

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **June 17, 2021** at **5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI.

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

**ALSO PRESENT:** Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, and Curt Beyler (staff). Kathy Blaney, Green Bay; Jill Proulx, Green Bay; Deb Parins Zich, Green Bay; and Garritt Bader, GB Real Estate Investments, LLC.

**1. CALL TO ORDER** President Anderson called the meeting to order at 5:16 p.m.

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

**3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC** Kathy Blaney, a Green Bay resident expressed her concern over the length of time it has taken for a home to be found for the East Branch Library. She shared recent pictures of the branch that showed its condition, noting that the presentation of the library is lacking. She specifically commented on exterior paint, roof, a damaged bench, broken concrete, and an “ugly, unsightly, and rusty” overturned bucket used to cover a broken post that poses a safety hazard. While there is wheelchair access, it is not convenient. The facility has been failing for the last 20 years. Blaney stated that there are several water stained ceiling tiles and the shared, accessible bathroom is not preferable. She stated that some people do not go there because it is not a pleasant place to be.

Deb Parins Zich, a Green Bay resident, has been going to library since 1999. She reiterated that the east side is underserved by the current library. There are several branches on west side and Pulaski. Central is good for both the east and west sides. The east side only has the East Branch and it needs to serve all of the growing east side. It needs more space for groups to meet and bathrooms for everyone. She asked how they (the public) could help.

Jill Proulx is a life-long resident and remembers visiting the Carnegie library downtown. She belongs to the East Branch book club and when 25 people are in the meeting room, it is very hot, crowded, and chairs are often stacked upon chairs. She also mentioned the bathrooms, and noted that the parking lot is “never” plowed and that is a winter hazard. Having been told that the property owner will not address issues she wonders why Brown County is not caring for it. People are waiting for a better East Branch.

Anderson replied that one of the things they can do is what they are doing – it is important for the Board to hear from the public. The last Library Board meeting, pre-COVID, was held at the East Branch, so the Board is well aware of challenges and needs of the public. COVID did cause road bumps in the progress of a new branch but in the past six months or so, the Board has done things like attaining approval from the Education and Recreation Committee and the County Board for allocation of tax dollars. \$6.5M was specifically allocated to the East Branch. The Board has publicly stated that the East Branch is priority. They have retained a project management group for the East Branch. More than one definitive act has taken place regarding the East Branch but the opportunity to make a public statement does not exist yet. The speed of progress has picked up dramatically over the last couple of years.

The Board shares the concerns presented. There is a need that outsizes the current space. 2021 will be a big year for the East Branch. Running commented that the Board has been concerned and working on this for over a year. Blaney asked if the staff bathroom could become a women’s/staff bathroom. Blaney called building inspector to inquire about bathrooms and occupancy. Anderson noted that the County Board of Supervisors are in tune with concerns.

Garritt Bader, GB Real Estate Investments, is renovating the former East Town Mall and presented an option for the library to relocate to an available space. Unlike the past option at the mall, Bader’s proposal places the library in the front of the building in line with new retail storefronts. He believes the area deserves a nice library and believe he can help make it happen. A PowerPoint presentation illustrated the replacement of the front skin of the mall. It will become an in-line retail power center with a light manufacturer on the backside (the “mall is dead”). There is a plan for three new restaurant and new entrances. He envisions raising the profile, building the library in the area of the arch and aligning it with the new façade – making it modern and clean.

Planet Fitness is moving in the former Office Max in September. There are plenty of parking spaces. He would like to tie the development to the north side of E. Mason where Martin School would be the north anchor and the library would be the south anchor of the town center.

Discussion took place over TIF districts and funding. The City is positive about the proposed corridor and sidewalks. Running asked if Bader was in a position to help the project financially. Bader replied he could work out good rates but it has to make sense operationally. Some board members felt the need for more assurances if they would enter into another landlord/tenant situation. Others wondered about the future success of the area in 15-20 years. Bader noted that it is no longer a mall but rather a mixed-use facility. One tenant has a 10-year lease and others have leases spanning 5 – 10 years. There are also two commercial lots that could accommodate service-based businesses needing 2000-3000 square feet (coffee shop, etc.)

Sellen asked about softscaping and there is a plan for stamped concrete and islands with trees.

Bader is willing to present something more formal with imagery or renderings.

**4. UPDATE ON LIBRARY'S REOPENING PLAN** Effective June 14 all locations opened more hours. Storytimes have returned at most locations and are doing well. Storytimes are monitored for capacity and have hit registration limits. Seating has been increased and full hours will return in July except at the Pulaski Branch due to staffing. Computers and seating will continue to increase until September. Programming will increase after September 7.

**5. DISCUSSION AND POSSIBLE ACTION REGARDING CAPITAL PROJECTS UPDATE** Beyler reported that the library engaged with Concord Group and did a walk-through at the Central Library with HGA and McMahon Associates. Since the county has worked with both these groups, a RFP for architectural and engineering services is not needed. Costs for Central projects (loading dock, precast joint replacement, concrete work, chimney removal) will be presented separately by the end of June. Concord Group is also preparing to identify what needs to be done for the East Branch when the time comes.

**6. DISCUSSION AND POSSIBLE ACTION REGARDING RECORDS RETENTION POLICY** This policy couples with the retention work the library has been working on and aligns with the county's procedures. A policy formalizes the process.

**Motion** by Running, seconded by Pletcher, to approve the Records Retention Policy. **Motion carried.**

**7. DISCUSSION AND POSSIBLE ACTION REGARDING INTERNET USE POLICY** Chosa explained that the updated policy stemmed from work with e-rate process, related to the Ethernet connection at the Denmark and Pulaski branches, and the filing for fiscal 2021. The library has to attest to being CIPA compliant. The three components of compliance are having a policy, web protection (filtering of nudity pornography, hate, racism, illegal activity, hacking phishing and malware), public notice and a hearing/meeting. The new policy adds language for CIPA compliance. Chosa worked with the Department of Technical Services and they agreed to the revisions. The library also has to provide education, supervision and training, and monitoring on CIPA compliance. This will be accomplished by posting the policy online, emailing staff to inform of changes, adding the policy to onboarding/training documents, and updating the message on public computers when the public signs on.

**Motion** by Pletcher, seconded by Sellen, to approve the updated Internet and Public Computer Acceptable Use Policy. **Motion carried.**

**8. DISCUSSION AND POSSIBLE ACTION REGARDING BY-LAWS AND MEETING RULES** Van Dyck explained that the County Board, following Robert's Rules of Order, previously followed the rule that one has to be present to count as present. His recommendation is that if the Board wants to allow virtual attendance then it should be written into the by-laws. Because of technology, the ability to transact efficiently and effectively can be difficult if technology is insufficient. The County Board is moving forward with this approach, including the ability to have vote counted, for sub-committees and boards, since it can be difficult to find membership and the ability to participate virtually is beneficial. He suggested adding language to the by-laws to allow this at the discretion of the president (example – how many are allowed to call in, etc.) There are issues with all virtual meetings because of the requirement to close caption it.

**Motion** by Running, seconded by Aubinger, to direct staff to consult with Corporation Counsel to draft language to insert into by-laws. **Motion carried.**

**9. NAMING RIGHTS INITIATIVE WORK GROUP UPDATE** Sugden reported that this group's work continues to move forward. A full meeting of the advisory group recently took place. O'Connor Connective is working on the final elements of the case statement and it should be ready for the printer by the end of next week. Leads continue to be pursued. She is grateful for the help of advisors in making connections. HGA's conceptual design work for marketing purposes is just about done.

## **10. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

### **A. Financial Manager Update**

**I. Financial, and Gifts, Grants, and Donation Reports** Fines and fees continue to trend down. Personnel is 5% under budget and there was not much activity in donations. Since turnover reduction has been met, the library is in good shape for a surplus at end of year. Budget presentation will take place in July. A memorial was established for Amy Crane Johnson, a local author whose books are in the library's collection.

May 2021 donation report follows:

Brown County Library			
Gifts, Grants & Donations Report			
May 2021			
<b>Gifts &amp; Donations</b>			
05/19/21	Unity Hospice	\$ 25.00	Memorial J. Behnke
05/19/21	A. Willems	200.00	Memorial J. Behnke
05/26/21	Friends of Brown County Library	5,143.89	Program & Supplies
05/31/21	D. Hill	50.00	Memorial A. Johnson
05/31/21	A. Brown	50.00	Memorial A. Johnson
	<b>Total</b>	<b>\$ 5,468.89</b>	
<b>Donation Box</b>			
		<b>Month</b>	<b>YTD</b>
05/01/21	Ashwaubenon	\$ 62.55	\$ 200.00
05/01/21	Bookmobile	-	\$ -
05/01/21	Central Children's	23.27	\$ 84.86
05/01/21	East	37.16	\$ 135.02
05/01/21	Denmark	-	\$ -
05/01/21	Kress	28.00	\$ 97.88
05/01/21	Pulaski	-	\$ -
05/01/21	Southwest	2.89	\$ 23.91
05/01/21	Weyers/Hilliard	13.66	\$ 53.49
05/01/21	Wrightstown	4.50	\$ 34.58
	<b>Total</b>	<b>\$ 172.03</b>	<b>\$ 629.74</b>

**B. FACILITIES UPDATE** Beyler reported that third floor cubicles were removed. Maintenance staff has been preparing libraries for reopening – moving furniture, and getting ready for storytime.

Running asked Beyler about the East Branch concerns expressed earlier. Beyler replied that the parking lot does indeed get plowed (contracted company) but it may not be as early as other tenants in the area. There was a men and women's bathroom but now it is a non-gender/family bathroom similar to other locations. The overturned bucket is covering a broken lamppost but there is lighting under the overhang. Maintenance has replaced ceiling tiles on a regular schedule but the roof needs to be addressed because they could replace ceiling tiles after every rainstorm. The picnic tables were donated and can be repaired.

**C. PERSONNEL UPDATE** Rogers reported that Emily Ritter – Library Associate in Central Circulation and Erica Millspaugh - Cataloging and Systems Librarian are leaving. In the process of hiring are Clerks at Ashwaubenon, Wrightstown (also a Shelver), and Pulaski; Library Associates at Ashwaubenon, Central Circulation; two Youth Services Librarians at Central, and the IT Manager.

There are 22 open positions and 11 active searches taking place. The most critical positions are being filled first. When fully staffed there are 117 positions.

Van Dyck wondered about posting for professional positions like the IT Manager. Rogers indicated that it was posted on a number of different boards, and through an app, that reaches alumni, tech schools, and UWs. Interviews will begin at the end of next week.

**D. COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that the Summer Reading Challenge started on Monday June 14. To date, there are over 1,700 children registered, 521 teens registered, and over 1,100 adults registered for a total of 3,429 registered readers.

The Friends of the Library summer book sale started on Tuesday and wrapped up today on the first floor of the Central Library. Every item was sold for \$1.00 and bags were sold for \$5 each with additional bags at \$1. General donations of materials from the public will be accepted beginning July 6.

The Bookmobile summer schedule was just released and includes five recurring community stops, nine school visits, six Green Bay parks visits, and special events including the Brown County Fair.

The library's new Marketing Specialist Teresa Kennedy is settling in well and has created a style guide for use of the logo for staff. She plans to visit each branch to train on these topics. There is a lot to learn in her new role so she is keeping busy including serving on the website redesign team and marketing committee. She will be invited to a future meeting to be introduced to the Board.

Because of their love for the library, a family had their family photos taken at the Southwest Branch recently.

**11. PRESIDENT'S REPORT** Anderson challenged the Board to sign up for Summer Reading. He commented that it is nice to see everyone's full faces. Looking back at last year, it is impressive and commendable how the staff has worked. The Board thanks the entire staff.

**12. LIBRARY DIRECTOR'S REPORT** Sugden reports that the budget kickoff is scheduled for the end of June and the library will get its target levy at that time. The library budget presentation will take place at the July Board meeting. The library arrangement in Denmark is dissolving and library property is being moved out - technology has been removed and supplies, other county property and books will be next. Sugden met with the superintendent and principal and they are eager for Brown County Library to vacate the space so it can be repurposed before the next school year. Due to relationships that have been built in the village, library service continues to be offered. Materials requested for pickup are available at the Village Hall, the Bookmobile is making regular community stops, and storytimes will begin in July at Memorial Park. The transition has been very positive. Sugden will attend the next village board meeting and the library will work with the village on communications to the public.

**13. 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 Van Dyck, seconded by Pletcher, to move into closed session at 7:03 pm. Roll call vote: Aye: Anderson, Aubinger, Meli, Pletcher, Running, Sellen and Van Dyck. Nay: None. **Motion carried.**

**14. RECONVENE IN OPEN SESSION: Motion** by Van Dyck, seconded by Sellen, to reconvene in open session at 7:45 pm. **Motion carried.**

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

**15. OTHER BUSINESS** Work is taking place on sole source paperwork for a Bookmobile consultant.

**16. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

**17. ADJOURNMENT**

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

The meeting adjourned at 7:52 pm.

**NEXT REGULAR MEETING:**

**Central Library  
July 15, 2021  
5:15 p.m.**

Respectfully submitted,  
Sue Lagerman  
Recording Secretary