

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **September 16, 2021** at **5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI.

**PRESENT:** JAYME SELLEN, KATHY PLETCHER, and DAVID RUNNING. MARISSA MELI and JOHN VAN DYCK attended online via TEAMS.

**EXCUSED:** BRIAN ANDERSON

**ABSENT:** ANNETTE AUBINGER

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

**1. CALL TO ORDER** Vice President Sellen called the meeting to order at 5:27 p.m.

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

**3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC** Welcome to Katie DeRuyter from the Circulation Department.

**4. UPDATE ON LIBRARY OPERATIONS RELATED TO COVID-19** Rogers reported that the library is holding steady - staff masking is required and highly recommended for library visitors. Registration-based storytimes continue to go well. Most furniture and computers are back on the floor. Staff is planning for more programming in 2022.

**5. DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL CAPITAL PROJECTS UPDATE** The project (drawings and specifications) was posted on Monday afternoon. The walkthrough is scheduled for next week and bids are due October 4. Loading dock will be at an angle to accommodate longer trucks. Transoms above emergency exits will have glass that will allow more light (currently metal panels). The boiler stack will have metal panels and joints on precast will not be replaced. If concrete cannot be poured this fall – it will happen in the spring.

**6. NAMING RIGHTS INITIATIVE WORK GROUP UPDATE** Sugden reported that currently, O'Connor Connective is developing individual information pieces for each building project. These pieces will accompany the case statement and will support fundraising efforts. Individual outreach continues to key potential supporters of BCL.

**7. DISCUSSION AND POSSIBLE ACTION REGARDING JOB DESCRIPTIONS** Rogers reported that a vacancy provided a great opportunity to turn a cataloging librarian into Technical Service Manager that supervises Technical Services and LHGSC clerks. Most libraries operate in a similar structure.

- A. Technical Services and LHGSC Clerk**
- B. Technical Services Clerk**
- C. Technical Services Manager (New)**
- D. Acquisitions Associate**
- E. Acquisitions Specialist**
- F. Collection Development Manager**

**Motion** by Running, seconded by Van Dyck, to approve the updated job descriptions. **Motion carried.**

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

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

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

Revenue continues to be down but copy machine revenue has doubled since 2020. A \$7000 YTD net revenue in 2021 has been realized. Expenses remain steady and personnel fluctuates but average around a 10% savings.

August 2021 donation report:

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

**Gifts & Donations**

08/25/21	W. Follett	\$	50.00	Memorial J. Wenner
08/31/21	C. Mineau		50.00	WH General Needs

**Total \$ 100.00**

**Donation Box**

			Month	YTD
08/01/21	Ashwaubenon	\$	50.00	\$ 317.75
08/01/21	Bookmobile		0.80	\$ 0.80
08/01/21	Central Children's		27.67	\$ 229.18
08/01/21	East		47.25	\$ 232.63
08/01/21	Denmark		-	\$ -
08/01/21	Kress		37.68	\$ 193.90
08/01/21	Pulaski		-	\$ -
08/01/21	Southwest		-	\$ 47.91
08/01/21	Weyers/Hilliard		39.80	\$ 151.07
08/01/21	Wrightstown		5.48	\$ 56.26
<b>Total</b>		<b>\$</b>	<b>208.68</b>	<b>\$ 1,229.50</b>

**Federal & State Grants**

08/18/21	Nicolet Federated Library System	\$	32,500.00	Technology
08/18/21	Nicolet Federated Library System	\$	6,000.00	Delivery Service

**Total \$ 38,500.00**

Received payments from NFSL related to technology, and delivery services.

**B. FACILITIES UPDATE** The proposed new East branch structure seems solid except the roof. Additional structural trusses for the roof were recommended at an estimated cost between \$50,000 and \$75,000. Asbestos testing determine two positive samples – in adhesive attaching some mirrors and vermiculite in the original block walls. This would not have to be removed unless a window, door or some other penetration was added. This is not cost-prohibitive. The roof is estimated to be 25+ years old and is nearing the end of its useful life of 20-25 years. Electrical and water service to the building appear to be adequate but the panels need to be replaced. The HVAC rooftop units are 12-16 years and ending the end of their useful life of 15-20 years. It would cost between \$130,000-150,000 to replace with new and recommended two air handlers. Plumbing is good but bathrooms would be replaced in reconstruction. Beyler noted that the roof deficiency is not listed on the condition report.

Running is still wondering about finding a lot and building new and has concerns about the mentioned costs. Sugden has been in communication with realtor and is waiting to hear back on steps forward. Based on information that has been gathered, there is not anything that is big news (no major issues) but some concerns. Sugden was directed to give the realtor this information so he could take it to the owner. The results of that conversation will be shared with the board prior to the board making a final decision. This would require a special meeting of the Board or a change in date of the Board meeting to October 14 to take action on the offer to purchase.

Running asked how the cost of a shell on a new lot would compare to this. Staff will ask for this information from the architect and project manager.

**C. PERSONNEL UPDATE**

**Successful Candidates/Moves:** Katie Esserman, part-time Youth Services Librarian; Mary Krauss, Adult Service to Circulation Services Associate; Jerald Howell, East Branch Clerk; and Liz Danielski, East Clerk to part-time Ashwaubenon Associate.

**Hired:** Mailroom Clerk, East Clerk, Youth Services Associate, Circulation Clerk, and Ashwaubenon Associate.

**Open searches:** Kress/Wrightstown Manager

**Searches launching soon:** Adult Services Librarian (CEN), Technical Services Manager, and Shelves at various locations based on staffing assessment.

**D. COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that “ProTips” have launched on the Brown County employee intranet. Each ProTip suggests something you can do with your library card.

September is National Library Card Sign-up month and anyone who registers for a card is automatically entered in a drawing for a \$50 VISA gift card.

The Local History Series starts on Thursday, September 23. Brochures were distributed.

The Friends BIG Book Sale is slated for November 1-6 at the Central Library.

Badger State Brewing held a book drive, "Pints for Pages," to celebrate International Library Day. Well over 100 books were donated to the library this week. A photo was shared.

A Brown County Fair update was enclosed in the packet. There were no questions.

**9. DISCUSSION AND POSSIBLE ACTION GRANTING PERMISSION TO SERVE ALCOHOLIC BEVERAGES AT THE CENTRAL LIBRARY FOR THE WI LIBRARY ASSOCIATION CONFERENCE OPENING RECEPTION, HOSTED BY THE FRIENDS OF THE BROWN COUNTY LIBRARY ON NOVEMBER 16, 2021.** **Motion** by Van Dyck, seconded by Pletcher, to grant permission to serve alcoholic beverages at the Central Library for the WI Library Association conference grand opening reception, hosted by the Friends of the Brown County Library on November 16, 2021. **Motion carried.**

**10. PRESIDENT'S REPORT** None.

**11. LIBRARY DIRECTOR'S REPORT**

Sugden reported that a discovery meeting with the Bookmobile consultant took place. The options are being finalized and the project will keep moving forward. Van Dyck suggested a sponsorship of the vehicle.

Library staff continues work with Achieve Brown County to present a community summit on third grade reading achievement data. This event is tentatively planned for fall 2022 and will share research and data on local reading achievement and its economic impact. The summit will conclude with a call to action for a county-wide grade-level reading campaign.

Reading proficiency by the end of third grade is the most important predictor of high school graduation and career success. Locally, reading proficiency rates have been declining over the past several years. This has worsened over COVID, according to local superintendents. A grade-level reading campaign will engage and mobilize our community to serve as full partners in the success of Brown County kids.

Posters for youth services area, created by the Association for Library Service to Children (ALSC), a division of the American Library Association were shared. They promote that babies need words every day. Locations will post them in their youth areas.

**11 - 14. OPEN SESSION:** Discussion and Possible Motion to Convene in Closed Session A closed session was not needed.

**15. OTHER BUSINESS** None.

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

**17. ADJOURNMENT**

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

The meeting adjourned at 6:18 pm.

**NEXT REGULAR MEETING:**

**Central Library  
October 21, 2021  
5:15 p.m.**

Respectfully submitted,  
Sue Lagerman  
Recording Secretary