

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **November 18, 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 remotely.

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

1. CALL TO ORDER President Anderson called the meeting to order at 5:16 p.m.

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

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

4. UPDATE ON LIBRARY OPERATIONS RELATED TO COVID-19 Rogers reported that there are not any changes to report. Staff continue to hold steady and are waiting for 2022 to offer programs.

5. NAMING RIGHTS INITIATIVE WORK GROUP UPDATE Sugden reported that the library received funding from the B.C.L. Foundation to continue work with O'Connor Connective. Individual project inserts for the case statement portfolios are nearing completion and workgroups for each naming opportunity will be created. This approach is an exciting way to share the library's story. There will be a hard push for building awareness and seeking funding in the next nine months.

6. DISCUSSION AND POSSIBLE ACTION REGARDING 2022 CLOSURES FOR HOLIDAYS AND STAFF DEVELOPMENT Motion by Pletcher, seconded by Sellen, to approve the 2022 closures for holidays and staff development. **Motion carried.**

7. DISCUSSION AND POSSIBLE ACTION REGARDING 2022 CLASSIFICATION AND COMPENSATION The figures reflect the 2.3% COLA increase provided by the county. **Motion** by Pletcher, seconded by Running, to approve the 2022 classification and compensation scale. **Motion carried.**

8. DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL CAPITAL PROJECTS Milbach Construction was the low bidder but missed something significant in the RFP. Corporation Counsel advised and indicated that they would have to keep the bid or withdraw. Milbach agreed to the original bid cost. No action needed.

9. DISCUSSION AND POSSIBLE ACTION REGARDING ARCHITECTURAL/ENGINEERING SERVICES FOR BROWN COUNTY EAST BRANCH LIBRARY RFP The Request for Proposal (RFP) is almost complete and Attachments A & B need Library Board approval. Attachment A is the RFP scope of work, specifications, and requirements; and Attachment B includes the RFP evaluation process, scoring methodology, and scoring criteria. **Motion** by Running, seconded by Pletcher, to approve Attachment A and Attachment B to be inserted in the purchasing general RFP contract package. **Motion carried.**

10. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

I. Financial, and Gifts, Grants, and Donation Reports Chosa reported that revenues are down but there has been an uptick in meeting room revenue. Copy/print revenue is starting to pick up; and personnel is 9% under budget. Next month performance evaluations will be done and rankings will be presented as well as options for incentive pay.

October 2021 donation report:

Brown County Library				
Gifts, Grants & Donations Report				
October 2021				
Gifts & Donations				
10/06/21	L. Kananen	\$	500.00	Valueline Database
10/06/21	Friends of Brown County Library		432.70	Supplies
10/20/21	N. Will Bequest		8,095.45	General Use
		Total \$	9,028.15	
Donation Box				
			Month	YTD
10/01/21	Ashwaubenon	\$	25.25	\$ 368.25
10/01/21	Bookmobile		-	\$ 0.80
10/01/21	Central Children's		34.22	\$ 322.84
10/01/21	East		43.08	\$ 357.10
10/01/21	Denmark		-	\$ -
10/01/21	Kress		24.75	\$ 246.88
10/01/21	Pulaski		-	\$ -
10/01/21	Southwest		12.00	\$ 69.91
10/01/21	Weyers/Hilliard		22.74	\$ 204.14
10/01/21	Wrightstown		4.00	\$ 65.66
		Total \$	166.04	\$ 1,635.58

B. FACILITIES UPDATE Beyler reported the garage door specifications were written and the concrete work has been completed.

C. PERSONNEL UPDATE Rogers updated on the December Staff Development Day. The AM will held virtually and the PM on location at individual libraries. Anderson will join the meeting and address the staff. Robyn Davis from United Way will speak on empathy, which is a system-wide goal.

The Wisconsin Library Association (WLA) conference is happening now! It is exciting to have it in Green Bay. Jay Gerlach (Central Adult Services) is helping with technology and Sue Lagerman, is the Planning Committee's Local Arrangements Chair. Library staff (Emily Rogers, Linda Chosa, Clare Kindt, Katie Guzek, Gillian Dawson, Gretchen Swadley, Allison Felchlin, and Molly Hebert) are presenting five programs. The library's team won the trivia contest!

Successful Candidates/Moves: Marketing Specialist – Molly Schroeder starts November 29; David Koh, Kress/Wrightstown Manager starts December 15. East Clerk – Abby Guzman. Moving on: Mary Papham, Kress Clerk; and Cassie Meek, Ashwaubenon Clerk.

Open Searches: Central Shelves (5), Ashwaubenon Clerk, and Adult Services Librarian at Central.

Launching Soon: Technical Services Manager, Kress Shelves and Clerk, and two other Shelves (2). The Technical Services Specialist position is under review.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that the new website launched and it has been well received. The Friends Fall Book sale that took place at the beginning of the month had net sales of \$26,459.00!

The Give-A-Kid-A-Book kickoff event went very well. Packers wife, Molly Crosby, attended and spoke about filling homes with books because it is so important that children have books to call their own. Students from Tank Elementary School also attended and read their essays about reading and their favorite books. Distribution of the books is scheduled for December 17, 20 and 21 in a storefront near Fresh Thyme in Ashwaubenon.

The Friends sponsored the Wisconsin Library Association welcome reception Monday night at the Central Library. It was a great evening filled with lively conversation, food, drink, and entertainment.

Amnesty Week will take place beginning Monday, November 29, 2021.

Outreach events include On Broadway's Holiday Lighting on Friday night and two Youth Services Librarians will offer storytelling.

The Library will be represented in the downtown Green Bay Holiday Parade this Saturday. There are 17 staff participating. It will be aired live on NBC-26 beginning at 10 am. The library is entry #31 – which is about in the middle.

11. DIRECTOR'S REPORT Sugden commented on the Community Partnership Program grant application, supported by ARPA funds, that was submitted to the Department of Public Instruction. If awarded, a Community Partnership Consultant will work with Workforce Development partners to develop remote consultation services and expand job seeker services. Aubinger asked about sustainability and who will provide oversight. The program will be created to fit in the library's model of service so additional resources will not be needed.

The library closed on the sale of the East Branch today! (Applause) Signage will be installed at the site. An update to Denmark Village Board is scheduled in a couple weeks.

Van Dyck proposed the idea of tapping into ARPA funds for fiber expansion to East Branch and suggested talking to August Neverman. Pulaski is anxious to get the library project going. A proposal will be presented next month to engage Concord Group's services for this project. Van Dyck asked for a scope of work including costs before engaging with Concord Group. He stressed the importance of understanding of how things will operate so unexpected annual costs do not arise. It is important to specify ownership and determine rent, etc. A Memorandum of Understanding (MOU) is the highest priority. February is a good deadline to beat spring elections.

Sugden met with new county IT Director, Kirsten Holland, and is excited for this new partnership. Holland has a big focus on customer service and is willing to discuss chargeback and services.

12. PRESIDENT'S REPORT Anderson attended the WLA welcome reception and it was a very nice event. The Friends cannot be appreciated enough. He would like to officially recognize them in some way.

13. OTHER BUSINESS Van Dyck commented that with the designation of \$2.1M of ARPA funds for HVAC improvements at the Central Library, the Library should recognize the county's investment in the library as \$22M (indicating a bump from \$20M proceeds from the .05% sales tax. At the Executive Committee meeting, the proposal of \$1.5M for Lower Level Meeting Room (annex) renovations was passed, contingent on \$100,000 for architectural design study.

14. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

15. ADJOURNMENT

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

The meeting adjourned at 6:35 pm.

NEXT REGULAR MEETING:

**Central Library
December 16
5:15 p.m.**

Respectfully submitted,
Sue Lagerman
Recording Secretary