

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **November 29, 2022** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

PRESENT: ANNETTE AUBINGER, DAVID RUNNING, KATHY PLETCHER, KIM SCHANOCK, JAYME SELLEN, JOHN VAN DYCK and WENDY WOODWARD.

EXCUSED: BRIAN ANDERSON and MARISSA MELI

ALSO PRESENT: Sarah Sugden, Sue Lagerman, Linda Chosa, Curt Beyler, Danielle Zeamer and Leah Liebergen (staff).

1. CALL TO ORDER Facilities Officer Aubinger called the meeting to order at 5:22 p.m.

2. APPROVE/MODIFY AGENDA AND MINUTES Motion by Van Dyck, seconded by Woodward, to approve the agenda and the October 2022 minutes. Motion carried.

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

4. DISCUSSION AND APPROVAL OF LOW BID FOR NEW EAST BRANCH RFB Motion by Woodward, seconded by Van Dyck, to defer agenda item until all board members are present. Motion carried.

Sugden commented how pleased she was with the bids from the contractors. Chosa reminded that \$6M in sales tax funds and \$1.5M in donations were allocated to this project (total \$7.5M). This amount includes the FF&E total of about \$750,000. The \$6.3M cost of the project would be over by \$300,000 without donations. Beyler reviewed the 10 alternates included in the bid. Discussion took place about lighting, the garden/landscape plantings, north additions, and revised fence extents.

Motion by Woodward, seconded by Pletcher, to accept management's recommendation to accept the Zeise bid minus Alternate 6/Additional Exterior Landscape Plantings. Motion carried.

5. DISCUSSION AND POSSIBLE ACTION REGARDING 2022 PERFORMANCE PAY, COLA INCREASES, AND INCENTIVE PAY The Performance Pay Policy was provided for informational purposes. The 2022 and 2023 Classification and Compensation Scales were shared to illustrate the 2023 increase for COLA (in alignment with Brown County). Per the approved policy, the Board can approve a one-time incentive pay if there is a year-end personnel surplus.

All employees are eligible for a COLA increase if their performance ranking is Meets Expectations or Exceeds Expectations. The evaluation rankings break down as follows: Not Eligible – 16 (10 vacancies and 6 employed less than six months); Needs Improvement – 3; Meets Expectations – 41; and Exceeds Expectations – 57.

In addition, the County voted on 2% one-time payment for any employee that had a satisfactory (meet or exceeds) or above ranking in 2021. These payments, based on 2021 performance, were made last week.

All employees received the county's 2.3% COLA payment in 2022 and the library gave a 1.92% one-time payment to those ranked Exceeds Expectations and a 1.5% payment to all staff.

The surplus in Personnel is projected at \$181,000. Per the library's plan, the board could approve a similar incentive payment.

Woodward questioned the number of staff who were rated as Exceed Expectations. She thinks the number is high and wanted assurance that there is not intentional inflation and questioned if is the right thing to do from a business standpoint.

Woodward would like to see a more incentive-based method of performance ranking. Running commented that it is often challenging with a multi-tiered structure.

Van Dyck wonders if some funds should be set aside and re-look at rankings. Staff has already been informed of their ranking. Running suggested making changes next year. Woodward noted that meeting expectations is a good thing.

Motion by Woodward, seconded by Aubinger, to approve ½% one-time payment to employees ranked as Meets Expectations and a 1% one-time payment to those ranked Exceed Expectations since staff has already received a bump. This is not meant

to be punitive. This payout totals ~\$26,000. **Motion passed 4-3.** It was noted that the three trustees who voted nay were in favor of higher percentages.

Motion by Schanock, seconded by Pletcher, to increase each payout by a ½% making the payouts 1% for those meeting expectations and 1.5% for those exceeding. This payout would total ~\$42,000. The money is there and it has been a tough couple of years. **Motion failed 3-4.**

6. UPDATE ON ASHWAUBENON RFP In August, the Village of Ashwaubenon presented at the meeting on a proposal for a partnership. Two RFPS have been secured for the proposed project. A meeting with the architects will take place in December. Aubinger, Beyler and Sugden represent the Library Board and the Library in a collaborative process between the village and library. Specific needs of the board and library that are needed to make the partnership work were expressed. The meeting with the architects should shore up those needs. It was agreed that everyone wants this building to be an, “Aha!” striking building. Van Dyck noted that the library needs to look out for the library’s best interests, since, in this scenario, the library is just a part of a large project. At this time, it is not known what percentage of the total cost would be the library’s. It is an exciting opportunity for community engagement and programming. The Village is highly motivated and would like to get started as early as next summer.

7. UPDATE ON LIBRARY PARTNERSHIPS Sugden reported that the Denmark and Pulaski projects are moving slowly. She had a productive and informative meeting with the County Executive and Administration and is getting clarity about partnerships that is consistent with county policy including definition of control in relation to sales tax. The Wrightstown project is complicated as since the library has capital dollars – not operational dollars. There are few options to consider. There will be similar situations in all library projects. The library is committed to making partnerships work and the county is showing support for these projects.

8. DISCUSSION AND POSSIBLE ACTION REGARDING REVISED FINES AND FEES POLICY The most notable change was the elimination of fines on young adult materials. Added “mobile” to Mobile Hotspots for clarity. If approved, this policy will become effective on January 1, 2023.

Motion by Woodward, seconded by Pletcher, to approve the revised Fines and Fees policy. **Motion passed 6-1.**

9. DISCUSSION AND POSSIBLE ACTION REGARDING TEMPORARY INCREASE IN COMPENSATION FOR WORK IN ANOTHER CLASSIFICATION The library’s IT Manager, Mick Petzold, resigned. This request brings the wages of the Research and IT Librarian up to the minimum of the IT Manager salary. This is in alignment with county code. There are two pay scenarios – one for the rest of the year and one with the 2023 wage increase.

Motion by Running, seconded by Schanock, to approve the temporary wage adjustment as presented. **Motion carried.**

10. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. FINANCIAL MANAGER UPDATE

I. Financial, and Gifts, Grants, and Donation Reports Chosa noted that the Friends monies for the David Maraniss event was mostly a pass-through for event registrations.

B. FACILITIES UPDATE

I. Central Lower Level Flexible Meeting Room The construction schedule was distributed. The new space should be ready for use in April 2023. A meeting with the AV contractor is scheduled for next week. The furniture order has been placed.

II. Central HVAC ARPA RFP The RFP is being written and is planned to be presented at the Board’s next meeting for approval.

III. Central Phase One Capital Projects Update About 98% complete. There are two small items left on the punch list (some concrete work may have to wait until spring) but the projects are nearly complete.

C. PERSONNEL UPDATE Sugden reported that the IT manager resigned and the position has been posted. This role will continue to work with County IT to stay closely aligned in technology needs and service. Van Dyck asked if the position should be reviewed to attract the best candidates and to share responsibilities with County IT. The library has a lot of technology that does not intersect with the County. The library needs someone to manage all of the library’s needs and work with the county-provided technology. This position is not unique to libraries and IT

Managers are in high demand. The library cannot compete with current wage range. Woodward asked about the progress of the library's technology plan. Van Dyck commented that it would be interesting to have the position description reviewed by an IT consultant. Woodward concurred that the wage may not attract desired candidates. It might be helpful to advertise in Higher Ed arenas.

D. COMMUNICATIONS/PROGRAMMING UPDATE

Lagerman reported that the Friends Fall Book Sale was a success. Proceeds totaled just under \$18,000.00. The next sale is scheduled for the first week of May 2023.

The 34th Local History Series wrapped up after a successful dinner event with author, David Maraniss followed by six presentations on consecutive Thursdays. More than 900 people attended.

The Friends' Give-A-Kid-A-Book campaign is well underway. The deadline to donate is December 10. Distribution this year will take place over three days, December 20-22 at the former ShopKo at East Town Mall.

Library staff, family, and friends, participated in the Holiday Parade on November 19. It was a fun and festive parade on a beautiful and crisp winter-like day!

Storytimes at Syble Hopp are going very well. The storytimes started in October. Youth Services staff are on a rotating schedule and provide two back-to back storytimes. The attendees are a combination of students from 2-3 classes. Feedback from school leaders has been positive. The students are enjoying each storytime and the associated activities.

The grant period for the Denmark Connects program funded by Bader Philanthropies officially ends at the end of Q1 2023. However, our cohort is introducing and will be providing ongoing opportunities to encourage peer-to-peer training.

8. PRESIDENT'S REPORT None.

9. LIBRARY DIRECTOR'S REPORT Sugden's main focus has been performance planning and reviews. New public computer are being deployed (about 100) at all locations. The work with the YS consultant begins tomorrow and will wrap up in Q2 2023. The library continues to work with Achieve Brown County and other community partners who have a great interest in grade level reading. All the file cabinets are gone from the floor! Records and files are being put into sustainable systems. Staff would propose that the December meeting be canceled due to timing. Sugden will discuss with President Anderson.

12. OTHER BUSINESS Van Dyck requested adding library Board by-laws/board Membership to the January agenda.

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

14. ADJOURNMENT

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

The meeting adjourned at 7:43 pm.

NEXT REGULAR MEETING:

December 15, 2022 | 5:15 p.m.

Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary