

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **May 20, 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). Leah Liebergen (staff). Amanda Chu, Brown County Supervisor, District 3.

**1. CALL TO ORDER** President Anderson called the meeting to order at 5: 17 p.m.

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

### **3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC**

**4. UPDATE ON LIBRARY'S REOPENING PLAN** Rogers reported that discussions have been taking place all week surrounding the new CDC guidelines, masks, tables and chairs, storytimes, and more. The library is currently in Chapter 4 that offers close to normal hours at all locations except Pulaski, Wrightstown, and Southwest due to staffing levels. Guidelines are being updated for staff and the public. Storytimes will resume at locations that can accommodate them in June. Some meeting and study rooms are available for use. Seating and full hours are coming soon. Running asked about masks. At this time, they are required but will likely switch to "recommended" for the public. Per the Brown County Health Department, masks reduce risk. Staff will continue to wear masks in public but when in staff space, staff will have the option to remove their mask if they are fully vaccinated (honor system). This change in procedure should happen in the next week.

**5. DISCUSSION AND POSSIBLE ACTION REGARDING CAPITAL PROJECTS UPDATE** No discussion or action.

**6. DISCUSSION AND POSSIBLE ACTION REGARDING CONCORD GROUP'S PROPOSALS FOR EAST BRANCH AND CENTRAL LOWER LEVEL FLEXIBLE MEETING SPACE** Beyler reported that Purchasing has approved HGA for design services without an RFP because of their recent familiarity with the building. The lower Level Flex Meeting Space project was estimated to be in the range of \$500K to \$1.5M. Purchasing suggested doing a RFB for an architect followed by a bid for the high-priority Central renovation projects (loading dock, secondary exits, precast joint replacement, concrete work, chimney removal).

Concord Group suggested combining the two projects and using one architect. Purchasing approved combining them, using HGA, without requiring a RFB or RFP.

Concord Group has been involved in many county projects including the CTC, Medical Examiner, restrooms at Fairgrounds, and the Jail. They have good references from within the county. Both Beyler and Chosa have contacts in the county that have worked directly with Concord Group and have been very satisfied.

Combining the projects would be cost-effective and would offer better pricing for architectural, engineering and construction services. No additional fees would be incurred and as project managers, Concord Group would be involved before, during and after the project. Sugden mentioned that another benefit is that staff would not have to be heavily relied on. The project manager could navigate the conversations with the contractor. Their contract is worded as, "not to exceed," – payment would be for services rendered only. The services they offer are very detailed in the areas of pre-design, design/building, construction, and closeout.

Van Dyck noted that there is not commitment to either project and he would favor keeping the Lower Level project separate. The cost is estimated up to \$1.3 M and the Board has set aside just \$500,000 with the expectation the County Board would commit an additional \$400,000. If that was to happen, there would still be a deficit. City Hall is going to reopen and there is interest among some of the County Board Supervisors to resume their meetings there. This creates the possibility that the County Board will not pursue the Lower Level project. Sugden thinks there is still benefit in developing the Lower Level regardless of the County Board's participation.

Van Dyck asked Beyler if he needed assistance with the high priority projects. Beyler indicated he would prepare a RFB. Van Dyck commented that the Library Board has to revisit the decision about the Lower Level if the County Board is out and feels it needs to be weighed differently against other projects. Running expressed his disappointment at the possibility that the County Board may pass on this opportunity. He would like to assess all projects and determine priorities. Anderson replied that the County Board was driving

the project. The Facilities Committee and Library Board needs to be confident in a plan before making a decision. Sugden commented that Phase 1 of the project's plan commits \$500,000 for the Lower Level and \$150,000 for the smaller projects that should be started, if not completed, before the snow flies. Van Dyck stated that if the Concord Group is needed for the Central renovation projects, the library should proceed but reiterated keeping projects separate.

**Motion** by Van Dyck, seconded by Pletcher, to separate the projects from Concord Group proposal and approve the Central Phase 1 renovation projects only. **Motion carried.**

**Motion** by Van Dyck, second by Pletcher, to approve Concord Group proposal for East Branch. **Motion carried.**

**7. DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGE** Rogers reviewed the change resolution to eliminate one 11-hour Library Service Clerk position and one 9-hour Shelver position to create on 20-hour Library Service Clerk position at the Pulaski Branch, with a net impact of \$1,463.

**Motion** by Van Dyck, seconded by Pletcher, to approve the Table of Organization change. **Motion carried.**

**8. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED IT MANAGER POSITION DESCRIPTION** The updated description meets current structure of position descriptions. The name change from Specialist to Manager aligns with the Grade 7 pay grade since staff in this classification are managers. The description also includes more collaborative language since this position works with internal and external groups. It has already been reviewed by Human Resources. This position description was last updated in 2013.

**Motion** by Van Dyck, seconded by Pletcher, to approve the updated IT Manager position description. **Motion carried.**

**9. DISCUSSION AND POSSIBLE ACTION REGARDING EMPLOYEE LEAVE POLICY** The casual leave payout option was not pursued due to financial implications. The structure for personal and casual pay remains the same. Vacation leave aligns with the county's schedule. Running asked if staff would see any changes as negative. The library has not had casual payout for over six years so many staff do not know it ever existed. Vacation leave is increasing. No one is being shorted. Chosa added that pay for performance is not the same as the county's and a casual payout would actually compete with that. **Motion** by Sellen, seconded by Running, to approve the Employee Leave Policy. **Motion carried.**

**10. DISCUSSION AND POSSIBLE ACTION REGARDING EMPLOYEE PERFORMANCE EVALUATION POLICY** This is new to the library but it mirrors the county policy. Human Resources has reviewed this policy. The structure for performance ranking will change from five to three rankings. Employees who receive a Meets Expectations or Exceeds Expectations ranking are eligible for a cost-of-living adjustment as determined by the Brown County Board of Supervisors. Employees who receive a Needs Improvement ranking are not eligible for an increase. Employees who Exceed Expectations may be eligible for additional incentive pay. Incentive pay is funded by surplus in the personnel budget at the end for each year. The Library Board will review this surplus and determine incentive pay as a percentage of the employee's base salary. This one-time taxed payment does not increase an employee's base salary.

**Motion** by Sellen, seconded by Running, to approve the Employee Performance Evaluations Policy. **Motion carried.**

**11. NAMING RIGHTS INITIATIVE WORK GROUP UPDATE** Sugden updated that the fundraising advisors are meeting on Monday for the first time. A case statement draft will be ready to share next month. She and Bridget O'Connor had a meeting with a promising donor this week. The BCL Foundation and Friends of the Brown County Library split the cost of conceptual design work by HGA to be used for fundraising materials.

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

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

**I. Financial, and Gifts, Grants, and Donation Reports** Chosa reported a continued surplus in personnel. Operating expenses are on target. The \$300,000 budget adjustment for the Bookmobile has posted and is now in Outlay. She is waiting for sole source paperwork for the bookmobile consultant.

The Internal Controls audit with Dan Process included review of purchasing procedures – how they are authorized, who receipts them, and how they are sorted, distributed and stored. Process was satisfied with the internal controls procedure created by Chosa.

A donation management system, Little Green Light, was purchased and all donors and donations since 1999 were imported. This system will help receipt donations and in tracking donor relations.

April 2021 donation report follows:

**Brown County Library**  
**Gifts, Grants & Donations Report**  
**April 2021**

**Gifts & Donations**

|          |                      |              |                  |
|----------|----------------------|--------------|------------------|
| 04/14/21 | Coco's Urban Cottage | \$ 11.00     | General Purposes |
| 04/21/21 | Van Beek             | 2.25         | LHGSC            |
|          |                      | <b>Total</b> | <b>\$ 13.25</b>  |

**Donation Box**

|          |                    | Month        | YTD                        |
|----------|--------------------|--------------|----------------------------|
| 04/01/21 | Ashwaubenon        | \$ 66.35     | \$ 137.45                  |
| 04/01/21 | Bookmobile         | -            | \$ -                       |
| 04/01/21 | Central Children's | 16.40        | \$ 61.59                   |
| 04/01/21 | East               | -            | \$ 97.86                   |
| 04/01/21 | Denmark            | -            | \$ -                       |
| 04/01/21 | Kress              | 38.85        | \$ 69.88                   |
| 04/01/21 | Pulaski            | -            | \$ -                       |
| 04/01/21 | Southwest          | 14.70        | \$ 21.02                   |
| 04/01/21 | Weyers/Hilliard    | 22.39        | \$ 39.83                   |
| 04/01/21 | Wrightstown        | -            | \$ 30.08                   |
|          |                    | <b>Total</b> | <b>\$ 158.69 \$ 457.71</b> |

**Federal & State Grants**

|                                  |             |                    |
|----------------------------------|-------------|--------------------|
| Nicolet Federated Library System | \$ 3,000.00 | Summer Reading     |
| <b>Total</b>                     |             | <b>\$ 3,000.00</b> |

**B. FACILITIES UPDATE** Beyler took delivery on the new pickup truck. Weyers-Hilliard is undergoing a landscaping makeover.

**C. PERSONNEL UPDATE** New hires: Southwest Associate Jen Classen (former LTE) and Weyers-Hilliard Associate Elizabeth Ahnen (previously at Ashwaubenon). Leaving: IT Specialist Francis Beaumier June 1 and Central Youth Services Librarians Katie Strutz in June and Sarah Gosdeck (April). Retiring: Pulaski Clerk Audrey Naliborski (30 years). Search: Associates at Pulaski, Wrightstown, and Ashwaubenon; two Youth Services Librarians, IT Manager, and Clerks and Shelves. Pools are slightly diminished but very talented. Anderson reminded of a big retirement party in the fall for those who retired during the pandemic.

**D. COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that the Bookmobile now has a monthly stop in Denmark on the second Monday of the month from 4:00-6:00 pm in the lot across from the Main Street Market. Additionally the Bookmobile will be onsite at three Denmark Connects training events at the Denmark Memorial Park Pavilion. It will support Wi-Fi needed for class participants in addition to regular bookmobile services.

The Summer Reading Challenge will launch on Monday June 14. Offered online and on paper, challenges for children, teens, and adults encourage reading for pleasure. Children and teens can earn two books of their choice and entries for grand prizes and adults earn chances for a variety of local excursions. Green Bay Metro has posters publicizing the Summer Reading program in 35 regular route busses and promotional bookmarks were distributed electronically to all school districts.

The Friends of the Library are having a book sale on the first floor of the Central Library June 15 – 17. Downsized from their biannual BIG Book Sale, it will offer children’s books, fiction and large print titles, coffee table books, and jigsaw puzzles. Every item will be \$1.00 and the last day will be bag day (fill a bag for \$5 and then fill more for \$1 each). Friends members have been notified that they can donate books. General donations from the public will not be accepted until after the sale, when there is room to sort and store them.

Mary Jane Herber’s 50<sup>th</sup> work anniversary drew the attention of all television and radio outlets. The coverage was great!

**13. PRESIDENT'S REPORT** Anderson and Sugden met with Green Bay Mayor Genrich, his Chief of Staff, and Development Director. The Mayor is interested in the Board's opinion about locating the East Branch on the JBS site. Anderson will walk the land with him and hear his position on why it would be a good site. The Board has reservations about this site but wonders if the city can be of any assistance to the Board in finding a site. The city has a strong interest in developing on JBS site. The Board will consider anything they put forward.

**13. LIBRARY DIRECTOR'S REPORT** Sugden reported that UntitledTown (UTT) is back and now a program of the Friends of BCL. The UTT 501(c) 3 was dissolved and turned over to the Friends. A planning team of community partners (organizations and individuals, Sugden and Lagerman) are considering 12 months of literary arts programs and a festival in 2023.

Sugden presented a "Pop Up Library" – a hotspot to download audio books and eBooks. The size of a mobile hotspot, they will be installed in the airport and Bayshore campground. The device offers 2500 titles.

Storywalks are being developed for Barkhausen. Storywalks are installed displays along an outdoor path that display pages of children's books. These are an innovative way to enjoy reading while being outdoors.

Since it will take time to replace the IT Specialist, Sugden has had initial conversations with Department of Technical Services (DoTS) advocating for help and support in the interim.

**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 Van Dyck, to move into closed session at 6:31 pm. Roll call vote: Aye: Anderson, Aubinger, Meli, Pletcher, Running, Sellen and Van Dyck. Nay: None. **Motion carried.**

**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, Aubinger, 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. **Motion carried.**

**16. OTHER BUSINESS** Van Dyck asked for information on the rules for meeting in person and remotely as it relates to the library. The Board may have to take action if there is a desire to allow remote participation at future meetings.

**17. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** Cupcakes are courtesy of O'Connor Connective to celebrate one year of working together.

**18. ADJOURNMENT**

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

The meeting adjourned at 7:10 pm.

**NEXT REGULAR MEETING:**

**Central Library  
June 17, 2021  
5:15 p.m.**

Respectfully submitted,  
Sue Lagerman  
Recording Secretary