

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

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

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

EXCUSED: BRIAN ANDERSON, MARISSA MELI, and KATHY PLETCHER

PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, Curt Beyler, Mary Krauss, and Bethany Neuman (staff). Geoff Bennett, Appleton.

1. CALL TO ORDER Vice President Sellen called the meeting to order at 5:17 pm.

2. APPROVE/MODIFY AGENDA AND MINUTES **Motion** by Van Dyck, seconded by Running, to approve the agenda and the February 2023 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

4. UPDATE AND POSSIBLE ACTION REGARDING NEW EAST BRANCH Beyler referenced the Concord Report included in packet and asked if there were questions. Beyler shared that floor box locations were finalized and match the furniture layout. The 15 floor boxes in the plan original were added as placeholders before the furniture layout was finalized. **Motion** by Woodward, seconded by Aubinger, to approve the potential change orders outlined in Section 2 of the Concord Report as presented. **Motion carried.**

5. UPDATE AND POSSIBLE ACTION REGARDING CENTRAL LOWER LEVEL FLEXIBLE MEETING ROOM Beyler referenced the Concord Report included in the packet and asked if there were questions. A new schedule/timeline was distributed. Occupancy should be obtained by April 17, which is in time for the County Board and Library Board meetings. Running complimented the reporting of Concord Group. Van Dyck asked about a budget for equipment for the public use of the room. The technology infrastructure is built-in. There is not a dedicated PC for that room at this time.

6. SUSPEND MEETING TO TOUR LOWER LEVEL FLEXIBLE MEETING ROOM The tour was deferred to the end of the meeting.

7. UPDATE REGARDING AMNESTY WEEK DURING NATIONAL LIBRARY WEEK, APRIL 24-29, 2023 Chosa reviewed the rules and the past results. As part of National Library Week's celebration, all overdue fines for items returned during the week, will be waived.

8. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. FINANCIAL MANAGER UPDATE

I. Financial, and Gifts, Grants, and Donation Reports Two larger donations were received - one from D. Ziesemer (who has been donating since 2018) for the Children's Collection and C. Wood for the East Branch Capital Campaign. Van Dyck suggested pooling individual donations and recognizing them in the branch (example stacks, an area etc.) It could be beneficial to offer lower value items that smaller donations could support. A review of the financials showed that the budget is 3% under in personnel costs and operating expenses are over budget due to an expected payment of a large annual software agreement.

B. FACILITIES UPDATE The Central Library HVAC replacement project has started. Seven architects attended the walkthrough and five or six proposals are expected. Proposals are due in a week.

C. PERSONNEL UPDATE Rogers reported the following:

New Hires: Rachel Selig, Ashwaubenon Clerk and Leah Drenning, Ashwaubenon Clerk

Open Positions/Recruiting: Central Circulation Manager, Ashwaubenon and Central circulation clerks.

Plans for the Staff Development Day on March 31 are being finalized. During COVID, virtual meetings were initiated and they continue every other Monday via Teams. They are recorded and accessible for all staff. Meetings include updates, information sharing, guests, and trainings. An upcoming meeting will feature, Awaken, a non-profit organization whose mission is to end sex trafficking, a review of tornado watches and warnings procedures, an overview the annual report, and procedures related to quarantined email. In library committee news, charters for the Innovation and Technology committees have been completed. The Innovation Committee, chaired by Jay Gerlach, looks at all technology and potential technology and the Technology Committee, which includes reps from throughout the system, help roll out technology that the Innovation Committee decides on and also helps develop any related training. These are two of several committees throughout the system.

Rogers is working with the county's risk manager to define guidelines about having animals in the library that are compliant with the county's rules.

Further developing/revamping the library's programming model. Rogers is working with branch managers on developing relationships with partners to offer quality and appropriate programs. Recent examples include program in partnership with the ADRC, Brain Center, and Garden/Seed Library partners.

D. COMMUNICATIONS/PROGRAMMING UPDATE Lagerman announced that a ceremonial groundbreaking for the new East Branch is scheduled for Thursday, April 6 at 11:00 am. More information will be shared soon. A "play space" questionnaire will invite the community to share their input on the outdoor space at the new branch. These short (2-3 question) questionnaires will be available at the library, online, and at other locations. Lagerman is working with the East Branch manager on a marketing effort to local businesses. Sellen suggested including members of HBBA (Helping Businesses Build Assets).

Construction of the Summer Reading Program has begun.

UntitledTown programming has been recruiting new members for the programming committee and is pleased to welcome four new people to the group.

Youth Services staff and the Bookmobile are participating in the Packers' Time Out for Reading event on March 25. The "Best of BCL Storytime," library card sign up and visits to the Bookmobile will be offered. Woodward suggested offering stories in Spanish as well.

Staff also participated in the Parenting Expo at the KI on March 4. Engaging with parents is a great way to support the library's early literacy efforts. Next year, the event will take place at the Resch Expo. The additional outdoor space will accommodate the Bookmobile's participation.

9. PRESIDENT'S REPORT None.

10. LIBRARY DIRECTOR'S REPORT Sugden reported that Wally Hilliard passed away and paid tribute to his generosity in naming the Weyers-Hilliard Branch Library. Sugden participated in Achieve Brown County's strategic planning. The collective literacy efforts continue and some may take a long time since they are based on long-term goals. There is a desire to make things happen now and celebrate early wins. Therefore, the library is planning to introduce a neighborhood literacy game, "ABC with Me!" This is a series of yard signs that each display an upper and lower case of each letter of the alphabet, including the one (~). Letter knowledge in Kindergarten is indicator of reading success in 4th grade and this project supports that. The plan is to partner with the Green Bay Neighborhood Associations, parks, Casa Alba, We All Rise, and others to install the game in neighborhoods and parks. It will encourage engagement between adults and children.

Sugden and Rogers met with the Bay Area Workforce Development Board (BAWDB) and staff from the Nicolet Federated Library System (NFLS) to discuss piloting a collaborative model for workforce development services. BAWDB oversees 11 counties. Their meeting established commitment to move forward on how best to provide services. They will meet again next month. This will also be an expansion of a current partnership with Career Navigators. County Executive met with representatives from the State Department of Administration, which oversees funding of BAWDB, and offered help in navigating the job center conversation. He is very supportive.

There is no news regarding Denmark and Pulaski.

The Brown County Seed Library celebration on March 4 was a wild success – almost 700 attended. It was a great event for all ages. There were several organizations offering interactive activities. All three floors of the library were utilized. Nearly

3000 seed packets (secured by New Leaf Foods) were given away. This event also launched the reopening of the library on Saturdays. Stein and other seed distributors often donate at the end of the season.

11. OTHER BUSINESS None.

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

13. ADJOURNMENT

Motion by Woodward, seconded by Van Dyck, to adjourn to the lower level and tour the flexible meeting space. **Motion carried.**

The meeting adjourned at 6:27 p.m.

NEXT REGULAR MEETING:

April 20, 2023 | 5:15 p.m. | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary