

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

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

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

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

1. CALL TO ORDER President Anderson called the meeting to order at 5:20 p.m.

2. APPROVE/MODIFY AGENDA AND MINUTES **Motion** by Sellen, seconded by Running, to approve the agenda and the February 18 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

4. DISCUSSION AND APPROVAL OF BUDGET ADJUSTMENT FOR BOOKMOBILE This adjustment reflects the amount the Board is willing to allocate for the purchase of a Bookmobile but does not preclude the selling of naming rights. **Motion** by Van Dyck, seconded by Sellen, to approve the budget adjustment that reallocates a portion of the 2021 Fund Balance, attributable to 2020 Earnings and Fringe surplus, to be used for the purchase of a Bookmobile to replace the 1993 Blue Bird Bus Bookmobile (model to be approved by Library Board) in the amount of \$275,000. **Motion carried.**

5. DISCUSSION AND POSSIBLE ACTION REGARDING CONTRACTING WITH A BOOKMOBILE CONSULTANT This is an investment in the purchase of a Bookmobile. **Motion** by Pletcher, seconded by Meli, to approve the budget adjustment that reallocates, in the donation fund, a portion of supplies expense to professional services to hire a consultant to design and assist with the purchase of a Bookmobile (model to be approved by the Library Board) in the amount of \$20,000. **Motion carried.**

6. DISCUSSION, REVIEW, AND POSSIBLE ACTION REGARDING REOPENING PLAN With the improving community conditions Library Leadership has been discussing moving to the next reopening chapter. Rogers reviewed the draft of Chapter 4 reopening plan that includes increasing building occupancy to 50%; increased availability of desktop computers and length of time per reservation; continued pickup window service and contactless pickup at branches; Bookmobile community stops with limited browsing; outreach on a case-by-case basis; resuming deposit collections; and public access to select meeting rooms and Think Tanks - both with limited occupancies. Masks will continue to be required.

Running asked what other libraries are doing. Sugden replied that there is no consistency in the state. Generally, there is no space to congregate (no tables and chairs). Pamphlets and fliers centered around collaborative efforts will be allowed for posting after approval by Community Engagement Manager. Limited volunteer service hours will be allowed on a case-by case basis. Outreach activities will be limited. Online programming will continue and consideration is being given to outdoor programming. The plan also allows small in-person meetings. Touchless water bottle filling stations will be reinstated.

Open hours expand in Chapter 4. Central Library is not open in the summer but the Sunday schedule would resume in the fall. **Motion** by Van Dyck, seconded by Sellen, to approve Chapter 4 of the reopening plan. **Motion carried.**

7. DISCUSSION AND POSSIBLE ACTION REGARDING HOURS OF OPERATION The changes in hours for Wrightstown, Pulaski and Southwest were included in the packet. The new structure creates more harmony and less variation among locations. **Motion** by Sellen, seconded by Running, to approve the proposed hours for Pulaski, Southwest, and Wrightstown. These hours will go into effect when staffing levels permit. **Motion carried.**

8. DISCUSSION AND POSSIBLE ACTION REGARDING CLASSIFICATION AND COMPENSATION

9. DISCUSSION AND POSSIBLE ACTION REGARDING PAY FOR PERFORMANCE

10. DISCUSSION AND POSSIBLE ACTION REGARDING COMPENSATION PACKAGE

Rogers received notice that the library was not in alignment with the County's Class and Comp structure. It was recommended that the library's class and comp plan be updated to match the county's. The mismatch causes complications when hiring. Class and Comp

affects Pay for Performance and the leave package. Brown County Human Resources has advised the library to review the Class and Comp schedule annually and increase all grades by the approved COLA adjustment.

Chosa explained the financial impact of bringing all positions to the compensation midpoint. This mostly affects clerks, shelvers, and some associates. The difference between a COLA adjustment and the library's Pay for Performance structure has caused the library to be out of sync with the county over the last two years.

Three alternatives to the library's current process were presented. One matches the County's evaluation process and the other two maintain an incentive-based performance evaluation process – one including cumulative wage increases and the other a one-time bonus option.

With the county's plan, Class and Comp will have to be reviewed and voted on every year.

After discussion, the Board was not comfortable taking action until more information from county administration was available on the different options.

The library's compensation/leave package - mostly vacation and some casual leave accrual - is not in alignment with county's leave package. The library believes the benefits should match. The mismatch can make hiring difficult. The variance has the biggest effect on newer employees. Adopting the county's plan does result in loss of productive staff hours but Rogers thinks this can be absorbed.

Regarding Casual Pay, the county pays out days not taken but the library does not. The Board would like to know if the library's levy would increase if the payout was adopted.

Motion by Van Dyck, seconded by Aubinger, to table agenda items 8, 9, and 10 until the April meeting. **Motion carried.** Chad Weininger from County Administration will be invited to attend.

Pletcher left the meeting a 6:30 pm.

11. DISCUSSION AND POSSIBLE ACTION REGARDING FACILITIES COMMITTEE UPDATE Sugden reported that the committee met to discuss the proposal from HGA on the lower level meeting space and the Central Library building assessment. The committee also discussed working with the Concord Group to manage the project and has requested clarification regarding their proposal.

Per the assessment, first phase projects that would not require reworking in a renovation could be started. This includes repairs to or replacement of entry sidewalk, loading dock, entry doors, garage door, and boiler stack. Higher priority repairs that relate to equipment and asset safety that also would not require reworking in a renovation are being considered.

Sugden and Chosa met with Chad Weininger and he recommends that the library articulate a facility plan with numbers in place. That plan will also be helpful for fundraising after approval by the Library Board, Ed & Rec and the County Board. This narrative document would determine construction phases. The allocated sales tax will not be enough money to cover all projects. This document will show that additional sales tax money would be necessary.

The Library Board authorizes the Facilities Committee (staff, facilities and county) to formalize a plan for utilization of the sales tax money. A special meeting of the Library Board will be held on March 31 to approve the plan so it can be forwarded and considered for approval at the April 7 Ed & Rec meeting. The phased plan (conceptual) will then be forwarded to the County Board for approval of spending \$80,000 - \$100,000 for deteriorating structure repairs including exit doors, loading dock, sidewalk, envelope cracks, etc.

Concord Group's proposal for the lower level will be sent to the county for review. There is no reported progress on the design plans for the lower level.

12. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

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

Chosa reported that she distributed the February financials and reported that Fines and Fees revenue was 12% short of budget; and personnel expenses were 4% under budget. January and February Pay for Performance increases will post in March. The final \$50,000 disbursement from the Norbert Will Estate was received.

February 2021 donation report follows:

Brown County Library			
Gifts, Grants & Donations Report			
February 2021			
Gifts & Donations			
02/04/21	N. Will Estate	\$ 50,517.30	General Needs
02/04/21	J. Sawyer	50.00	SW Prog. & CL Supplies
02/10/21	D. Zieseimer	5,000.00	K-5th Collection
02/10/21	BC Community Women's Club	25.00	Memorial L. Froistad
02/12/21	Friends of Brown County Library	2,699.75	Program & Supplies
02/12/21	S.A.G.E.	99.00	General Needs
		-	
	Total	\$ 88,391.05	
Donation Box			
		Month	YTD
02/01/21	Ashwaubenon	\$ 22.00	\$ 22.00
02/01/21	Bookmobile	-	\$ -
02/01/21	Central Children's	35.77	\$ 35.77
02/01/21	East	33.00	\$ 33.00
02/01/21	Denmark	-	\$ -
02/01/21	Kress	9.69	\$ 9.69
02/01/21	Pulaski	-	\$ -
02/01/21	Southwest	2.00	\$ 2.00
02/01/21	Weyers/Hilliard	-	\$ -
02/01/21	Wrightstown	-	\$ -
	Total	\$ 102.46	\$ 102.46

B. FACILITIES UPDATE Beyler's update was covered under the Facilities Committee update.

C. PERSONNEL UPDATE Rogers noted that recruitment efforts are underway for marketing specialist, Library Associates at Pulaski, Weyers-Hilliard, and Ashwaubenon and clerks at Central. Today is Jim Matzke's, a part-time Maintenance worker, last day. The transportation survey meant to summarize how people are arriving at the library. A small percentage of people rely on bus transportation. The library is a destination. Van Dyck would like more detail on Ashwaubenon and East. Paper surveys at East and Ashwaubenon will continue. Rogers will prepare graphs for next month's meeting.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that she received a thank you letter from United Way on behalf of the Blanketing Brown County Drive. Over 3500 blanket, hats, mittens, and boots were collected and distributed. This amount is a new record. The library's participation is valued because of the convenience of access. The letter indicated that this was the best year at the branches.

The Friends of Brown County Library will be launching their new website tomorrow. Features include membership management and online renewals and donations.

The programs outlined in the Director's report are still underway and are doing well! A promotion is planned during National Library Week. It could not be any simpler for patrons to participate. Checking out in person or online, using a computer, or applying for a library card will automatically enter the patron into a drawing to win a customized bag filled with items branded with the new logo.

13. PRESIDENT'S REPORT No report.

14. LIBRARY DIRECTOR'S REPORT Sugden reported that the library is in the middle of making adjustments to staff schedules. Some changes are uncomfortable for some staff. Scheduling shifts are necessary in order to meet the needs of the library. Rogers has been having many meetings with staff.

15. OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session
A closed session was not needed and did not take place.

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. N/A

16. RECONVENE IN OPEN SESSION: N/A

17. 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.

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

19. ADJOURNMENT

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

The meeting adjourned at 7:19 pm.

NEXT REGULAR MEETING:

Central Library

April 15, 2021

5:15 p.m.

Respectfully submitted,
Sue Lagerman
Recording Secretary