

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **December 16, 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
MARISSA MELI attended remotely.

EXCUSED: KATHY PLETCHER

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

1. CALL TO ORDER President Anderson called the meeting to order at 5:18 p.m.

2. APPROVE/MODIFY AGENDA AND MINUTES It was recommended to strike Agenda item #5 since final documents have not yet been received; combine items # 6-7 and take as one item; and strike agenda items #14-15 as a closed session was not needed due to lack of information. **Motion** by Sellen, seconded by Running, to approve the modified agenda and the November minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

4. DISCUSSION AND POSSIBLE ACTION REGARDING 2022 RESOURCE LIBRARY AGREEMENT

The few changes to the annual agreement include modification to the Interlibrary Loan processes at the library's request, clearer language, and additional information on continuing information. **Motion** by Meli, seconded by Sellen, to approve the 2022 Resource Library Agreement. **Motion carried.**

5. DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGES and DISCUSSION AND POSSIBLE ACTION REGARDING JOB DESCRIPTION UPDATES

After evaluation of responsibilities, it is recommended that the open Acquisition Specialist position transition to an Acquisitions Associate. This was reviewed and approved by Human Resources. With this change, a salary savings that allows the Library Service Associate/IT Associate to be upgraded to a Research and IT Librarian. This was also reviewed and approved by Human Resources. Additional savings created a Clerk position for Kress. Van Dyck noted that we should be cognizant of increases in size of new locations and the need for staffing. It is okay to park a position and save for future. **Motion** by Van Dyck, seconded by Aubinger, to approve the Table of Organization changes as presented job description updates. **Motion carried.**

8. DISCUSSION AND POSSIBLE ACTION REGARDING PERFORMANCE RANKINGS AND INCENTIVE PAY Chosa shared the background of the incentive pay determination made earlier this year by the Board and the incentive pay options. The payments are funded by 2021 year-end personnel surplus. The rankings break down as follows: Not Eligible – 27 (vacancies or employed less than six months); Needs Improvement – 1; Meets Expectations – 40; and Exceeds Expectations – 48.

Surplus is an average of \$200,000 per year. Incentive pay options include (A) one week's gross pay for each employee that qualifies and (B) one week's gross pay + 22% to cover supplemental income tax. This is similar to the county's casual leave payout that the library does not offer. These options are in alignment with past increases. Van Dyck asked what surplus would be after carryover. There are some projects planned and an approximate amount of \$450,000 will go into equity at year-end.

Van Dyck, noting that 2021 was a unique year, asked if there is something we should consider that is more than what was presented such as another payment for excellence during the past year. Chosa was asked to calculate a payment of this type.

Motion by Van Dyck, seconded by Sellen, to approve the performance rankings and Option B incentive pay as presented. **Motion carried.**

7. PRESENTATION ON PULASKI BRANCH LIBRARY PROPOSAL The library had been at the current site since 1989. It is located in a great spot with ample parking. The current space 3600 sq. feet (including the meeting room and limited seating for the public and inadequate space for staff. The Village owns the other sections of the building. Discussion about a new Pulaski Branch has been ongoing since 2016. Sugden has been meeting with Village leaders and PACE (Pulaski area Community Education) since 2019 and regular meetings have been taking place. There was a thoughtful process to find the opportune space for all the partners. The current location is ideal with its visibility and adjacency to downtown. PACE is an ideal partner – school district's community

education program. They have been engrained in the community since the 1930s. They are funded by the school district and their program revenue. Library would move into the part of the building behind the current library space. This area would feature study space, meeting rooms, program space, and library services and accommodate service desired by the members of the village.

The estimated total project cost is \$2,000,000. County staff have examined the building structure and there were no red flags. Next steps include fundraising for naming rights, building program development, and composing a memorandum of understanding (MOU). The MOU should be complete by February 2022, and would involve the village, the school district and the library. This is a Phase I project and the village and the Library will work with architect to plan and design space. Anderson asked if a scope of work was requested from Concord Group. That has not been done. PACE currently has space in the high school but they need more room. Van Dyck would like to know the Village's expectation related to ownership, partnership, etc. The Board needs to know more about the Village's position now and in the future.

Meli questioned the financial commitment. \$1M was assigned, the other \$1M would have to come from fundraising.

12. DIRECTOR'S REPORT Sugden mentioned the complimentary email received about staff. The digitization project with the UW Madison UniverCity Alliance wrapped up today. This was the Capstone project of students in the industrial engineering program - they developed and designed process for digitization. Their final report is expected tomorrow. Sugden, Anderson, Lagerman and Rogers attended, and Sugden presented, on the Denmark Branch/Village Hall partnership at the Village Board meeting on Monday. The Denmark Branch is in Phase II of capital projects plan. An opportunity has come up for a new library site in Wrightstown. The lease expires in 2026 and there is a new property owner effective tomorrow. Van Dyck commented that we have to have these conversations and consider opportunities when they arise.

Sugden left the meeting at 6:45 pm.

10. DISCUSSION AND POSSIBLE ACTION REGARDING COLLECTION DEVELOPMENT POLICY UPDATE

Motion by Van Dyck, seconded by Sellen, to approve the updated Collection Development Policy. **Motion carried.**

11. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

I. Financial, and Gifts, Grants, and Donation Reports Chosa reported that year-end projection shows a shortfall of about \$85,000 in fines and fees, and parking lot revenue. Incentive pay will be paid from a ~\$500,000 surplus in personnel. This amount is higher this year due to the timing of staffing assessment. An operating expenses surplus nets approximately \$10,000 after carry over.

Amnesty Week Results: 458 patrons returned items during week; just over 1000 items were returned including 156 lost items. These numbers are similar to past amnesty weeks conducted from 2016 – 2021. Lost fees waived were just over \$3000 and overdue fines waived were around \$2000.

November 2021 donation report:

Brown County Library			
Gifts, Grants & Donations Report			
November 2021			
Gifts & Donations			
11/01/21	D. Farmer	50.00	LHGSC Material
11/03/21	A. Weyers	\$ 200.00	Wrightstown Branch
11/04/21	Chapter N PEO	19.99	Memorial A. Sehring
11/10/21	BC Community Women's Club	20.00	Memorial MJ Bublitz
11/10/21	BC Community Women's Club	20.00	Memorial M. Schall
11/10/21	C. Hastert	16,500.00	Central Library Renovations
11/10/21	J. Hastert	16,500.00	Central Library Renovations
11/12/21	UW - Madison	490.46	Read Africa Grant
11/17/21	D. Destache	25.00	Memorial M. Heraly-Schmidt
11/17/21	FBCL	276.60	Supplies
	Total	\$ 34,102.05	
Donation Box			
		Month	YTD
11/01/21	Ashwaubenon	\$ 40.00	\$ 408.25
11/01/21	Bookmobile	-	\$ 0.80
11/01/21	Central Children's	55.60	\$ 378.44
11/01/21	East	12.79	\$ 369.89
11/01/21	Denmark	-	\$ -
11/01/21	Kress	64.85	\$ 311.73
11/01/21	Pulaski	-	\$ -
11/01/21	Southwest	16.98	\$ 86.89
11/01/21	Weyers/Hilliard	56.89	\$ 261.03
11/01/21	Wrightstown	-	\$ 65.66
	Total	\$ 247.11	\$ 1,882.69

B. FACILITIES UPDATE Beyler reported that the contract was signed with Milbach for the Central projects and the introductory meeting took place. The loading dock and boiler stack work will take place the end of February, secondary exits in mid-April; and garage doors (awarded to Freedom Overhead Door) at the end of March.

A walk through for RFP for architects and engineers took place at the new East Branch site yesterday. Seven vendors participated. Some may have been subs. There could be other interested firms as this was not a mandatory walkthrough.

C. PERSONNEL UPDATE Rogers updated on the December Staff Development Day and thanked Brian Anderson. The staff really appreciate hearing the Board perspective. Robyn Davis, Director and CEO of United Way and Valiant Leader addressed the staff on empathy, which is the staff's shared goal for the next year.

Successful Candidates/Moves: Bethany Newman – Adult Services Librarian; David Koh - Kress and Wrightstown Manager

Open Searches: Wrapping up searches for Central Shelves and Ashwaubenon Clerk

Launching Soon: Technical Services Manager, Clerk and Shelves

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that there was a nice article on the Bookmobile that ran in The Press Times (front page!)

In Friends of the Library news, Give-A-Kid-A-Book distribution starts tomorrow. Lagerman and Packers wives, Molly Crosby, and Aiyda Cobb attended and spoke at the Retired Men's Club holiday meeting this week. The club passes the hat for a collection for Give-A-Kid-A-book and then matches what they collect for a total of \$2,380.00. They have been matching donations since 2015 and are now recognized as an official sponsor of the program. The Friends expect to serve over 4500 children and each child will receive two new books.

We are excited that a calendar of events for January and February is at the printer. Planning for March, April, and May is underway.

A Winter Reading Program for children is planned beginning the end of January. "Snow Much Reading," will encourage young readers to read every day and for each day they spend reading they will build a snowman. Those who finish will be entered into a drawing to win....books!

13. PRESIDENT'S REPORT Anderson reported that the County Board approved the reappointment of Aubinger, Meli and Running to the Library Board for a three-year term and Pletcher to the Nicolet Federated Library Board for a three-year term. Anderson commented that his presentation to staff was the highlight of his week. Interesting questions were submitted through the "Ask Anderson" form staff. He has an interest in going fine free. In 2019, the American Library association (ALA) passed a "Resolution on Monetary Fines as a Form of Social Inequity," resolution. This stated that fine's go against ALA's goals such as supporting free access to information. Anderson has spoken with Chosa and asked her determine the economic impact if fines were eliminated. He would like to discuss this further in Q1 in 2022.

Anderson, Sugden, Rogers, and Lagerman had a meeting with ADRC Director, board and staff members regarding partnership regarding a Central kitchen and communal dining. It was an initial conceptual meeting.

16. OTHER BUSINESS Van Dyck County Board approved expenditure up to \$1.1M for the Central Lower Level annex project. It was indicated that the Board could hire the architect for final design. The architectural design and cost need to be fast-tracked. Van Dyck wondered if there might be a funder for the architectural expense other than the Board.

17. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

18. ADJOURNMENT

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

The meeting adjourned at 7:02 pm.

NEXT REGULAR MEETING:
Central Library | January 20, 2022 | 5:15 p.m.

Respectfully submitted,
Sue Lagerman
Recording Secretary