

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **March 17, 2022** at **5:15 p.m.** at the Ashwaubenon Branch Library, 1060 Orlando Drive, Green Bay, WI, 54304.

**PRESENT:** BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING, JAYME SELLEN, and WENDY WOODWARD.

**EXCUSED:** JOHN VAN DYCK

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

**1. CALL TO ORDER** President Anderson called the meeting to order at 5:19 p.m.

**2. APPROVE/MODIFY AGENDA AND MINUTES** Anderson removed agenda item #5.

**Motion** by Sellen, seconded by Running, to approve the modified agenda and the February 2022 minutes. **Motion carried.**

**3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC** Brian welcomed Wendy Woodward to the meeting and the Board. Woodward is Associate Vice Chancellor and Chief Information Officer at UWGB. Welcome back in person to Marissa Meli!

**A. Presentation by Karla Giraldez, Ashwaubenon Branch Manager** Giraldez shared that during the pandemic staff did a lot of cleaning out and repurposed spaces. They made room for RFID check-in and are constantly working to make the library more lean, clean and efficient for patrons. Furniture is back! It is great to see families sitting and reading to their children. Internet regulars have been faithful through COVID and continue to be here. People are staying longer. Storytime numbers are regulating. The branch has seen an uptick in library card applications. Staff is witnessing some issues with behaviors. A core group of kids are still present every day but not in the same numbers. Giraldez believes that some kids are going to Dave and Buster's instead of the library. Fewer students has eased tension among regular users. Space continues to be a challenge. It's a lovely small location but the branch has outgrown it. Letters were sent to schools about parents parking in the library lot to pick up children. That has helped and that situation is improving. Staff is excited about a new library space and would love to have study rooms. The current branch has one meeting room that is available for use by the public but also serves as a programming room. The library would also benefit from small meeting spaces with technology. Aubinger commented that the library seems to have a lot of support based on donations. The new donation box is fun and effective! The community is committed to the library! Staff is busy planning the summer and fall event calendars. Staff is participating in planning for the Village's sesquicentennial celebration. The library's book bike and Rover Reader will participate. In partnership with the historical society, Aubinger will present on the early days of Ashwaubenon a couple weeks leading up to the celebration. Giraldez shared the following story about a couple who just moved back to the area from Arizona:

*Sara and her husband recently moved back to Green Bay from sunny Arizona, and their three-year-old son Michael had never visited a library before. They visited the Ashwaubenon branch to get new library cards and attended their first storytime with Sharon, where Michael exclaimed during the opening song, "Is this all for me?" Michael loved seeing all the books he could choose.*

Sugden applauded Giraldez's leadership at the Ashwaubenon and Southwest branches.

**4. DISCUSSION AND POSSIBLE ACTION REGARDING 2022 LIBRARY SERVICES GRANT** **Motion** by Running, seconded by Pletcher, to approve the 2022 Library Services Grant. **Motion carried.**

**5. UPDATE AND DISCUSSION ON LIBRARY FINES AND FEES** Deleted from agenda.

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

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

**I. Financial, and Gifts, Grants, and Donation Reports** Financial reports are cumulative through February. Chosa reported that fines and fees revenues had a 9% shortfall; personnel costs were 4% under budget; and operating expenses were 2% under budget.

Two large donations were received - \$5000 from Doris Ziesemer for the children's collection and \$1000 from the Conlon Trust for the needs of the Kress Family Branch.

**B. CAPITAL PROJECTS AND FACILITIES UPDATE** Beyler reported that the Central projects have started. The new garage door was installed and the other four other projects will start next month. Regarding the Lower Level, the County Board approved \$1.1M a last night's meeting. The total project budget is \$1.254M. Beyler shared highlights of the presentation given to the County Board on 3/16. Per the draft schedule, the project will be complete in mid-September 2022. It is recognized that supply chain issues could interfere with this timeline. Aubinger mentioned the management of maintenance costs and rental income as items to consider. Funding from county can be released upon completion of a memorandum of understanding (MOU). A parking solution will be explored. Pletcher suggested a thank you be sent to the County Board by the Library Board President on behalf of the Board.

### **C. PERSONNEL UPDATE**

Human Resources update:

**Successful Candidates:** two Kress Clerks – Esther Wentz and Breanna Leitzke; Southwest Associate Cadence Yungwirth; and Kress Associate Kaitlyn Francois (from Central Circulation).

**Open Searches:** three Circulation Clerks; one Weyers-Hilliard Clerk; one Circulation Associate; and two Kress Shelves

**Launching Soon:** three Shelves

Rogers reported the physical closing of the Central Library April 24-29 (but virtually open) to accommodate the switch of the children's department and the media wing. This move will give Youth Services much needed space. The space is 1.76 times larger. This area also provides better protection and noise control. It is exciting to know this move will be complete before summer! Anderson suggested this as a media opportunity and suggested posting progress online (time-lapse video perhaps).

Staff has been conducting a usage study at Central that is tracking how people are using the library – charging devices, using the computer, etc. This activity will be replicated at different times of the year.

**D. COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that the website will soon introduce two new pages. One will feature the individual library development projects including progressive photos, floor plans, and other related information. The second page is part of a Library Stories campaign that will launch during National Library Week (April 3-9). The, "What's Your Library Story," webpage will invite users to submit their stories on how the library and/or staff made a difference in their lives. These stories will be showcased in the libraries, on social media, and used in fundraising efforts. The stories will demonstrate how libraries strengthen our community and future! A social media campaign, printed promotional materials, and a community announcement will kick off the campaign.

A roundtable discussion featuring UWGB history professors addressed the Russian invasion of Ukraine. This timely program was organized by Mary Jane Herber. Approximately 80 attended.

In partnership with Barkhausen, a story walk will be installed and in partnership with Ledgeview, another story walk will be installed. Story walks are an interactive storytelling experience and a way for children and their adults to enjoy reading while spending time outdoors. Pages from books are attached to wooden stakes and placed along trails.

The library is collaborating with Green Bay Parks and Rec. to offer library programs in select parks this summer. The Bookmobile will also visit a selection of city parks.

The Friends Spring Book Sale netted over \$16,700.

**7. UPDATE ON BOOKMOBILE TIMELINE** Lagerman reported that the Request for Quote (RFQ) was posted on February 25 and the response deadline to County Purchasing is March 24.

**8. DISCUSSION AND POSSIBLE ACTION REGARDING NEW EAST BRANCH DESIGN TEAM UPDATE** Anderson reported that the kickoff meeting was today. He felt it was very productive and successful. He has a high degree of confidence in the Somerville firm. He is impressed with the timeline that completes the project in June 2023. The core team involves East Branch staff, the library's executive team, Anderson, and Aubinger. At least two community listening sessions will be offered – in the am and pm. The current lease ends at end of 2023. Sugden commented that the move-in should be thoughtful and well prepared. Beyler prefers the punch list to be completed before occupancy. Aubinger commented that Somerville was very knowledgeable about the green space. Inside renovations will be done in winter months. Concord Group is mindful of the Board's budgeting approvals and budget impact. Running stated that key people need to be invited to the visioning workshop. There will be two separate sessions - one for stakeholders and another for the public where plans can be presented and shared.

Woodward questioned delaying the fiber run. Beyler wants to know where DEMARC will be located. The fiber will be run the same time as construction and the location will be coordinated.

Sugden noted that it will be a great project and well worth the wait!

**9. PRESIDENT'S REPORT** Anderson reported Pletcher connected with Susan Selner, Denmark Village President who had an update on the bank building. The village has an opportunity for favorable financing so they can contribute to a remodel of the bank building. A long-term lease is needed to get financing. The library's project plan earmarked \$500,000 and fundraising dollars are unknown. The Village is interested in an elevator and they need more space. They are eager to get lease drawn up and getting the facility and staff together to share space. The lower level might change concept. The Library Board tasked the facilities Committee to connect with Selner and discuss needs assessment. Others will work on the terms of the lease. It was suggested and agreed that an architect should be involved in the needs assessment. HGA did the conceptual work. The Board would like to know what contractual formalities there are related to investments in facilities not owned by county. Corporation Counsel will be engaged.

Anderson reminded that he would like to see a Friends and Library Board mixer/get-together since the Friends of the Brown County Library do so much to support the library. As previously discussed, a recognition event for those who retired during the pandemic will be planned.

Running asked about county ARPA funds. The library was recipient of funds applied to the replacement of Central Library's HVAC and for the renovation of the lower level flexible meeting room.

**10. LIBRARY DIRECTOR'S REPORT** Sugden reported that a new partnership with Syble Hopp School will increase the library's impact. Syble Hopp is a Brown County School for youth with developmental issues. The library will be providing collections, color-coded book trucks, weekly storytimes via a rotating schedule among all Youth Services librarians, and regular Bookmobile visits.

Two years ago, the library shut down in response to the pandemic. Sugden stated what a tremendous team effort (including the Board) it has been to navigate this time and be responsive. March 17, 2020, the library closed. April 29 contactless pickup was introduced, and on June 29, internet use was reinstated. The internet is a critical resource tool –used for job applications, housing assistance and finding services. The library was a lifeline to so many. Conquering all these hard things gives confidence for the future. Anderson complimented Sarah for her leadership. Running asked about behavior issues on weekend. The strategy is to engage partners to fill gaps in service. The library is inviting partners to set up regular information tables that will be accessible by patrons. Running replied that a strategy will be needed for next season and stressed the need to continue to plan.

**11. OTHER BUSINESS** None.

**12. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** Meli mentioned the GB-PG article about parents requesting a book to be banned and wondered if the library could respond in some way to express support. Anderson thinks we should stay away from school board politics. There is an election coming and that could bring changes. The Library Board needs to be neutral. Parents have to and are responding and raising awareness to collection decisions. Aubinger does not think the board or library should engage since schools have their own governing board. Meli stands by responding in some way is a responsibility. Pletcher commented that if it was a public library, the library would stand united because of a shared philosophy. The public library interfering with a school library does not feel right. Sellen's concern is the County Board's opinion of any Library Board action and how it could impact funding. Pletcher commented that is not in the best interest of brown County Library System to enter that controversy.

### **13. ADJOURNMENT**

**Motion** by Sellen, seconded by Aubinger, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:00 pm.

### **NEXT REGULAR MEETING:**

**April 21, 2022 | 5:15 p.m.**

**Pulaski Branch**

Respectfully submitted,

Sue Lagerman | Recording Secretary