

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **May 18, 2023** at **5:15 p.m.** at the Weyers-Hilliard Branch Library, 2680 Riverview Drive, Howard, WI, 54313

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

EXCUSED: JAYME SELLEN

PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, Curt Beyler, Becky Phillips (staff).

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

2. APPROVE/MODIFY AGENDA AND MINUTES It was suggested to move item #6 to follow item #9. **Motion** by Woodward, seconded by Van Dyck, to approve the modified agenda and the April 2023 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.



Presentation by Weyers-Hilliard Branch Manager Becky Phillips presented a slideshow of the 23,600 sq. ft. library, built in 2000, that highlighted services, programs, statistics, branch amenities, staff makeup, collections and notable facts. In 2022, 305,890 items were checked out and that represents 24.6% of the system's total. Also in 2022, the branch had 2,374 new cardholders (20.5% of the system-wide total). Weyers-Hilliard houses the unique collection of 91 cake pans, 112 board games and nearly 1100 Fountas and Pinnel books from A-L level specifically for early literacy (funded by the Lenora Rosera-Kane estate). Features of the branch include seven study rooms, the reading silo, an outdoor back patio, automated materials handler, a nursing room funded by the R. and H. Herlache family, and a therapy lamp to promote mental health wellness against S.A.D. purchased with donations.

Programs of note include Mushroom Foraging (47 attendees) and Reader's Advisory Fair for adults; Robotic Dinosaurs (122 attendees) and Reindeer Cheer (1109 attendees) for children and families; and all ages enjoyed the Renaissance Faire (1500 attendees) and the annual, ever-popular Peeps diorama contest had 414 interactions.

Collaborative partners include Big Brothers, Big Sisters, Aging & Disability Resource Center (ADRC). Barkhausen Waterfowl Preserve, Brown County Health & Human Services, Bellin Health, and the Astronomical Society of the Neville Public Museum.

There has been tremendous growth in the area surrounding the branch. The Howard Commons, a community gathering space that includes an amphitheater, pavilion and event space around the corner, is currently under construction.

4. UPDATE AND POSSIBLE ACTION REGARDING NEW EAST BRANCH Beyler informed that there were not any change orders. The main roof is finished, mechanical, electrical, and plumbing is roughed in, and dry walling has begun. Substantial completion is expected in August 2023.

5. DISCUSSION AND POSSIBLE ACTION REGARDING TEMPORARY INCREASE IN COMPENSATION FOR WORK IN ANOTHER CLASSIFICATION Rogers explained the circumstance that results in this request. The Library Associate who is also acting as an interim Safety Officer (while the person in that role is away) was the successful candidate and is now the Circulation Manager. She continues to do double-duty as the Safety Officer. Because of this, a Circulation Library Associate is helping in managerial duties. This request is to give the Library Associate a temporary wage increase and add a LTE Library Service Associate with a net savings impact of (\$16,678). **Motion** by Van Dyck, seconded by Running, to approve the temporary increase in compensation for work in another classification. **Motion carried.** This arrangement is expected to last 11 months and then pay structures will revert. Van Dyck asked what obligation the library has for long-term absence. After ten months, it is the employer's discretion to continue or terminate positions.

7. DISCUSSION AND POSSIBLE ACTION REGARDING NAMING OF LOWER LEVEL FLEXIBLE MEETING ROOM The Leadership proposes the following: Brown County Library Conference Center for the entirety of the lower level and room names as follows: Pine Room (Lower Level Flexible Meeting Space); Monroe Room (Meeting Room 2); Madison Room (Meeting Room 1). Auditorium will remain Auditorium. **Motion** by Meli, seconded by Woodward, to approve the naming of the lower level spaces. Van Dyck prefers to hold in the event a donor is secured. **Motion withdrawn.** **Motion** by Woodward, seconded by Meli, to table until next month. **Motion carried.**

8. DISCUSSION AND POSSIBLE ACTION REGARDING REVISED LIBRARY BOARD BY-LAWS By-law language was modified to more closely align with State Statute Chapter 43.57. **Motion** by Woodward, seconded by Pletcher, to approve the modified Library Board By-Laws. **Motion carried.**

9. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Financial manager's Update

I. Financial and Gifts, Grants, and Donation Reports Chosa reported that the library is on budget for personnel costs; operating expenses are currently over budget due to a payment of large annual software agreement. The donation report shows additional donations from Genealogy 101 participants. Over the course of the annual series, \$1,200 was donated for the Local History & Genealogy Collection. Chosa summarized Amnesty Week as follows; 350 patrons returned overdue items; 751 overdue items were returned; 106 items had a status of, "lost"; \$2,841 lost fines were removed; and \$1,415 overdue fines were waived. Pletcher commented it would be interesting to know the value of the items returned as that reflects a savings for the library.

Chosa announced that this is her last board meeting as she has accepted a position as Assistant Finance Director with the City of Green Bay. The Board expressed their congratulations and gratitude for her talent and thorough work. She will be missed!

B. Facilities Update Beyler reported that the AV equipment is moving forward. The meeting management software is on order and is anticipated to be in place for the July County Board meeting. The RFP for Central HVAC replacement has moved on to County Purchasing. A contract will be awarded soon and design process can begin.

C. Personnel Update Rogers reported the following personnel updates:

Resignations: Kathryn Gillette – Kress Clerk; and Bethany Neuman - Adult Services Librarian; and effective June 2, Linda Chosa - Finance Manager. Sugden thanked Linda for her incredible contributions to the library and the impact she has had on the library.

New Hires: Blake Nowak and Margaret Bolin - Circulation Clerks, Linda Forbes – Ashwaubenon Clerk; and Molly Hebert - Central Circulation Manager.

Jenn Koetz (BKM) and Anna Hartshorn (Weyers-Hilliard Youth Services) presented on StoryWalks at the Lead the Way Conference in Madison. Other staff attended. Staff also attended the Wisconsin Association of Public Libraries (WAPL) conference in Appleton.

Recent staff training included Purple Angels training with the ADRC. The library is collaborating with the ADRC for the, "Longest Day" on June 21. Purple lights will shine to support, "outshining the darkness of Alzheimer's."

Two library committees are slated to launch soon. Training will coordinate and organize opportunities and documents and Staff Social Engagement will focus on onboarding, years of service, and team building (morale).

Program planning 2024 is a topic of discussion with a focus of leveraging partnerships to provide programming throughout the system.

D. Community Engagement Update Lagerman reported the Friends of the Brown County Library's recent BIG Book Sale garnered \$22,195 and during National Library Week, the Friends distributed 150 early learning kits to babies born at area hospitals.

Work continues with Achieve Brown County on the Reading For the Future (RFF) initiative. Today was the first of several workshops with the RFF collaborative on Human Centered Design (HCD), led by Eden Weller, HCD

facilitator and coach. The goal of these workshops is create a long-term vision and plan to change the trajectory of 3rd grade reading proficiency in Brown County. The workshops are taking place at the Central Library.

The new East Branch grand opening celebration is slated for Saturday, September 16, 2023 from 10:00 am – 2:00 pm. It is very exciting to announce that José-Luis Orozco, a bilingual children's performer and author, is scheduled for a program. Other activities incorporated into the event will be tours, games, entertainment, a ribbon cutting, presentations, and more! This will be a family friendly event and fun for all ages.

National Library Week was a success with celebrations and special programs highlighting library services.

The Summer Reading Programs are being prepared to launch beginning June 10. There will be a week of kick-off events (one at each location). The N.E.W. Zoo has donated a Family + Membership. Anyone who attends a kick-off event can register to win.

Selections are being made for the interior finishes of the new Bookmobile – cabinetry, countertops, flooring, and ceiling. The new Bookmobile is expected in October and will then be branded. It may be off the road for up to a week to transfer the collection and ready it for use. Van Dyck commented it would be nice to see the new Bookmobile in the Holiday Parade.

(6.) DISCUSSION REGARDING THE DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY Discussion took place about the path forward including setting dates to indicate that something is going to happen, creating a strategic plan for rural locations including Bookmobile and having a timeline to accomplish, determining and objective based on resources and staff capacity.

Sugden suggested examining other county departments' needs to identify opportunities for partnership since there is a natural overlap. Van Dyck thinks we need partnerships for facilities. Some partners do not have any money to contribute. Running suggested working with town and village boards. It was suggested to first determine what can be afforded including staff and available hours. Schanock expressed concern about staff capacity and initiative overload. Pletcher shared that One Denmark wants to create community hub and would like the library to be part of that. A listening session will be held with the community to explain what happened to their library and what they would like. There is enthusiasm in Denmark. They are leading their community effort and are interested in the library being part of it. The Pulaski Chamber is interested in a partnership. Running thinks the library needs to be prepared to go to Pulaski with a plan – the community has been very patient. Aubinger suggested a committee to create a plan to advance this work.

Chosa shared a spreadsheet of circulation by zip code, circulation per capita, and median income. Woodward asked if there is a measurement for rural service. Sugden commented that a determination needs to be made on how rural services can be accomplished using different models. A documented process is needed that makes sense for each community. People count is another measure to look at. Important to look at all areas of library use. Pletcher asked if state database usage could be broken down by zip code. There is a need for a deep dive into data. This is important for marketing the library as well. Chosa suggested referring to the annual report. Several years of reports are available through the Department of Public Instruction's website. (<https://dpi.wi.gov>)

10. PRESIDENT'S REPORT Anderson's meeting absences were due to an out-of-town jury trial – he is glad to be back! Work on a plan to promote value of library to important decision-makers was started but not finished. Anderson wants to ramp up this idea again and revisit.

11. DIRECTOR'S UPDATE Sugden reported that she had a conversation with Troy Streckenbach, Bridget O'Connor and a potential donor this afternoon. It was nice to talk about the value of Central Library, a key anchor in development in downtown Green Bay.

Youth Services consultant, Connie Meyer has been developing strategic plan for youth services. It has various buckets for specific initiatives and articulates value. These buckets include objectives for early years, emerging readers, school age, teens & tweens, staff, spaces with intentional assets, outreach, collaboration, inter-agency efforts and operations.

The partnership with Bay Area Workforce Development Board (BAWDB) and the Nicolet Federated Library System (NFLS) continues to emerge. A meeting last month was held to discuss how Brown County could lead the way in workforce development with job center assets. The partners now meet every couple weeks and are working on a scalable model that

can be widely used. The definition of a job center specifies some things but not others. The group is discovering what needs to happen to be a job center and have operations at Central Library including Memorandums of Understandings (MOUs) for partners. The current job center has about a year left on its lease. The state is investing in virtual career centers. The library does not want to be the experts for job seekers as the job center offers that talent. The library wants to provide job center services that do not duplicate those already being offered. More information will be available next month. It is very exciting to have a strong partner in BAWDB.

12. DISCUSSION AND POSSIBLE ACTION GRANTING PERMISSION TO SERVE ALCOHOLIC BEVERAGES AT THE CENTRAL LIBRARY DURING THE UWGB WOMEN'S LEADERSHIP INSTITUTE'S STORIES FROM EXPERIENCE PROGRAM ON TUESDAY, JUNE 6, 2023 FROM 4-5:30pm.

Motion by Schanock, seconded by Meli, to approve the service of alcoholic beverages at the UWGB Women's Leadership's Stories from Experience program on Tuesday, June 6, 2023 from 4 – 5:30 pm. **Motion carried.**

13. OTHER BUSINESS

12. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

13. ADJOURNMENT **Motion** by Woodward, seconded by Pletcher, to adjourn the meeting. **Motion carried.** The meeting adjourned at 7:40 p.m.

NEXT REGULAR MEETING:

June 15, 2023 | 5:15 p.m. | Ashwaubenon Branch Library

Respectfully submitted,
Sue Lagerman | Recording Secretary