

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

A regular meeting of the Brown County Library Board was held on **August 18, 2022** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

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

**EXCUSED:**

**ALSO PRESENT:** Sarah Sugden Emily Rogers, Sue Lagerman, Linda Chosa, and Curt Beyler (staff). Mary Kardoskee, Ashwaubenon Village President, Joel Gregozeski, Ashwaubenon Village Manager, Patrick Leigl, Village of Ashwaubenon, Dan Wiitanen, Senior Project Architect, Somerville Architects & Engineers, and Danielle Zeamer, Library staff.

**1. CALL TO ORDER** President Anderson called the meeting to order at 5:20 p.m.

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

**Motion** by Pletcher, seconded by Running, to approve the agenda and the July 2022 minutes. **Motion carried.**

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

**4. DISCUSSION AND POSSIBLE ACTION REGARDING ASHWAUBENON BRANCH PARTNERSHIP OPPORTUNITIES – ASHWAUBENON VILLAGE PRESIDENT, MARY KARDOSKEE** Anderson congratulated Ashwaubenon on their successful celebration. Mary Kardoskee reported that village purchased San Luis Manor. Her dream to have the library be part of a new development there. She is wondering if there is interest in moving the library there. They are planning for a mixed-use property. Some projects, like the East Branch Library in Milwaukee, have the library attached to a structure. The library could be separate or built in a condominium style to retain autonomy and control of property. There is room on site to make either option work. A RFP will be prepared and sent to a developer. The Library Board could include as much information as they would like. The property size is about 4.5 acres. Aubinger stated that it is a good location for patrons with existing sidewalks, proximity to schools. It is also close to public transit. Woodside Senior Living is also close by. Kardoskee would like the blessing of the Library Board to include the library in the RFP. Van Dyck asked why this effort is different from past/failed efforts. In this situation, the Village controls it where as it did not control previous options. Gregozeski reiterated the village is in control. Engberg Anderson is the architect. Van Dyck would hope the village would be willing to work with the library on making a project as financially feasible as possible – land cost, structure setup, etc.

**Motion** by Van Dyck, seconded by Woodward, to form a Board committee to work with the Village of Ashwaubenon developing a RFP for a private developer for the San Luis property. **Motion carried.**

### **5. DISCUSSION AND POSSIBLE ACTION REGARDING WRIGHTSTOWN BRANCH/COTTER FAMILY PARTNERSHIP**

Sugden shared updated floor plans and a project summary of the combined Library/Community Center partnership. Sugden reported that conversations have been wonderful and it is apparent that Cotter's intent is genuine. The location is nestled among all the Wrightstown schools. The site has plenty of parking and a separate entrance. Staff has planned the floor space that includes a meeting room and small study rooms – something the branch library currently does not have. The gathering space on the Cotter side would be available for library use. This would help support large-scale programs. Approximate cost for 3,380 square feet and 50% of the common space is \$913,910. In exchange for a lease, the Library would pay for part of the construction and other ongoing costs. The exact terms would need to be determined. The Cotter side would be referred to as the Cotter Family Gathering Center. Meli has concerns about visceral reactions and emotions related to this pairing. The vision is to be a full-service facility – not just a funeral home. Van Dyck commented many funeral services take place at church, bypassing a funeral home. Cotter recognizes the village needs a community space. The Village leadership supports it. Running noted that the whole area is new with a new concept. It is an excellent location to attract kids. Cost needs to be negotiated. Anderson stated that it is important to stay within the \$1M committed to this location.

**Motion** by Van Dyck, seconded by Sellen, to approve the Wrightstown Branch project plan as proposed, pending agreement on reduction of Board contribution on final cost of construction, and development of MOU. In addition, the Board requests staff to work with Cotter Family and County legal to finalize cost sharing lease agreement and MOU and bring back to the Board for approval. **Motion carried 7-1. Meli abstained.**

**6. EAST BRANCH UPDATE – PRESENTATION BY SOMERVILLE ARCHITECT & ENGINEERS** Dan Wiitanen gave an updated presentation on the East Branch. He reviewed design directives, the site, the garden site, and floor plan including the ceiling layout and furniture. Confirmation is needed regarding any traffic easements. Van Dyck asked about acoustics in relation to the children's area. Acoustical tiles prevent reverb throughout the other open spaces but they will not prevent noise. Refinements will continue to be made and revised plans will be brought back next month. Anderson commended Aubinger for her participation on this project. She has carried a lot for the Board.

Sugden distributed the East Branch Library project budget comparison. Budgeted figures are based on a February 2021 test-fit. Projected figures are the most recent from Concord Group. Their estimates were on the higher end and construction costs could be reduced because of so many variables. There are change order and contingency estimates. Inflation costs are significant. Library leadership staff wants to re-examine the allocation of dollars on the capital project plan and present for action at September meeting.

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

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

**I. Financial, and Gifts, Grants, and Donation Reports** Chosa distributed the July financials. Expenses: Personnel costs are 4% under budget; IT chargebacks have been trued up – the budget was adjusted for \$229K; Outlay of \$202K was the down payment on the Bookmobile. The budget meeting with the County Executive is scheduled for August 30. Board members are invited to attend. Donations: A notable gift for \$7500 from Green Bay Packers Give Back supports the David Maraniss event on September 14.

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

**I. Central Lower Level** – AV construction documents have been turned over to County Purchasing for posting.

**II. Facilities** – The RFP for A&E services for Central HVAC project (ARPA) will be written soon.

### **C. PERSONNEL UPDATE** Rogers reported the following personnel changes:

**Exits: Left:** Brianna Leitzke – Kress Clerk.

**Successful Candidates:** – David Bobka – Central Clerk; Caitlyn Busch – Ashwaubenon Shelves; Arianna Van Dam - Southwest Associate

**Open Searches:** Two Southwest Clerks, Youth Services Librarian

**Launching Soon:** Kress Clerk and a few Shelves

The Performance Planning process will take place September 1 through November.

A proposal for funding submitted to the Friends for nearly \$15K was approved. This funding will support an onboarding packet for new staff with branded BCL items; years of service awards in 5-year increments; ongoing staff recognition, and food for staff development.

**D. COMMUNICATIONS/PROGRAMMING UPDATE** Lagerman reported that the Summer Reading Challenge ended on Monday. There were over 6,700 participants. This is a dramatic increase over the last two years. Several programs and events drew people back to the library. In partnership with the Green Bay Master Gardeners, Evenings in the Garden was a weekly program for visitors to tour and ask questions about gardening. Library Morning at the Brown County Fair took place today and early reports indicate it was a great success! This event is a team effort and staff is to be commended. The Bookmobile is at the Fair every day. Bookmobile Operator Jenn shared, via email, that attendance to the Bookmobile has shown nearly a 325% increase from 2021. She is busy issuing library cards and checking out books. The Local History Series is slated for Thursday, September 22 – October 27. The David Maraniss event on September 14 kicks off the series.

## **8. APPROVAL OF ARPA FUNDS EXPENDITURE IN THE AMOUNT OF \$117,298 TO SECURE CONCORD GROUP TO PROVIDE OWNER'S SERVICES FOR CENTRAL LIBRARY HVAC UPGRADE** Motion by Van Dyck, seconded by

Running, to ARPA funds expenditure in the allocated amount of \$117,298, previously approved by Ed & Rec. for Central Library HVAC upgrades. **Motion carried.**

**9. APPROVAL OF PROJECT 2525 – CENTRAL LIBRARY FLEXIBLE MEETING ROOM RENOVATION TO IEI GENERAL CONTRACTORS IN THE AMOUNT OF \$601,000 OF ALLOCATED ARPA FUNDS FOR THE LOW BASE BID AND ADD ALTERNATE** **Motion** by Van Dyck, seconded by Running, to approve Project 2525. **Motion carried.**

**10. PRESIDENT'S REPORT** Anderson thanked the County Board representative for voting on maintaining sales tax. He recommended that a task force, made up of members of the Board, Friends of the Brown County Library Board and B.C.L. Foundation, meet to strategize advocacy for the library on the distribution of the additional revenue resulting from the sales tax.

Van Dyck, in questioning inflationary projects, noted there has not been a lot of scrutiny about how monies have been divided. Different strategies would bring different results. He suggested a fundraising report be presented next month.

**11. LIBRARY DIRECTOR'S REPORT** Sugden reported that Scott Hall has been secured as the keynote for the Reading Success Summit. Al Hughes has been developing partnerships with human service agencies to assist the library. The trust path is improving. She participates in the Homeless Outreach Team. The recent summer point in time count was 89 compared to 38 in 2021. There are 145 people actively supported. Central Library is the only open facility on weekends (acting like a warming center) and this is not a viable option. Action is required on what can and cannot be done to help the situation. If it does not improve, Sugden will recommend closing the Central Library on weekends. There are many thoughts on whose responsibility this is. There has to be a joint solution – it is not the library's responsibility alone. Sugden complimented Danielle Zeamer on her work coordinating Resource Wednesdays – a regular schedule of various service providers. Zeamer commented that since June, 1-3 service providers have been scheduled on Wednesday for 1-2 hours. Hours and days may be expanded. The library hosted eight providers over summer. Career Navigators commit 4 hours a week at Central. The East and Southwest branches also hosted Career Navigators in August. Weyers-Hilliard and Kress branches will be sites in September. The Navigators give 8-10 hours of week to workforce development.

**12. OTHER BUSINESS** None.

**13. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

**14. ADJOURNMENT**

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

The meeting adjourned at 7:32 pm.

**NEXT REGULAR MEETING:**

**September 15, 2022 | 5:15 p.m.**

**Central Library**

Respectfully submitted,  
Sue Lagerman | Recording Secretary