new logo. Virtual programming for March (Spring Break) and National Library Week (April) is being planned.

**10. PRESIDENT'S REPORT** None.

**11. LIBRARY DIRECTOR'S REPORT** Sugden reported that focus will turn to the fundraising work with O'Connor Connective starting with a meeting on Monday. Sugden complimented Rogers and Chosa for their work on the staffing assessment.

**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 Branch.

**Motion** by Anderson, seconded by Running, to move into closed session at 7:58 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 Aubinger, to reconvene in open session at 8:02 pm. Roll call vote: Aye: Aubinger, Anderson, Meli, Pletcher, Running, Sellen and Van Dyck. Nay: None. **Motion carried.**

**No action taken.**

**15. OTHER BUSINESS**

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

**17. ADJOURNMENT**

**Motion** by Anderson, seconded by Aubinger, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:04 pm.

**NEXT REGULAR MEETING:**

Central Library  
February 18, 2021  
5:15 p.m.

Respectfully submitted,  
Sue Lagerman  
Recording Secretary