

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **August 19, 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.

EXCUSED: MARISSA MELI

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa and Sandy Kallunki (staff). Brown County Supervisor Amanda Chu (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 Running, seconded by Pletcher, to approve the agenda and the July minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC President Anderson welcomed Sandy Kallunki, Central Library Manager.

4. UPDATE ON LIBRARY OPERATIONS RELATED TO COVID-19 Rogers reported that the library has re-implemented mandatory masking for staff, and are strongly recommending masks for the public. Computers remained spread out and hand sanitizer and masks are still available. Furniture rollout has been paused for the time being. There is no intent to roll back hours or services.

5. DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL CAPITAL PROJECTS UPDATE McMahon & Associates was the low bid and has a contract with the library for architectural and engineering services including bid documents for the Central high priority projects. The first meeting with McMahon and Concord Group took place on August 16.

6. NAMING RIGHTS INITIATIVE WORK GROUP UPDATE The case statements were mailed to targeted groups and advisors. The contract with O'Connor Connective is being extended with funding from the B.C.L. Foundation.

7. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

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

July 2021 donation report:

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

Gifts & Donations

07/07/21	C. Swetlik	\$ 50.00	Memorial M. Melike
07/07/21	B.C. Community Women's Club	24.00	Adult Collection
07/07/21	FBCL	200.00	Program & Supplies
07/14/21	M. Farrell & C. Katz	50.00	Memorial A. Crane Johnson
07/14/21	Ashwaubenon Lioness Club	500.00	Ashwaubenon Branch
07/28/21	R. & H. Herfache	589.75	WH Furniture
07/28/21	UW-Madison	400.00	WH General Purposes
		993.33	East Asian Grant
		Total \$ 2,807.08	

Donation Box

	Month	YTD
07/01/21	\$ 30.35	\$ 267.75
07/01/21	-	\$ -
07/01/21	74.16	\$ 201.51
07/01/21	-	\$ 185.38
07/01/21	-	\$ -
07/01/21	11.49	\$ 156.22
07/01/21	-	\$ -
07/01/21	24.00	\$ 47.91
07/01/21	30.71	\$ 111.27
07/01/21	16.20	\$ 50.78
	Total \$ 186.91	\$ 1,020.82

Federal & State Grants

7/22/2021	Nicolet Federated Library System	\$ 5,500.00	Resource Collection
		Total \$ 5,500.00	

Chosa summarized the financials noting that fines and fees are 35% under; personnel is 8% under; and operating expenses are at or under budget. The Emergency Connectivity Fund Grant was used to apply for 35 chromebooks, 99 hot spots and Cradlepoint (WiFi services) for the van – meeting the qualifications of being equipment and infrastructure and data service plans. The grant covers the expense incurred through July 2023. The total is just over \$30,000 in equipment and services.

B. FACILITIES UPDATE No report.

C. PERSONNEL UPDATE Rogers reported that the September 24 staff development day would be offered virtually. In addition to staff training, there will be time for locations to meet in their specific workgroups. Marissa Meli will join in the morning to address the staff, on behalf of the Library Board. The Wisconsin Library Association Conference is underway. Sue Lagerman is the Local Arrangements Chair and many staff have submitted proposals to present at the conference. **Leaving:** Karin Adams (YS Librarian at EA) was named director at the Stephenson Public Library in Marinette and Colleen Dimig (Shelver at Kress). **Successful Candidates:** Allison Felchlin (YS Associate) to full-time YS Librarian; Heidi Gustafson (PT Associate) to full time Associate at Ashwaubenon; Luke Trager and Abby Walgurski – Library Service Clerks at Pulaski (this will allow the branch to open full hours after Labor Day). **Open searches:** YS Associate, PT YS Librarian, two Associates at Central, a Clerk at East Branch and a Mailroom Clerk.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that the Comeback event for the UntitledTown Book and Author Festival is this Saturday. Nineteen authors will be presenting throughout the day. This event is sponsored by the Friends of the Brown County Library and in partnership with Lion’s Mouth Bookstore. Sarah Sugden and Amy Mazzariello (Lion’s Mouth Bookstore owner) did a segment on Good Day, WI and Sugden also appeared on four live remotes on WBAY’s morning news show.

New yard signs indicating, “We’re open” just arrived and will be sent to branches. “We’re Open” feather flags are also planned.

The van and pickup will soon be wrapped in new graphics that represent the library’s new brand.

The Friends of BCL are sponsoring the Wisconsin Library Association conference opening reception at library featuring food, drinks, and entertainment. The County Executive offered to make opening remarks.

The County Executive was asked to issue a resolution declaring September as National Library Card Sign-Up Month.

9. PRESIDENT’S REPORT Anderson and Sugden met with Mayor Genrich about the pending offer on the East Branch. The Mayor is glad to know the library will remain in that part of the city and offered help with traffic patterns.

10. LIBRARY DIRECTOR’S REPORT Sugden shared the packet that was distributed at the budget presentation meeting with the County Executive. He expressed gratitude for library and suggested that the library submit ‘Pro-Tips’ to the staff intranet- things to do with a library card. Sugden thanked Kallunki for her work on securing Flex Farms in partnership with Brown County Extension. These are self-contained hydroponic systems that grow massive amounts of greens, lettuce, etc. They are produced by Fork Farms at TitleTown Tech. The library will have temporary staff person from Extension to implement them. There might be an opportunity to work with schools to maintain it. The harvest can be shared with public. Central Library is the right locale for the Flex Farms, as they are educational and address downtown as a food desert.

11. 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 Running, to move into closed session at 5:44 pm. Roll call vote: Aye: Anderson, Aubinger, Pletcher, Running, Sellen and Van Dyck. Nay: None. **Motion carried.**

12. RECONVENE IN OPEN SESSION **Motion** by Sellen, seconded by Pletcher, to reconvene in open session at 6:07 pm. **Motion carried.**

Motion by Van Dyck, seconded by Pletcher, to authorize Sarah to take action discussed in closed session. **Motion carried.**

15. OTHER BUSINESS None.

16. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

17. ADJOURNMENT

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

The meeting adjourned at 6:09 pm.

NEXT REGULAR MEETING:

**Central Library
September 16, 2021
5:15 p.m.**

Respectfully submitted,
Sue Lagerman
Recording Secretary