

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **July 15, 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, and MARISSA MELI.

**EXCUSED:** JAYME SELLEN and JOHN VAN DYCK

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

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

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

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

**4. UPDATE ON LIBRARY'S REOPENING PLAN** Rogers reported that there have not been many changes in the last month. Pulaski is still in the hiring process so they are not operating at full hours but all other location are. Storytime attendance continues to do well and patrons are happy to have this program back. Outreach activities are resuming and programming for all ages will be eased into through the fall. Tables, chairs and computers are being added and capacity will be reached by the end of September. A relocation plan for Denmark is being worked on. At present, the focus is on transitioning out of the school, and materials from the branch are being removed. There is not a definitive timeline for a new location. Naming rights for the Denmark Branch have an associated value of \$500,000. Sugden is keeping in touch with the village. Anderson questioned the COVID Delta variant and the library's ability to revert to a previous opening chapter if necessary, based on community conditions. Safety measures continue that do not inhibit out services. The library follows the guidance of the County Health Department and the CDC.

**5. DISCUSSION AND POSSIBLE ACTION REGARDING CAPITAL PROJECTS UPDATE** Beyler reported he has architectural and engineering quotes from McMahon & Associates and should receive a quote from HGA soon for the Central high priority projects. He hopes to get the bid documents posted this month, receive bids in August and start work right away. He would like to get concrete poured as quickly as possible since colder months will be getting close.

The current East Branch building was purchased at 2255 Main. Beyler met the new owners and they will be working on the roof, light pole, picnic tables, landscaping and their side. Running asked if this work could impact (increase) the rent. Chosa mentioned that a draft lease was received yesterday and it did not include any changes for the next year. If the lease would extend past a year, there would be a nominal monthly increase.

Beyler, Anderson, Aubinger, Van Dyck, Sugden, Chosa, Bruce (Concord Group), and Erica (HGA) did a walkthrough of the newly purchased 2253 Main. The space has one bearing wall with a large opening. Next week, Shamrock Co. will conduct a facility condition assessment (plumbing, electrical, HVAC). A structural engineer will verify the condition of the roof. Bids for this work have been received from ISG and Berners Schober. Following these two assessments, a hazmat study will analyze 100-125 samples of tile, grout, carpet adhesive, etc. for asbestos. Jon Morehouse, County Facilities, is assisting the company conducting this assessment.

Concord Group is working with the library on all these projects.

Running asked about the pool in 2253 Main. Beyler indicated that it likely will be filled with sand, gravel, and concrete.

Anderson is interested in meeting with new landlord to discuss a façade update. Beyler said they had mentioned this in the conversation he had with them and he will follow up. It would be nice to harmonize the fronts.

**6. DISCUSSION AND POSSIBLE ACTION REGARDING 2022 BUDGET DRAFT** Sugden reviewed the revised mission and program description that changed from a narrative to a bulleted list, performance measures, 2022 department initiatives.

Chosa explained that the Performance Measures were difficult to determine due to the pandemic. In projecting 2022, she did not want to use pre-pandemic numbers because recovery will be slower. Therefore, the estimates are conservative. The library decides the performance measures and they are typical library measures. They capture the activity of the library not necessarily the impact. Pletcher suggested adding a footnote related to pandemic noting that the actuals only represent 3 months of regular service.

There were no changes to the Rates and Fees. Changes to grants received were due to changing conditions related to e-rate.

Other items discussed included possible levy reductions, grant details and status of 2021 initiatives.

This information is presented to County Administration and the County Board and is published in the budget book.

Chosa reviewed the draft budget including changes in revenues and expenses. Revenues decreased by \$60,000 overall as a result of terminating the Ethernet connection at Denmark; Library fines are trending down; revenue from municipalities decreased by \$19,000, and the county appropriation and transfer for wage increases had a net decrease of \$22,000.

Salaries saw an increase of \$12,000 due to the classification and compensation adjustments made in 2021 (clerks and shelvers) and fringe increased about \$60,000. The staffing assessment had a big (positive) impact on compensation.

A Fleet Maintenance program has been implemented by County Administration but is not yet approved. The library's new van and truck, that will be wrapped, are enrolled. It is unsure at this time if this is a good program for the library since vehicles purchased are owned for several years and do not turn over regularly.

**Motion** by Pletcher, seconded by Meli, to approve the 2022 draft budget and budget narrative as presented. **Motion carried.**

**7. NAMING RIGHTS INITIATIVE WORK GROUP UPDATE** The case statement is at printer and is expected next week. Sugden shared conceptual designs for individual fundraising packets. Projects *could* look like this.

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

**A. Financial Manager Update**

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

Fines and fees are down 31%. Small increase happening. Personnel at 6% under budget.

June 2021 donation report:

Brown County Library  
Gifts, Grants & Donations Report  
June 2021

Gifts & Donations			
06/02/21	Roggow Estate	\$ 20,000.00	East Capital Campaign
06/02/21	A. Stangel	40.00	Kress Collections
06/02/21	S. Wagner	78.67	WH General Purposes
06/02/21	E. Hartzheim, S. Campbell, P. DeRozier C. Green, L. Hollihan-Dewey, J. Suda T. Spiegelberg	70.00	Memorial P. Berkin
06/16/21	East Asia Grant	1,000.00	East Asia Collection
06/16/21	Dean Distributing, Inc., R. Van Der Leest, C. Jaworski, M. Drunasky, K. McGee, A. Marrick, C. Katz	265.00	Memorial A. Crane Johnson
06/16/21	K. Sickle	10.00	General Needs
	<b>Total</b>	<b>\$ 21,463.67</b>	

Donation Box			
		Month	YTD
06/01/21	Ashwaubenon	\$ 37.40	\$ 237.40
06/01/21	Bookmobile	-	-
06/01/21	Central Children's	42.49	127.35
06/01/21	East	50.36	185.38
06/01/21	Denmark	-	-
06/01/21	Kress	46.85	144.73
06/01/21	Pulaski	-	-
06/01/21	Southwest	-	23.91
06/01/21	Weyers/Hilliard	27.07	80.56
06/01/21	Wrightstown	-	34.58
	<b>Total</b>	<b>\$ 204.17</b>	<b>\$ 833.91</b>

Federal & State Grants			
	Nicolet Federated Library System	\$ 6,562.50	Collection 2 of 4
	<b>Total</b>	<b>\$ 6,562.50</b>	

**B. FACILITIES UPDATE** Beyler reported that the office for the IT Manager has been redesigned, re-organized and ready for a new hire. Weyers-Hilliard overgrown junipers have been removed. Bark will be also on that area this fall to let the soil settle and landscaping will take place next year.

**C. PERSONNEL UPDATE** Rogers reported that planning for two in-person staff development days this fall (September 4 and December 10) is underway. The Human Resources Generalist assigned to the library left the county and a new generalist

will be assigned. Two staff, Zach La Croix, Circulation Clerk and Jennifer Classon, Southwest Branch Library Associate left the library.

Hiring: a full-time Youth Services Librarian, a Library Associate at Ashwaubenon, and two Clerks at Pulaski. There are active postings for a part-time Youth Services Librarian at Central, and a Clerk at East. A Mailroom Clerk at Central will be posted soon. New: Alyssa Gromowski is moving to full-time in Circulation Services, Ashwaubenon Clerk Chelsey Larson, Wrightstown Clerk Eva Domencich, Shelver Janet Wierschke, and part-time Ashwaubenon Associate Jayne Lubinski. The new IT Manager, Mick Petzold, will start on July 26.

**D. COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that work continues on the new website and it will be an excellent tool and resource once completed. It should be ready to launch in early September. The clean, crisp look is very attractive.

The Bookmobile was a hit at KiteFest even though the day was basically a washout - it had a nice mention in a news story. It is popular rain or shine!

Summer reading participation numbers are increasing. While down from pre-pandemic times, those participating are enthusiastic. Staff recognizes that not having school visit to promote the program have a significant impact and summer school schedules could also be contributing to lesser numbers.

A Facebook post by the social media team was highlighted in the blog, "Super Library Marketing: Practical Tips and Ideas for Library Promotion." The article focused on content marketing and included a picture of the library's #WhatsYourLibraryStory Library Dragon post. It noted how the library works content marketing into its Facebook posts. As noted in the blog, "Content marketing deepens your library's connection to your community."

The Programming work group is reimagining and updating the library's approach to programming to expand value and outreach to the community. As mentioned, programming will start slowly in the fall and a printed events calendar will resume for the winter cycle. The Local History Series will take place as usual this fall.

**9. PRESIDENT'S REPORT** Anderson and Sugden both spoke with Kathy Blaney, an East Branch advocate, and she is willing to help with the East Branch project. Anderson wants to move the Bookmobile project forward as quickly as possible.

**10. LIBRARY DIRECTOR'S REPORT** Sugden reported that staff has been working on understanding the ARP (American Rescue Plan) and ECF (Emergency Connectivity Funds) funds opportunities. She anticipates an ECF application, due in mid-August for Chromebooks, hotspots, WiFi range extenders for outside of building and CradlePoint for the library van. This access is intended to support those who do not have access. The library will be careful not to commit to things that require ongoing funds.

Just today, Sugden was informed by County Administration, that the county will agree with the library on using a sole source for the Bookmobile consultant.

A proposal is being drafted that will support Syble Hopp School and enhance their library services to their approximate 200 students (ages 3 – 21).

Work is underway with Achieve Brown County to plan a community summit around 3<sup>rd</sup> grade reading scores. Statistics show that under 40% of third graders read at proficiency and are 13 times more likely not to graduate. The summit will invite leaders and stakeholders to engage and support a reading campaign to get all kids reading.

**11. 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.

**12. RECONVENE IN OPEN SESSION**

**15. OTHER BUSINESS** None.

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

**17. ADJOURNMENT**

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

The meeting adjourned at 7:04 pm.

**NEXT REGULAR MEETING:**

**Central Library  
August 19, 2021  
5:15 p.m.**

Respectfully submitted,  
Sue Lagerman  
Recording Secretary