

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **September 15, 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, and JOHN VAN DYCK. WENDY WOODWARD (virtual).

EXCUSED: KIM SCHANOCK and JAYME SELLEN

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

1. CALL TO ORDER President Anderson called the meeting to order at 5:16 p.m.

2. APPROVE/MODIFY AGENDA AND MINUTES

Motion by Running, seconded by Van Dyck, to approve the agenda and the August 2022 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

4. DISCUSSION AND POSSIBLE ACTION REGARDING MODIFIED CAPITAL PROJECTS PLAN An updated plan that takes inflation and other amendments into account was presented. Chosa walked the Board through the changes. Discussion took place about Central Library parking options. An approval of the capital projects plan will be sought next month.

5. NAMING RIGHTS INITIATIVE REPORT Sugden reviewed the work completed since May 2020 with the guidance of O'Connor Connective. This work included a fundraising feasibility study and brand identity; brand rollout and PR/Awareness campaign; website development and implementation; naming rights initiative content creation and fundraising campaign counsel; and fundraising campaign communication. Bodies of work completed, including the executive summary of the community survey summary, public relations work, and the Bookmobile pitch deck presented to potential donor, were distributed. Over a dozen asks and meetings with over 50 community organizations have taken place and Sugden has received very positive feedback. There is interest in supporting the library. Progress is being made and Sugden remains steadfast in continuing this important work. Community trust is growing. The contract with O'Connor Connective ended at the end of August. The library is grateful for the Friends of the Library and the B.C.L. Foundation for funding this work. The library desires to build up its development program. Pletcher complimented Sugden and the leadership team on the work that has been done. The B.C.L. Foundation board will discuss ways to support a development program at their November meeting. Van Dyck reminded to be realistic in fundraising goals and expectations of sales tax revenue.

6. APPROVE BUDGET ADJUSTMENT TO REALLOCATE FUNDING FOR THE PURCHASE OF BOOKMOBILE DUE TO A TECHNICAL CORRECTION FOR ACCOUNTING PURPOSES The budget adjustment will reallocate funds BA 21-026 and BA 2022-4362 for the purchase of Library Bookmobile. The funds will continue to be used for the purchase of the Library Bookmobile but reallocated to the Library Improvements Capital Project #13 referenced in the 2022 adopted budget and appropriately accounted for in the Library Improvement Funds 425.

Motion by Van Dyck, seconded by Meli, to approve reallocating funds BA 21-026 and BA 2022-4362 for the purchase of Library Bookmobile with a fiscal impact of \$0.00. **Motion carried.**

7. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial Manager Update The budget review meeting with the County Executive went well. No changes were made.

I. Financial, and Gifts, Grants, and Donation Reports Chosa distributed the August financials. Personnel costs were under 5%; turnover savings has been met using benefit savings. Operating Expenses were 4% under budget. The library is waiting to get the transfer for COLA increases as well as clarification of when it will be received from County Human Resources. The donation report was included in packet. A notable gift for \$7500 from Oneida Nation supported the David Maraniss event on September 14 and funding from the Friends of the Library supported the Summer Reading Challenge. A memorial gift was received for a former Brown County Librarian, Rosalie Shier. Rosalie served as a supervisor of the Ashwaubenon Branch and Central Adult Services. She retired in 2005.

B. CAPITAL PROJECTS AND FACILITIES UPDATE

I. East Branch Construction documents are undergoing owner final review. Comments will be given to Somerville and they will turn over to County Purchasing at the end of the month. Posting is expected in mid-October with bids due by mid-November.

II. Central Lower Level Buildout of flexible meeting room with IEI will tentatively begin in December and finishing in March since there is a 24-week lead time for doors. Van Dyck commented that if there is a way to move forward without waiting for the doors, we should so as to finish the project earlier. There was an A/V site visit this morning (non-mandatory) and three contractors attended. AV bids are due the end of the month.

III. Facilities

C. PERSONNEL UPDATE Rogers reported the following personnel changes:

Exits: Adam Mertz – Ashwaubenon Associate; Jackie Huisman – Pulaski Associate

Successful Candidates: Judy Ryan – Southwest Clerk; Lauren LaPlant – part-time Youth Services Librarian

Open Searches: Southwest Clerk; central Adult Services Research Librarian; Ashwaubenon and Pulaski Associates and Kress Clerk.

The Staff Development Day on September 23 is in partnership with NFLS. Four retirees (BCL and NFLS libraries) will attend for lunch – a taco buffet. Wendy Franklin, from NWTC, will present on customer service. Central is preparing for winter weather and is receiving training related to behavioral issues.

D. COMMUNICATIONS/PROGRAMMING UPDATE

Lagerman reported that classes continue as part of the Denmark Connects grant and the grant team is working on creating a community cohort to sustain learning opportunities once the grant funding ends in March 2023.

The David Maraniss event last night entertained 330 attendees. It was a very nice event and a special part of the evening was the presentation of a \$5,000 gift to the library from the Green Bay Packers in honor and recognition of Mary Jane Herber for her invaluable contributions to the Packers organization.

September is National Library Card sign-up month and the library is celebrating with an ALA based bingo card that promotes using library resources or participating in different library offerings. Completed bingos act as an entry in a drawing for library swag. Additionally, four billboards promoting getting a library card are being played on Hwy. 172, eastbound and westbound through September.

I. Reading Success Summit Khrome Agency has been on site filming single and group interviews to produce three short videos for use at the summit and for future events. The event agenda is being finalized. Sugden distributed the summary of the community listening sessions. An awareness campaign will be announced at the summit. The grade level reading campaign is the call to action – “The time to act is now.” The library is contracting with a consultant to work with the Youth Services team. Off-site session will allow them to work on an initiative that focuses on ages 0-8. Work will involve an examination of current activities, and identifying gaps in reaching the community. A 5-year strategic plan including storytime standards related to youth services will be a focus in the New Year. Staff will receive training on childhood development so they all have the same tools to be successful. This will build consistency across the library system. School engagement is a critical part of the equation.

8. PRESIDENT'S REPORT Anderson mentioned that Mary Jane Herber is famous in the legal arena for her recent help! An initiative for community advocacy was discussed last month and a meeting is planned to start work on this. To jump start advocacy, Anderson encouraged board members to accompany Sarah to county meetings (Library Board Buddy!) The Board is invited to the Staff Development luncheon on Friday, September 23 at Noon. RSVP to Rogers.

9. LIBRARY DIRECTOR'S REPORT Sugden reported that storytime schedule is moving forward at Syble Hopp. They will start in October. The Bookmobile also visits the school.

Wisconsin Historical Society's Book of Merit Award was awarded to Cliff Christl, who gave a shout-out to Mary Jane Herber for all her research assistance. UWGB and the Wisconsin Historical Society met recently with the library and there is much excitement about the possibility of a regional research center. An MOU for this arrangement is being considered. It is exciting to think about a consolidation of resources. Woodward commented that project should be holistic with access to all types of resources – digital and virtual.

The Library team is meeting with the Cotter Family tomorrow to follow up on MOU and plans. Van Dyck suggested a meeting with the attorney about lease document language. Sugden reported that the Village of Pulaski has committed funds to roof repair. An RFP for an architect could be started next month. Running asked what the Village Board expects of the library. Van Dyck is hesitant about a financial commitment stating the Wrightstown project has not cost the library much. He would like answers to large questions regarding Pulaski before engaging an architect. Who is going to own the building? Is the library going to be charged rent? He would like to see the Village Board vote on what they are going to commit to. The Library Board would like a written agreement clarifying the financial relationship as well as an understanding of the disposition of real property.

NFLS is undertaking strategic planning with OWLS. Sugden would like to discuss consolidation of both systems (BCL and OWLS). Long term, it would be beneficial to be part of the same system.

Sugden attended the Brown County Housing and Homelessness Coalition meeting with Al Hughes. She heard great feedback from community partners – they asked what they could do to help the library’s situation. She and Hughes are planning a mapping assessment of current services available. December 21 will be the deciding day for Central Library’s hours of winter operation. Homelessness in the county has increased dramatically. Sugden is confident in the work taking place. Pletcher asked if benchmarks are in place for partners to reach leading up to December 21. Sugden feels good about plan and strategy.

12. OTHER BUSINESS None.

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

14. ADJOURNMENT

Motion by Woodward, seconded by Pletcher, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 7:37 pm.

NEXT REGULAR MEETING:

October 20, 2022 | 5:15 p.m.

Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary