

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **February 16, 2023** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

PRESENT: BRIAN ANDERSON, ANNETTE AUBINGER, DAVID RUNNING, KIM SCHANOCK, JAYME SELLEN, and JOHN VANDYCK. KATHY PLETCHER and WENDY WOODWARD attended remotely.

ABSENT: MARISSA MELI

PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, Curt Beyler and Leah Liebergen (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 Sellen, seconded by Running, to approve the agenda and the January 2023 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

4. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY BOARD BY-LAWS After discussion, **Motion** by Van Dyck, seconded by Running, to modify particular by-law language to include information regarding the County Board representative position, and add the roles of Secretary to Personnel and Treasurer to Facilities Officers. **Motion carried.** Schanock volunteered to be on the appointed facilities committee. Schanock can fulfill the school district representative requirement. A request will be made to the Ashwaubenon School District Administrator to appoint Schanock in this role.

5. ANNUAL ELECTION OF OFFICERS

A. President Anderson called for nominations for President. Schanock nominated Anderson who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Van Dyck, seconded by Running, to close the floor and cast a unanimous ballot in favor of Anderson as President. **Motion carried unanimously.**

B. Vice President Anderson called for nominations for Vice President. Schanock nominated Sellen who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Running, seconded by Van Dyck, to close the floor and cast a unanimous ballot in favor of Sellen as Vice President. **Motion carried unanimously.**

C. Personnel Officer/Secretary Anderson called for nominations for Personnel Officer/ Secretary. Schanock nominated Pletcher who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Running, seconded by Aubinger, to close the floor and cast a unanimous ballot in favor of Pletcher as Personnel Officer/Secretary. **Motion carried unanimously.**

D. Facilities Officer/Treasurer Anderson called for nominations for Facilities Officer/ Treasurer. Schanock nominated Aubinger who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Running, seconded by Sellen, to close the floor and cast a unanimous ballot in favor for Aubinger as Facilities Officer/Treasurer. **Motion carried unanimously.**

6. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 LIBRARY SERVICES GRANT This annual grant from NFLS benefits library collections. This year's funding supports the 2023 PressReader subscription. **Motion** by Sellen, seconded by Van Dyck, to approve the 2023 Library Service Grant application for \$26,612. **Motion carried.**

7. DISCUSSION AND POSSIBLE ACTION REGARDING 2022 CARRYOVER Chosa reviewed the 2022 budget summary included in the packet. Suggested carryover projects in the 105 fund (county levy) total \$38,491 and will be used for collections, staff chairs, public computer equipment, and Pulaski furniture (that had been paused due to COVID). The fund balance after carryover totals \$1,536,435. Van Dyck suggested a budget adjustment should be made, due to restrictions on the use of sales tax monies, to move the Bookmobile expenditure from donations and the budget to sales tax funds. The fund balance in the 106 fund (donations and coin-op) after restricted donations totals \$288,706. **Motion** by Running, seconded by Aubinger, to approve the 2022 into 2023 carryover for the 105 and 106 funds as presented. **Motion carried.**

8. DISCUSSION AND POSSIBLE ACTION REGARDING 2022 ANNUAL REPORT Chosa highlighted changes from prior year(s). COVID questions, while fewer, were included in the report. Circulation of physical and digital resources, and people visits, saw increases and continue to rebound post-pandemic. Section VII, the capital projects section, includes ARPA funds for the Central Library Flexible Meeting Room, the new East Branch, Central Library renovation, and the Bookmobile.

Adjacent county loans increased by 11,615 and costs per loan decreased. The largest use increases were from Outagamie and Oconto counties, resulting in an additional \$35,000 in revenue from adjacent county payments (to be paid in 2024). Running is interested in Shawano County use as it relates to the Pulaski Branch. Strategies to preserve future funding were discussed. There is a lot of potential for conversation with Oconto County. Sugden will reach out to the County Administrator. **Motion** by Van Dyck, seconded by Sellen, to approve the 2022 Annual Report. **Motion carried.**

9. DISCUSSION AND POSSIBLE ACTION REGARDING NEW EAST BRANCH Beyler showed photos of the project's progress. A couple items are delayed but the overall project should not be impeded. Cost variations were shared.

10. DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL LOWER LEVEL FLEXIBLE MEETING ROOM Beyler showed construction photos. Cost variations were shared. The project is on schedule.

11. DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGES Rogers explained the proposed change to increase the Youth Services Librarian from a 25-hour a week to a 40-hour per week position at the Ashwaubenon Branch. This has long been the desire to accomplish. The opportunity now exists due to the ability to capitalize on a vacant Clerk position in Circulation that is not needed. **Motion** by Aubinger, seconded by Woodward, to approve the Table of Organization changes as presented. **Motion carried.**

12. DISCUSSION AND POSSIBLE ACTION REGARDING TEMPORARY INCREASE IN COMPENSATION FOR WORK IN ANOTHER CLASSIFICATION AND TABLE OF ORGANIZATION CHANGE FOR LTE POSITION Planning for consistency of services, the library would like to establish a contingency plan for if/when the Safety Officer, a current member of the Army National Guard, is called for active duty. This would allow the library to be more nimble in maintaining safe operations when longer absences occur. Using salary savings, the library would make a temporary wage adjustment to allow a trained staff member to assume a part-time role as an interim Safety Officer and allow a part-time LTE to assist in the duties unfilled by the interim Safety Officer. **Motion** by Woodward, seconded by Pletcher, to approve the temporary increase in compensation for work in another classification and Table of Organization change as a contingency plan. **Motion carried.**

13. DENMARK BRANCH UPDATE Pletcher reviewed the history for the newer Board members – from the library's time in Denmark High School to the intended move-in to the former bank as a partner of the Village. The library has another opportunity for partnering on a Denmark Branch. There is a community group called OneDenmark that has been working for the past two years on developing a Denmark Community Center to serve the community. The current Early Childhood Center will become available mid to late 2024 and is a good location for a community center. Pletcher, Sugden, Beyler and Rogers toured the facility last summer and agreed it could be a good co-location for the library. No further discussions have taken place with OneDenmark. However, when OneDenmark learned of the Village's decision to not co-locate the Library in the M&I Bank and they reached out to Sue Lagerman inviting a library representative to attend their next meeting in April. Kathy Pletcher is available and interested in representing the Library Board.

This is a great opportunity for discussion/exploration. Pletcher will attend meeting in April. OneDenmark has started work on a business plan. Pletcher would like the Board's support to attend the meetings, as a Denmark resident and a member of the Board, to explore possible solutions. Running expressed concern with school property and a public library. This building does not belong to the school district. The Early Childhood Center will move and the current building will be sold and operated by OneDenmark. It will be interesting to see how the library might fit in this environment. Their plan is to have the property ready by mid to late 2024. Van Dyck mentioned the generosity of Cotter's plan for relocation in Wrightstown but it will not work so the arrangement is off the table. The agreement was set up as a pre-paid lease. When the sales tax was extended, one of the caveats was that the money could only be spent on county-controlled or owned properties. He shared this as something to keep in mind as other options are explored. The Wrightstown project dissolution was an amicable parting of ways.

14. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. FINANCIAL MANAGER UPDATE

I. Financial, and Gifts, Grants, and Donation Reports There are no financial statements. January and February will close together. Donations include a \$10,000 gift from the Zaborski Charitable Trust.

B. FACILITIES UPDATE No update as items were previously discussed.

C. PERSONNEL UPDATE

Resigned: Riley Valentino, Circulation Clerk; Chelsea Larson, Ashwaubenon Clerk.

New Hires: Alicia Ellsner – Ashwaubenon Clerk to Weyers-Hilliard Clerk. Jay Gerlach – Research and IT Librarian to IT Manager and Amanda Young - Circulation Manager to Kress and Wrightstown Manager.

Open Positions/Recruiting: Clerks – Ashwaubenon and Circulation.

D. COMMUNICATIONS/PROGRAMMING UPDATE

The library is participating in national research study to measure the social and economic impact of arts and culture in Brown County. Surveys are being distributed and then collected at all programs now through April 30.

Lagerman represented the library at a downtown parking stakeholder meeting led by a consultant hired by the city to update the 2013 downtown parking survey.

The March – May calendar of events went to print today. A new feature is a thank you and the call out of partner organizations and presenters.

Summer Reading Program planning is underway! Components include programs for children, teens, adults, and one focused on early literacy for ages 0-4.

Bookmobile update! Per the consultant, “the chassis expected to complete late March, the body to complete in June, and inspection/delivery in late August/early September.”

15. PRESIDENT’S REPORT Anderson stated that he was impressed by the number of programs represented in annual report.

16. LIBRARY DIRECTOR’S REPORT

Sugden reported that the Ashwaubenon project is very exciting and anticipates full-steam ahead!

UWGB talks resumed regarding partnership. UWGB has proposed to WI State Historical Society to split collections into two Area Research Centers (ARCs). It is unclear on how the division of collections would work.

Collection Development: staff is tightening up purchasing procedures. The library wants its books to be used – not sitting on a shelf. New-to-selecting professional staff are participating in ongoing training. The library’s goal is to serve the needs of the community and contributing to the success of the library.

Conversations continue related to the Bay Area Workforce Development Board partnership. They experienced a change in leadership but work continues to develop a collaborative model with the Job Center that leverages library infrastructure, collections, and amenities. NFLS is invited to be part of collaboration. There will be a meeting with members of DWD in Madison to discuss moving forward. It is critical that services can continue to be provided.

The library continues to work with Achieve Brown County on focused progress working with reading proficiency. Since the summit in October, work has been ongoing and all interested parties are being harnessed. There is a proposal to work with a human design consultant to coordinate and divide work. Schanock noted that it is important to keep the wheels on the strategy and not get lost in the data collection and theory.

Staffing issues, patron behavior, and volume of use caused the Central Library to close on Saturdays and Sundays. The Board asked to be notified of such closures. Rogers is working with Central Manager to determine scheduling to make weekends hours possible again. The library is committed to expanding services on weekends. Staff is competent and trained in behavior policy. The collaboration with community partners is making things better. Van Dyck commented that changes could give you the opportunity to move forward on something you might not have done before. He commented not to be in a hurry to go back to something. What is best for the library? What days can resources be better utilized? If hours were changed

elsewhere during the week, would the library be busier? Shifts in communities are being seen. Kress and Weyers-Hilliard are very busy on Saturdays. People count comparison is of interest.

Sugden attended Library Legislative day in Madison recently and was able to connect with several legislators.

The April 20 Board meeting will be a work session focusing on rural library services delivery.

17. OTHER BUSINESS None.

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

19. ADJOURNMENT

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

The meeting adjourned at 7:50 pm.

NEXT REGULAR MEETING:

March 16, 2023 | 5:15 p.m. | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary