

## **PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES**

A regular meeting of the Brown County Library Board was held on **April 21, 2022** at **5:15 p.m.** at the Pulaski Branch Library, 222 W. Pulaski Street, Pulaski, WI, 54162.

**PRESENT:** BRIAN ANDERSON, ANNETTE AUBINGER, KATHY PLETCHER, DAVID RUNNING, JAYME SELLEN, and JOHN VAN DYCK

**EXCUSED:** MARISSA MELI and WENDY WOODWARD

**ALSO PRESENT:** Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, Curt Beyler, Becky Phillips, Danielle Zeamer, and Katie DeRuyter (staff). Keith Chambers, Pulaski Village President; Keith Deneys, County Board Supervisor District 26.

**1. CALL TO ORDER** President Anderson called the meeting to order at 5:15 p.m.

### **2. APPROVE/MODIFY AGENDA AND MINUTES**

**Motion** by Sellen, seconded by Pletcher, to approve the agenda and the March 2022 minutes. **Motion carried.**

### **3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC**

**A. Presentation by Becky Phillips, Weyers-Hilliard and Pulaski Branch Manager** Becky Phillips gave a slide presentation featuring the branch ("We are awesome.") She spoke about her staff who are fairly new due to turnover. An analysis of hours led to a consistent schedule of open hours. Storytime is offered every Tuesday morning and averages 15-25 attendees. Grace Christian Academy visits weekly. Thirty-eight percent of cardholders who designated the Pulaski Branch as their library are from outside of the Pulaski zip code. They see a mix of users – older adults, young families, and single persons. The average age of library users is 39. The collection is well used and has an excellent turnover rate. Adult media fiction, picture books and chapter books have the highest circulation. Connecting with the community after COVID was a big challenge so the branch immersed itself in the community. Staff participated in the Fall Festival in September 2021 and signed up 24 new cardholders, and updated 30 more. The, "We Believe" event in December 2021 offered a gingerbread house competition. Staff served on the event planning committee. Casmir Pulaski Days in March 2022 offered a screening of a virtual bus tour, "If These Bars Could Talk," in partnership with the Pulaski area historical Society. Planning for summer includes school visits, collaboration with the BC Zoomobile, 4-H, Pulaski K-9 unit and programs for summer school visits. The village-owned parking lot is used primarily by library visitors. Sugden thanked Phillips for her effective and thoughtful management of the branch.

### **4. DISCUSSION AND POSSIBLE ACTION REGARDING SHARED SPACE AND RESPONSIBILITIES WITH VILLAGE OF**

**PULASKI** Sugden noted her gratitude for partnership with Village and the passion and advocacy of community members. After years of consideration, the best solution for the branch's future is to partner with the Village and Pulaski Area Community Education (P.A.C.E.) In the new scenario, the library would take over the back 2/3 of the P.A.C.E. building. It is time to move forward. Elements of a memorandum of understanding (MOU) are being discussed and work continues. The library would like to proceed with environmental assessments and bring in an architect to start the design process. Chambers noted the need for enthusiastic people as this project is a process and will take time. Reminiscing about his first library visit and the library over the years, he stated that there is a lot of love for the library. He wondered about the condition of the physical structure. Beyler thinks the walls are in decent condition. There are some issues but the assessments will be helpful to determine the magnitude of those issues. A structural analysis will assess the roof. Both HGA and Concord Group have toured the building. The exterior has been kept up.

Supervisor Deneys thanked the Board for coming to Pulaski. He believes libraries are community-gathering places and this project will create a facility that will be used often. People will enjoy gathering here and it will have a long-term impact on the community. Libraries are important. Sugden thanked Deneys for his support and participation.

Chambers talked about the nearness of surrounding counties -. Shawano County is just a few blocks down and Oconto County also borders Pulaski. The Pulaski Tri-County area and four townships has a total population of about 12,000. P.A.C.E. operates from the Pulaski School District. The school district works well with the community. Mark Heck is the P.A.C.E. director. The school superintendent is on board as well. The first third of the current building will be a great event space for P.A.C.E. He suspects that the Senior Center, now Community Center, will also take advantage of the new space. The school

district's November referendum for \$100M is for additions at seven schools. The village averages an annual 10.5–11% growth in property valuation. Discussion took place about out-of-county payments. Since their consolidation, Shawano County no longer pays Brown County for library services received. Van Dyck stated that without financials, he could not vote in favor of approving assessments and studies – he would like to see documentation before moving forward.

**Motion** by Van Dyck, seconded by Running, to direct Library Executive Team to provide documentation showing fiscal impact of environmental and structural analyses, and building assessments. **Motion carried.**

**Motion** by Van Dyck, seconded by Aubinger to create a RFP for architectural services. Van Dyck supports this process because this is a bigger project than Denmark and Wrightstown. **Motion carried.** Van Dyck wondered if it would make sense to ask the school about a revenue contribution as part of the referendum. Anderson reiterated that the Library Board is committed. Chambers will start keeping the community informed more often.

## **5. DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDED BOOKMOBILE BID AND BUDGET**

**ADJUSTMENT** Two quotes for a new bookmobile were received. The budget adjustment previously approved for \$275,000 is not enough to cover all costs. A standing height walkthrough is an important consideration for the Leadership Team for safety purposes. Van Dyck thinks the standing height walkthrough cost from TechOps is too high. He would like to better understand the differential on the 360° degree camera system and the cost differential on the exterior 55" monitor. He would like additional information brought to the next meeting regarding Farber's rationale for not doing standing height walkthroughs. If it was a critical option, why aren't they doing it? He would also like to see a fundraising appeal brought forward – a philanthropic donation could be advantageous.

**Motion** by Van Dyck, seconded by Sellen, to defer action on this agenda item until the May meeting. **Motion carried.**

## **6. DISCUSSION AND POSSIBLE ACTION REGARDING STAFF RECOMMENDATION ON LIBRARY FINES AND FEES**

Chosa presented three options for removing barriers without removing accountability. 1. Remove teen fines 2. Implement biannual amnesty days and 3. Institute a three-day grace period. These give patrons multiple opportunities to clear overdue fines and promotes positive interactions between staff and patrons. The majority of fines come from adult items. Out of curiosity, Van Dyck asked for the financial impact if children's items were fined.

**Motion** by Van Dyck, seconded by Pletcher, to hold agenda item until May meeting so the full board can engage in discussion. **Motion carried.**

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

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

**I. Financial, and Gifts, Grants, and Donation Reports** Chosa reported that personnel costs are 4% under budget, and fines and fees had a 9% shortfall. Operating expenses were over budget due to county and maintenance agreements paid. The funds carried over from Supplies-Technology will purchase new PCs. In donations, \$876.00 was received from Genealogy 101 participants.

### **B. CAPITAL PROJECTS AND FACILITIES UPDATE**

**I. East Branch** – Two design meetings took place over the last week. One was a visioning session and the second was to discuss the block plan and programming.

**II. Central Lower Level** – The 95% construction documents from HGA were received, commented on, and returned. Camera Corner is no longer designing the project because they want to bid on it. Beyler is getting quotes from four other A/V design firms. We are about a month off the schedule. A demo with Open Meeting Tech for County Board technology took place yesterday.

**III. Central Department Reorganization** – Central Library will be closed April 24-29 to swap two departments. This move was prompted by the need for a larger youth area. Sight lines were an important consideration in planning. There may be about 75,000 moving parts! It was complicated planning but it has been carefully scheduled and timed. Options for the future use of the two study rooms are being discussed.

**IV. Facilities** – Central projects start Monday starting with the demolition of the loading dock. Door installation is scheduled for May 19-20. The loading dock will be poured May 11-13.

### **C. PERSONNEL UPDATE**

Human resources update:

**Resignations:** Liz Danielski - part time Associate at Ashwaubenon Branch

**Open Searches:** one Ashwaubenon Associate and one Central Circulation Clerk.

**Launching soon:** four Shelves – one each at Weyers-Hilliard, East, Ashwaubenon, and Central

**Moves:** Karen Lanier, Shelves moved from East to Kress

**Successful Candidates:** Kress Shelves -Keira Batzel; Weyers-Hilliard Clerk, Kristin Thompson; and two Central Clerks - Nolan Pacheco and Kris Kerver

Rogers thanked Jayme Sellen for joining the in-person Staff Development Day. Jayme said it was fun! Many thanks to the Friends of the Brown County Library for breakfast, lunch and a small token for all staff. The next staff development day is in September. The Library will be partnering with NFLS for the day's activities. Rogers is exploring tying this day to the retirement party for those who retired during the pandemic and when celebrations could not be scheduled.

There have been several training opportunities that staff is taking advantage of. Most recently is Compassion Resilience training sponsored by NFLS. Coming up in May is the Wisconsin Association of Public Libraries (WAPL) conference in Pewaukee. A number of staff is presenting – Kathy Pletcher and Sarah Sugden, Emily Rogers, Al Hughes, Danielle Zeamer, Lauren La Plant, and Sarah Melendy.

**D. COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman distributed the library news clippings for March. The National Library Week promotion, "What's Your Library Story?" collected 116 stories. They are being sorted and a marketing campaign is being built around them. Expect to see banners, posters and bookmarks as a result. This promotion was submitted for a WLA Programming award.

The library nominated Sherrill Revolinski, the Friends Board President, for the Volunteer Leadership awards part of the 34<sup>th</sup> WPS Volunteer Awards through the Volunteer Center of Brown County and she was chosen to receive it! She received her award at the breakfast celebration this morning.

The Summer Programming grant application to NFLS was approved and the library will receive \$3000 to be used toward the Summer Reading Challenge.

The Summer Reading Challenge kick-off will look different this year. Instead of one big event held at the Central Library, individual kick-off events will be held at each library location during the first week of Summer Reading. The Wild Thing and Rover Reader will make guest appearances. To encourage families to register for summer reading that week, a drawing will be held for all who register to win a Family Plus membership to the NEW Zoo (courtesy of the NEW Zoo).

#### **8. DISCUSSION AND POSSIBLE ACTION TO GRANT THE FRIENDS OF THE BROWN COUNTY LIBRARY PERMISSION TO SERVE WINE AT A MEMBERSHIP RECEPTION ON WEDNESDAY, JUNE 15, 2022 AT THE CENTRAL LIBRARY**

**Motion** by Van Dyck, seconded by Running, to approve the Friends serving wine at their membership reception on Wednesday, June 15, 2022 at the Central Library. **Motion carried.**

**9. PRESIDENT'S REPORT** None. Sugden and Pletcher will work on recognition for Friends.

**10. LIBRARY DIRECTOR'S REPORT** Sugden commented on the support of Friends and Foundation and how that support has made so many things possible.

Al Hughes is continuing to work with law enforcement and is building relationships with other agencies. She is also working on training for staff.

The time log project starts next month.

The 2021 Life Study released and this is the first year it asked about library services. This will help gauge quality of library services. Sugden will be excited to see the study and changes in 5 years.

Efforts with Achieve Brown County about grade-level reading are ongoing. Opportunities for sustainability of this project may come in the form of funding from the Greater Green Bay Community Foundation. There has to be a shared understanding of the importance of literacy. Only 27% of third graders read proficiently. This is a looming threat to the future workforce. It is time to disrupt this trend! Sugden complimented Danielle in developing relationship with workforce partners. Career navigators are coming to the library on Tuesdays. This is part of the LAWDS (Libraries Activating Workforce Development Skills) project – a collaboration of WI Department of Public Instruction, WI Department of Workforce Development, WI Library Association, and Wisconsin's Workforce Development Boards.

**11. OTHER BUSINESS** Running commended Van Dyck's accomplishment in getting unanimous support from the County Board for the lower level flexible meeting space.

**12. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

### **13. ADJOURNMENT**

**Motion** by Pletcher, seconded by Running, to adjourn for a tour of the library. **Motion carried.**

The meeting adjourned at 7:00 pm.

### **NEXT REGULAR MEETING:**

**May 19, 2022 | 5:15 p.m.**

**Kress Family Branch**

Respectfully submitted,  
Sue Lagerman | Recording Secretary