

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **October 14, 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.
MARISSA MELI attended remotely.

EXCUSED: JOHN VAN DYCK and JAYME SELLEN.

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

1. CALL TO ORDER President Anderson called the meeting to order at 5:30 p.m.

2. APPROVE/MODIFY AGENDA AND MINUTES Motion by Running, seconded by Pletcher, to approve the agenda and the September 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. Still planning on programming in winter/spring and not all furniture has not been returned to the floor.

5. DISCUSSION AND POSSIBLE ACTION TO APPROVE BID(S) FOR CENTRAL CAPITAL PROJECTS Beyler distributed a bid tally sheet for the four high-priority Central projects. Bids were higher than the estimates received due to scope creep, lack of details, and/or supply chain issues. Milbach Construction was the low bid for all projects. Two options were presented with one keeping on target to the \$150,000 allocated in the capital projects plan. Sugden recommended option 2 that does not include exterior precast joint replacement. **Motion by** Aubinger, seconded by Pletcher, to approve Milbach Construction's bid for replacing the loading dock, replacing 12 exterior doors – hardware and frames; and replacing the boiler stack in the amount of \$154,365 with an additional \$10,500 for the garage door and concrete slabs for a grand total of \$164,865. **Motion carried.**

6. NAMING RIGHTS INITIATIVE WORK GROUP UPDATE Sugden reported that work continues with O'Connor Connective on the individual documents related to each building project.

7. BOOKMOBILE REPLACEMENT UPDATE The new vehicle design documents are being finalized. The next steps would include issuing Request for Bid (RFB). The Board will see the final designs and cost estimates.

8. DISCUSSION AND POSSIBLE ACTION TO APPROVE EXTENSION OF GREEN BAY AREA MODEL RAILROADERS CLUB LEASE AT KRESS FAMILY BRANCH LIBRARY Sugden shared the revised seven-year lease that was reviewed by Corporation Counsel. It provides for three one-year extensions and a one-year notification if lessee vacates the property or lessor does not intend to extend the lease after the first seven years. Increases in rent will take place annually. Staff believes this is a good partnership. **Motion by** Aubinger, seconded by Pletcher, to approve the extension of the Green Bay Area Model Railroaders Club lease. **Motion carried.**

9. DISCUSSION AND POSSIBLE ACTION REGARDING PROPOSED AMNESTY WEEK This amnesty week allows for the return of overdue materials without penalty. Only overdue fines will be waived for items in good, useable condition. Interlibrary loans would not be eligible. **Motion by** Running, seconded by Pletcher, to approve amnesty week at all Brown County locations. **Motion carried.** Anderson would like to encourage more amnesty events like this and other ways to reduce barriers to library use.

10. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

I. Financial, and Gifts, Grants, and Donation Reports Chosa reported that fines and fees revenue is short by 43% or ~ \$100,000; and personnel is 11% under budget or ~\$300,000. This savings will cover revenue shortfalls and still provide a surplus for one-time payments for performance. Operating expenses are also under budget.

The library's 2009 maintenance truck sold for \$10,000 on WI Surplus.

Performance process is going on will be completed at end of November. At the December meeting, Chosa will present the payout amount for one-time incentive payments to staff based on performance rankings.

The 2022 budget passed, without question, at the Ed & Rec. meeting. The County budget meeting in on October 27.

September 2021 donation report:

Brown County Library			
Gifts, Grants & Donations Report			
September 2021			
Gifts & Donations			
09/01/21	Zaborski Charitable Fund	\$ 5,000.00	General Use
09/01/21	Brown County Community Women's Club	17.99	Memorial B. Konopacky
09/09/21	K. Butrymowicz & Thursday Book Club	25.00	Memorial A. Sabel
09/22/21	Friends of Brown County Library	840.00	Program & Supplies
	Total	\$ 5,882.99	
Donation Box			
		Month	YTD
09/01/21	Ashwaubenon	\$ 25.25	\$ 343.00
09/01/21	Bookmobile	-	\$ 0.80
09/01/21	Central Children's	59.44	\$ 288.62
09/01/21	East	81.39	\$ 314.02
09/01/21	Denmark	-	\$ -
09/01/21	Kress	28.23	\$ 222.13
09/01/21	Pulaski	-	\$ -
09/01/21	Southwest	10.00	\$ 57.91
09/01/21	Weyers/Hilliard	30.33	\$ 181.40
09/01/21	Wrightstown	5.40	\$ 61.66
	Total	\$ 240.04	\$ 1,469.54
Federal & State Grants			
9/23/2021	Nicolet Federated Library System	\$ 6,562.50	Collection 3 of 4
	Total	\$ 6,562.50	

B. FACILITIES UPDATE Beyler is working on a capital equipment replacement plan for the branches for higher-cost equipment. This will be useful for forecasting future expenditures. If approved, American Recovery Plan Act (ARPA) funds in the amount of \$2.1M would replace air handlers and duct work (air quality) at the Central Library. The county is including this amount in their budget which will be voted on at the end of the month.

C. PERSONNEL UPDATE Rogers updated on the Staff Development Day that included icebreakers and group activities; a presentation by Sugden on the game plan for the library, Lagerman gave a tour of the new website, and Kallunki presented a programming overview. Rogers thanked Meli for speaking at the virtual staff development day. Per the feedback forms, she was a huge hit among staff!

Successful Candidates/Moves: Eric Kuzma, Circulation Clerk to FT Youth Services Library Associate; Tyler Moore, Administration Clerk – Mailroom; Pablo Gonzalez and Autumn Tracy, Circulation Clerks; and Jared Howell, East Clerk.

Open Searches: Kress/Wrightstown Manager, Marketing Specialist, and East Clerk.

Launching Soon: Adult Services Librarian, Technical Services Manager, and Shelves.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that the new website is in its final stages with last tweaks being made.

A new alternative newspaper, City Pages has launched in the Green Bay area. It is a news, and arts and culture entertainment weekly from the same publisher as The Press Times. The library is running an ad in every issue through the end of the year and our programs are listed in the events calendar (Local History Series, art exhibit, storytimes, and book sale).

The Friends of the Brown County Library Book Sale is November 2-6 with preview night for Friends members on November 1. Flyers were distributed.

Give-a-Kid-A-Book planning has been taking place over the last few months and campaign letters will be mailed early next week. Molly Crosby and Aiyda Cobb are the honorary chairpersons this year and they are filming a new PSA courtesy of WBAY. A kick-off event is scheduled for November 3.

All libraries are participating in the BC Diaper Drive and donations are plentiful. This runs through October 27.

Outreach events included Green Bay Botanical Garden 25th anniversary event; Bookmobile at Big Event at Heritage Hill, Katie Esserman, Central's new Youth Services Librarian, did storytelling at On Broadway's Fall Festival.

10. LIBRARY DIRECTOR'S REPORT Sugden distributed her library report. Lettuce is growing in the Flex Farm, the hydroponic garden unit at the Central Library. The book launch for Volume 2 of AAUW's book, Dreamers and Doers includes profiles on former and long-time Library Director, Pat La Violette and the library's local History Librarian, Mary Jane Herber.

12. PRESIDENT'S REPORT Anderson reminded the board of three board terms (Aubinger, Meli, and Running) that are ending at the end of year. He encouraged them to request reappointment from the County Executive. The recent GB-PG story and news releases are effective means of telling the library's story. Perhaps the board could write and submit op-ed pieces or attend town hall meetings to continue positive press flow. He asked the Board to consider how the Board can strategically position itself to garner more support for the library.

13. OPEN SESSION: Discussion and Possible Motion to Convene in Closed Session

The Board continued in opened session to discuss the East Branch offer to purchase. Sugden negotiated a reduction of price in the amount of \$75,000 as an allowance for structural repairs. The seller countered with \$37,500. Staff recommends accepting this offer.

14. Motion by Pletcher, seconded by Meli, to accept the counter offer of \$37,500 and further moved to close on the purchase of that property. **Motion carried.**

Anderson, Sugden and Beyler met with the owner of the current space to discuss a common façade should the library close on the new property. He was very agreeable to this idea.

15. OTHER BUSINESS None.

16. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

17. ADJOURNMENT

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

The meeting adjourned at 6:18 pm.

NEXT REGULAR MEETING:

Central Library
November 18, 2021
5:15 p.m.

Respectfully submitted,
Sue Lagerman
Recording Secretary