

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **June 16, 2022** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

PRESENT: KATHY PLETCHER, DAVID RUNNING, JAYME SELLEN, JOHN VAN DYCK, and WENDY WOODWARD

EXCUSED: BRIAN ANDERSON, ANNETTE AUBINGER (joined at 7:04 pm), and MARISSA MELI.

ALSO PRESENT: Sarah Sugden, Sue Lagerman, Linda Chosa, Curt Beyler, Mary Jane Herber, and Bobbie Kuehn. Dan Wiitanen, Senior Project Architect, Somerville Architects & Engineers; and Bobby Adelizzi, Project Manager, Concord Group.

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

2. APPROVE/MODIFY AGENDA AND MINUTES

Motion by Woodward, seconded by Pletcher, to approve the agenda and the May 2022 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC

4. PRESENTATION BY SOMERVILLE ARCHITECTS & ENGINEERS – DRAFT EAST BRANCH RENDERINGS Dan Wiitanen, Senior Project Architect had been working on the schematic design of the East Branch Library and shared a presentation on the renovation of the branch. He explained that the discovery process defined design directives (things to provide). These include areas for children, young adult, and adult, computer services, community room, study/meeting rooms, soft seating/lounge/reading areas, staff areas, outdoor spaces and a drive-thru. Group discussions took place with library leadership, library board representatives, and staff to determine the project's vision, needs, wants, challenges, goals and desired outcomes.

Preliminary floor plans were shared. Visibility throughout the branch is provided by the angled layout. The Marketplace (the hub) touches all areas of the library. The plan contains one large and four small study rooms. The community room has a 100-person capacity and could be split into two rooms.

Van Dyck asked about the number of workstations and space dedicated for staff. He wondered if workstation sharing would be an option instead of individual workstations that will not be in use all the time. This hoteling concept could reduce the footprint needed for staff spaces and increase square footage for the public space. He felt A lot of space is dedicated for staff and workstations compared to the space for public. Sound blocking to the former space was questioned. The cinderblock wall that separates the building will include a furred wall to further block noise. The entire building envelope will be improved – as well as the roof. Van Dyck complimented the flow of the layout.

Two exterior views were shared but only one façade will be included in the bid.

Draft hardscape and vegetation plans were displayed. These plans were created by landscape architect, Jeremy Cox. The pathway will be concrete. It was asked if there would be an opportunity for the outdoor area's surrounding fence to connect to the next building. This would save on fencing and there could be potential for art on the wall. This will be kept in mind.

Running asked what would be done with the ceilings. Materials will include a mix of ceiling clouds and acoustic ceiling tiles.

Bobby Adelizzi, Project Manager, Concord Group, presented on the schematic design (SD) budget. He commented that it is his responsibility that the project stays on budget and on time. He walked the Board through the budget and explained the reasoning behind the following contingencies and how the amounts will decrease as the project progresses: Construction Contingency (5%) used to cover any potential overages as a result from contractor bids. Once the contract is awarded this will no longer be carried; Design Contingency (12%) used to account for the fact that the current SD drawings are preliminary and lack the detail yet to get a very accurate estimate. This will be reduced to \$0.00 when the project goes out to bid for construction; Change Order Contingency (5%) used to cover any potential costs for change orders that result from errors or omissions in the design documents; and Owner Contingency (5%) used for items the library would like to add to the project after bidding, not for costs resulting from design errors or omissions. Taking these contingencies into account, the project will near its total budget, including alternates, in the amount of \$7,500,000.

The next budget update will be Design Development (DD), followed by Construction Documents Budget (CD). This is posted online for bidding. He would like to have the bid out by September so work should be completed by August. Three community listening sessions are scheduled next week.

Wiitanen and Aldezzi left the meeting at 6:25 pm.

5. UPDATE, DISCUSSION, AND POSSIBLE ACTION REGARDING RECOMMENDED BOOKMOBILE BID AND BUDGET ADJUSTMENT

Updated bids and other information requested by the Board were included in packet. Sugden commented that staff continues to feel strongly about crouching and walkthrough height and noted that the standing height eliminates future risk. Curt constructed the openings and the Board could experience going through both spaces.

Motion by Woodward, seconded by Pletcher, to accept the staff recommendation to accept the bid from TechOps in the amount \$405,370.27. **Motion carried 4-1.**

Motion by Woodward, seconded by Pletcher, to accept the budget adjustment that reallocates a portion of 2022 Donation Fund Balance, attributable to cumulative undesignated donations, to be used with BA 21-026 to purchase a Freightliner M2 Mobile Outreach Vehicle as specified in RFQ #2493 with standing height walkthrough, to replace the current 1993 Blue Bird Bus Bookmobile. **Motion carried unanimously.**

6. DISCUSSION AND POSSIBLE ACTION REGARDING COLLABORATIVE INITIATIVE WITH UWGB REGARDING LOCAL HISTORY/ARCHIVES

Sugden reported that the library received an invitation from the Chancellor. Since UWGB is building a new technology and education center (library), they are interested in partnering to house the archival collection. A regional local history research center would create civic engagement for students, volunteers, and all users. The library would gain staff through this partnership. This would be a new model for a Local History Research Center. LHRC. Our local history center is a true asset – accessed by people from across the globe.

Sugden would asking for LB to commit to dedicating space to house this combined collection and include in the renovations of the Central Library. Everything would fit on the west wing of the first floor. This would be an extraordinary addition. Costs are TBD (aside for renovation).

Motion by Van Dyck, seconded by Running, noting that the Library Board supports this collaborative initiative with UWGB, directs library staff to continue discussions with University staff regarding a partnership that creates a joint local history archive. **Motion carried.**

7. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update

I. Financial, and Gifts, Grants, and Donation Reports Chosa distributed the financials and noted that personnel costs were 2% under budget and operating expenses were %5 under budget. Due to benefits budgeting, the turnover reduction amount was higher than past years but \$100,000 of the \$175,000 due has already been met. It is projected that there will be a surplus at the end of the year. The Donations report was included in the packet. May is generally a slower month and June typically see a rise in donations. The process for Gift & Memorial fund donations was explained.

B. CAPITAL PROJECTS AND FACILITIES UPDATE

I. Central Lower Level – Construction documents are finished and Purchasing should post next week. Responses will be due back in July. A/V will be done soon and will be bid soon, too.

II. Pulaski Assessment Update – Phase I Environmental Site Assessment by Robert E. Lee and Associates is a 391-page report. An analysis will be presented at the July meeting.

The Structural Assessment by Meyer, Borgman, and Johnson, Inc. did not present any red flags. The recommended remedies are not unusual for a building remodel.

The Roofing Assessment by Security Luebke Roofing indicated emergency repairs that should be done immediately regardless of future use or work in the amount of \$10,500, remedial repairs that should be done in addition to the emergency repairs to bring back to a satisfactory condition in the amount of \$10,318, and roof replacement that could be done in addition to emergency repairs and instead of remedial repairs in the amount of \$77,600. These documents and information have been shared with the Village. Environmental study will take place next month.

Van Dyck asked how this building is different from the one the Board looked at in Ashwaubenon that would have been a teardown. He wondered what the real life expectancy of the building is. A remodel could be more expensive than a new build in this instance.

III. Facilities – The slab is being poured on the loading dock tomorrow, the glass and last two doors will be installed next week. Due to the storm, Weyers-Hilliard was without power and the HVAC needed maintenance. These issues were corrected and they were able to open as usual. The Pulaski Branch is without power and the branch will be closed until Monday.

C. PERSONNEL UPDATE Hiring is stabilizing from changes made since last staffing assessment.

Exits: Katie DeRuyter and Pablo Gonzalez – Circulation Clerks

Successful Candidates: Ellie Valentino and Kellie Thiele – Circulation Clerks;

Amelia Richards, Youth Services Shelver

Adam Mertz – Ashwaubenon 25-hour Library Associate (former LTE in Circulation and Adult Services)

Rachel Rabas – Adult Services LTE

Open Searches: Shelves at Weyers-Hilliard and Ashwaubenon, and Circulation Clerk

East Shelver position remains on hold.

Work on staff committees will resume as this had been put on hold during the pandemic. The programming reboot will be thoughtful and will address community needs. Shifting to an annual planner will help staff make effective use of their time in planning community-focused programs.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman commented on the Summer Reading Challenge Kick-off Events happening all week long. Attendees will be entered into a drawing for NEW Zoo Family Plus membership. The Friends Summer Book Sale is happening now through Friday (Bag Day!). Listening sessions for the new East Branch are scheduled for next week and will be taking place at the Salvation Army Kroc Center on Tuesday, June 21 for 9-10:30 am; Danz Elementary School on Wednesday, June 22 from 3:30-5 pm; and Thursday, June 23 from 6:30-8 pm at the East Branch. Refreshments will be served, courtesy of the Friends of the Brown County Library. All library entrances are being painted by local artist and book illustrator, Aaron Renier. They are representative of the summer theme, “Oceans of Possibilities.” The Renaissance Faire was a huge success with an estimated 1500 in attendance! Congratulations to the staff and their efforts in making this a popular and sought-after event! A digital save the date card for the reading Success Summit in October was sent.

8. PRESIDENT’S REPORT No report.

8. LIBRARY DIRECTOR’S REPORT Sugden reported that the time log work is an important tool used to making staffing decisions at all locations. The library is committed to this process every other year.

Update on library IT infrastructure and services. The library maintains a number of technology services. Systems were set up with the county IT department. Over the years, nothing was documented. Departments are charged back. The Board has long-wondered the methodology to determine chargebacks and there is nothing in writing. The library has experienced issues with services. Lack of oversight from former directors and the county and mismanagement and internal issues at DoIT have complicated matters. Consultants were brought in by the county but deliverables never happened. Kristen Holland is the new IT Director. The library has had printing issues for three months and there are real issues with service. The methodology for chargebacks is based on computers. The library’s chargebacks included public and staff computers. DoIT took the public computers of equation because they do not take of our computers. They used to but because of staff transitions it became very murky on who is responsible for what. The library needs clarity and help. The library does not have autonomy over its technology landscape. Recently, dozens of hours were spent by multiple staff on troubleshooting when the actual source of the issue was a firewall at the county. The library does not have access to what the county does. Aubinger asked what our IT Manager does then. The library has many specialized applications that the county does not service. The county owns the network and systems are locked down. The library is not getting the support when it is needed.

Woodward suggested a meeting with DoIT with to determine their IT service catalog. The library’s IT team needs to be better integrated with DoIT so needs can be defined and taken care of. The library needs assurances that the BCL team is part of County IT Team. Woodward asked what training does library staff need to be trusted by DoIT. There should be a mutual agreement between Sugden and Holland that the library’s service priorities are public facing services.

The 2023 budget will be different due to change in chargebacks. The levy is calculated off chargebacks.

9. OTHER BUSINESS None.

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

11. ADJOURNMENT

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

The meeting adjourned at 7:38 pm.

NEXT REGULAR MEETING:

July 21, 2022 | 5:15 p.m.

Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary