

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **May 19, 2022** at **5:15 p.m.** at the Kress Family Branch Library, 333 N. Broadway, De Pere, WI, 54115

PRESENT: BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, DAVID RUNNING, JAYME SELLEN, JOHN VAN DYCK, and WENDY WOODWARD

EXCUSED: KATHY PLETCHER

ALSO PRESENT: Sarah Sugden, Sue Lagerman, Linda Chosa, Curt Beyler, and David Koh (staff).

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

2. APPROVE/MODIFY AGENDA AND MINUTES

Motion by Sellen, seconded by Woodward, to approve the agenda and the April 2022 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC

A. Presentation by David Koh, Kress Family and Wrightstown Branch Manager

David is a new member of the management team. He moved here from North Carolina where he was working in an academic library (NC State). Koh shared a presentation that gave his history in libraries. The Kress branch has had five hires in the last three months. He's "Building the Bookshelf," – aligning talent and enthusiasm with local and system-wide objectives. The branch is re-instituting programs. They have had an average program attendance of 20 but that number is trending up – there were over 100 at the alpacas program. They are managing traffic and circulation changes through building spaces and collection sizes. He is focusing on the future and how things should be – what makes sense and works for everybody. They are creating spaces for people to exist in the library. The library is a network hub. Circulation/checkouts YTD total ~97,000 with a turnover rate of 2.84. Trends: children's materials equal ~58% of checkouts and 80% of picture books have been checked out at least once in the last six months. Circulation is up 19%. The future of De Pere is exciting and collaboration and partnership opportunities abound. Koh is starting to integrate himself in the community. Running commented on what a great library Kress is. Born in Ann Arbor, Michigan, Koh has also lived in Massachusetts, Vermont, North Carolina, and Idaho. Sugden commended David for leading and building his team. Van Dyck appreciated the statistics and suggested that other library managers do the same. The library is forming a data team led by Linda Chosa.

4. DISCUSSION AND POSSIBLE ACTION REGARDING RECOMMENDED BOOKMOBILE BID AND BUDGET ADJUSTMENT

Sugden and Chosa met with Michael Swendrowski, the Bookmobile consultant, and he had some general comments and answers to our questions. Only two out of six specialty vendors responded to the RFP. This is likely due for an increased demand in this type of vehicle and many do not want to take on extra work. He was happy that we received two bids. As in other industries, prices will continue to increase.

- The difference between base prices are attributable to location. TechOps is in Maryland and Farber is in Ohio. Additionally, Tech Ops recently changed their pricing model and our bid was one of the first under that model.
- Farber did offer a standing height walk-through on a different model but stated that they have enough business and they do not want to invest in engineering to do the walkthrough in our particular model.
- Tech Ops; pricing on the monitor was lower than Farber because it did not include the encasement (included in the base price). Putting these numbers together makes the total compatible with Farber's quote.
- TechOps thinks they can lower the cost of the 360-degree camera. TechOps was asked to redo pricing but that has not yet been received.

Chosa commented that there is no budget adjustment at this time since the new pricing is needed. Even with this new information, there was continued discussion about the cost for the walkthrough. The quoted prices have expired and revised prices will show an increase. Running supports the safety and convenience of a walkthrough and believes it is necessary. The Board has to move ahead and action has to be taken at next meeting. Updated pricing will be presented at the June meeting. Woodward questioned why Swendrowski suggests the Farber bid. If walkthrough had not been an option, Tech Ops' bid would have been the only bid received. Woodward would be more comfortable if the consultant's recommendation aligned with the Board's preference. Additional money can come from donations fund balance or from fundraising. The Board designated \$275,000. It was suggested that a funder be found and announced at the June meeting. Woodward understands this is a long-term investment but wants to be able to justify the decision of the Board.

Van Dyck understands the desire for a walkthrough but the significant price difference must be weighed. Is a walkthrough a need or a want? He would be interested in references of people and their reasons for deciding against a walkthrough.

No action taken.

5. 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 overdue fines 2. Implement biannual amnesty days and 3. Institute a three-day grace period on overdue fines. 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. Revenue loss would be made up from collections budget.

Van Dyck had asked for the financial impact if children's items were fined. Children's fines would be estimated at about \$3000 annually. (10 cents per day and capped at \$4.00)

Woodward asked about return on investment. Sugden replied that these changes would increase goodwill and remove barriers. Van Dyck commented that there is no documentation on impact and it is mostly anecdotal.

If approved, these changes would be built into the 2023 budget and into effect on January 1, 2023. Woodward confirmed that reducing barriers and supporting equity are the reasons these fine adjustments are being proposed. Aubinger thinks the system works so why change it.

Sellen likes the grace periods and amnesty days. Van Dyck is amenable with a grace period but has issues with two amnesty days when we already have one. He believes a measurement is needed and statistics are needed to support the change. Woodward commented that the loss of materials is not reflected in the proposal so this is about protecting the collection but removing the penalty. It was reiterated that fines apply to type of material (items catalogued as Young Adult), not the age of the person checking them out.

Motion by Running, seconded by Woodward, to approve the three proposed options related to fines and fees. Van Dyck requested to vote on each option separately. The Board Chair agreed to this. Running withdrew his motion.

Motion by Woodward, seconded by Running, to approve Option 1: Remove teen overdue fines. **Motion carried 4-3.**

Motion by Woodward, seconded by Running, to approve Option 2: Implement biannual amnesty days. **Motion carried 6-1.**

Motion by Woodward, seconded by Running, to approve Option 3: Institute a three-day grace period on overdue fines. **Motion carried unanimously.**

6. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

I. Financial, and Gifts, Grants, and Donation Reports Chosa distributed the financial report and noted that Personnel costs were 1% under budget (the library is almost fully staffed) and Operating expenses were 2% under budget. Donations included an annual gift from Carol Wood for \$3000 put towards the East campaign and a collection from Genealogy 101 participants. Staff has started the time log project that tracks their daily activity. The first assessment helped facilitate staffing changes. Everyone is tracking for four weeks. The goal is to conduct this time log project every other year.

B. CAPITAL PROJECTS AND FACILITIES UPDATE

I. East Branch – Meetings with the architect took place today and last week. Everything is going well. The Somerville team will be invited to attend and present plans at the June Board meeting. Two renderings of the outside will be shared at that time. It was noted that input from Board on outside design is important.

II. Central Lower Level – HGA incorporated all recommended changes into the 95% construction documents. CTI was selected as the AV design firm. They are very knowledgeable; very responsive, and have an aggressive timeline. The construction documents may be ready to send to Purchasing by the end of the month. The room should be ready for use in fall (October).

III. Pulaski Assessment Estimates – Work has started to modify the East Branch RFP for architectural and engineering services for Pulaski architectural and engineering services. Beyler presented quotes for preliminary condition assessments: Phase 1 environmental site assessment - \$2000; Structural assessment \$1800; and roof assessment \$400. Van Dyck commented that the structural assessment results are important before going to bid. Van Dyck wants to be careful and fears a much larger required investment. There is concern among the Board regarding the condition of the building and the cost to redo it. A determination cannot be made until the assessments are complete.

Van Dyck warned about putting the cart before the horse. Sugden replied that this has been a very lengthy process. If there are red flags, the project has to be paused. Aubinger does not care for the proposed location of the library in this building. Sugden replied that the front is close to the road and there is concern about children running. Anderson asked if there is a better space for the library. Van Dyck understands that there has been a lot of work put into it. He understands the motivation behind it but it has shoehorned the library into it. Anderson stated the Board needs to be fiscally confident. Most likely, there will be a Phase 2 environmental site assessment. Beyler noted that there are some advantages to not owning the building (cleaning, snow removal, maintenance, etc.)

Motion by Van Dyck, seconded by Sellen, to direct staff to have the necessary preliminary condition assessments completed. **Motion carried.**

IV. Facilities – Central projects update; the chimney envelop has been replaced; doors are installed but still need hardware and surrounding glass. During the loading dock demolition, a deteriorating water main was found. This led to the replacement of 120 feet of pipe. The loading dock foundation and wall are done and the deck will be back-filled next week or the week after. It should be operable in a couple weeks. Anderson visited the Central Library and complimented the newly rearranged spaces.

Van Dyck left the meeting at 6:42 pm

C. PERSONNEL UPDATE No report.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman distributed copies of the summer events calendar and shared information about, and invited the Board to, the Renaissance Faire at the Weyers-Hilliard Branch on May 21. A luncheon was held for the participants in the Denmark Connects program. This event highlighted the digital skills learned, the connections made, and the desire to keep the program going and growing in the Village. Lagerman is working with Mary Jane Herber on a September dinner event that will feature Pulitzer Prize-winning author David Maraniss and his newly released book, “Path Lit by Lightning: The Life of Jim Thorpe.” Lastly, two online BCL apparel stores will open soon – one for staff and the Board, and another for the public (much sought-after!)

7. PRESIDENT’S REPORT No report.

8. LIBRARY DIRECTOR’S REPORT Sugden’s written report was distributed. She attended and presented at the WI Association of Public Libraries (WAPL) conference, as did several staff. Conferences like this are an excellent way for staff to share their expertise. She presented with Kathy Pletcher and NFLS Director Tracy Vreeke. The Central Library re-org has spurred positive comments. Families feel it is safer for children and the new table arrangement presents quieter environments. Sugden commended Curt and team for reorganization. Ashwaubenon has experienced ‘spring fever’ with the after-school crowd of about 50 middle-school students. Staff is working with the school, as kids need to be accountable and experience consequences otherwise. This has been draining on staff and it is difficult to be compassionate and empathetic. Southwest had an unexpected closing for unexpected cleaning. The library offers a number of activities to support access and digital equity such as broadband internet, outreach vehicle hotspots, public computers and in-house laptops, copying, scanning and faxing services, circulating technology including Chromebooks and hotspots, programs focusing on digital literacy, and community partnerships to extend reach. There is a continued need for access and services. Related to those experiencing homelessness, Running would like to see a strategic plan for next fall and winter. He is concerned about future situations. Sugden replied that best practices vary among libraries and trying to help folks connect to services is important. Staff is going through self-defense training.

9. OTHER BUSINESS None.

10. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

11. ADJOURNMENT

Motion by Woodward, seconded by Meli, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:08 pm.

NEXT REGULAR MEETING:

June 16, 2022 | 5:15 p.m.

Central Library

Respectfully submitted,

Sue Lagerman | Recording Secretary