

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **June 15, 2023** at **5:15 p.m.** at the Ashwaubenon Branch Library, 1060 Orlando Drive, Green Bay, WI, 54304

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

EXCUSED: BRIAN ANDERSON, MARISSA MELI and WENDY WOODWARD

PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, Karla Giraldez, Mary Jane Herber, Eric Kuzma, and David Hunkel (staff).

1. CALL TO ORDER Vice President Sellen called the meeting to order at 5:16 pm.

2. APPROVE/MODIFY AGENDA AND MINUTES It was suggested to move item #3 to follow item #4. **Motion** by Schanock, seconded by Running, to approve the modified agenda and the May 2023 minutes. **Motion carried.**

4. UPDATE AND POSSIBLE ACTION REGARDING NEW EAST BRANCH Beyler shared photos of the construction progress – drywall, windows, glass, front desk, bathrooms, bump-outs, and retaining wall. There is about \$140,000 left in the budget for change orders. There is a proposal to have the entire parking lot asphalt milled and overlaid in the amount \$56,528.00, as quoted by Zeise Construction. The condition of the lot would be improved and align with the new building. The base of the lot is stable and replacement is not necessary. **Motion** by Running, seconded by Van Dyck, to approve the Zeise quote to mill and overlay the entire parking lot. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

A. Presentation by Karla Giraldez, Branch Manager, Ashwaubenon and Southwest Branches



Giraldez welcomed the Board and invited them to walk through the library. The branch is close to 50 years old! Staff takes pride in making the branch warm and friendly for patrons. She is proud of hard-working staff, 1 Shelver, 4 Clerks, 3 Associates and one (new) Youth Services Librarian. The 2022 people count was 53,471. There is a regular after-school crowd of elementary and middle school students. Staff is trained to build relationships with the students. She is observing more diverse families using the library. Together with parents, a multi-lingual storytime was presented. Storytime has an average of 35 attendees. Book groups meet on a regular basis. Printing, internet use, and faxing services are used daily. 1099 new library cards were issued in 2022. Year to

date, 533 cards have been issued. Programs include, An Evening Dark and Dreary, a dramatization of Edgar Allan Poe, presented in partnership with the Ashwaubenon Community Center; Read Like an Egyptian with St. Norbert College professor Michael Holstead; Identity Theft with Jeff Kersten from the Division of Trade & Consumer Protection; Hollywood vs History with UWGB's Gregory Aldrete; Human Trafficking Awareness in Brown County with the Ashwaubenon Department of Public Safety; Career Navigator through the Worker Connection Program; and an upcoming program features Memoir Writing with Lou Ann Norstetter. The Summer Reading Kickoff had 85 in attendance. The Elephant and Piggie costume characters were a big hit! Art in the Library includes displays from local schools. Jeanne Heuer, a retired BCL librarian and artist, is displaying her Scrappy Bird (fiber art) collection.

The branch really needs study rooms, a separate teen area, a larger children's area, a wellness room, and additional parking. Staff is excited for new opportunities in the community, new Youth Services librarian, and system-wide initiatives. Van Dyck asked if limited space prevents people from attending programs. The meeting room works well for 35 people. The branch could do more with more space. Schanock mentioned she always sees children in this library and complimented that a nice environment has been created. Running commented that staff does a good job of keeping the kids under control. Sugden complimented Karla's leadership of the Ashwaubenon and Southwest branches and the impact she and her staff have had on teens.

5. DISCUSSION REGARDING THE DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY Sugden shared a proposal to review rural services put forth by Schanock. There is a unique opportunity to vision the future. A small group could be established to review recent and current state (2018-present), and collect data and information, to create a planned approach. Pletcher agreed and commented that this is really a strategic planning process.

Comparing data provides a good overview. Running mentioned looking at other states to determine what innovative ideas are being used. This would be valuable research. Van Dyck thinks the inventory of data would be helpful. The Board needs to define what the library can deliver based on funding. Determine options (menu) to present to municipalities. This intentional process is important and the timing is right. Next steps – Emily Rogers, Sue Lagerman, Kathy Pletcher and Jayme Sellen will assist Kim Schanock in this effort. Their first meeting will define the scope of this project.

6. OVERVIEW AND DISCUSSION OF PROPOSED LOCAL HISTORY & GENEALOGY RESEARCH CENTER Sugden

distributed the proposal for the Brown County Library Research Center for the history of Northeast Wisconsin and its people. This vision and plan will continue the success and quality that Mary Jane Herber has created over the last 52 years. The Center will be a place where professional researchers and family genealogists alike will receive expert assistance in finding and using key resources for the history of Green Bay, Brown County, and Northeast Wisconsin.

Additional help is need to achieve this vision. The Library proposes to bring on-board limited term project staff to accomplish this work. Outputs will create structure to put this Center in place. Herber noted that the Local History Department dates back to Deborah Martin who served as librarian of the Kellogg Public Library in the early 1900s. She knew who held what collections. There are holdings that are unique to Brown County Library. Herber's job has been to figure out what things should be kept for the future. There are materials in the department that have a, "wow!" factor. The department is a collector of materials on Green Bay – the oldest permanent European settlement in Wisconsin. Pletcher commented that Brown County Library has been preserving history for over 100 years and thinks this is not only an exciting project but a responsibility of the Board to make this happen.

This is a three year and three month project. Limited-term staff and a part-time consultant would be hired to assist. The project manager would report to Sugden. Proposed funding for this project would come from the library's positive fund balance, Brown County's contingency fund, and the B.C.L. Foundation.

Running asked if there is state money or grants to support this. The State Historical Society could support equipment but not this work. There could be some local funding available. Running needs to be convinced the resources exist. The fund balance has grown. Van Dyck mentioned that three years seems like a long time and asked if the time frame should be moved up because there seems to be an urgency attached to the project. It is important to get the work done in timely fashion. It's about capacity to control volume of work. Herber thinks three years is a good start. Ongoing daily work will continue and this work would be helpful. Decisions have to be made thoughtfully and carefully – you don't want to make mistakes.

Motion by Van Dyck, seconded by Pletcher, to approve the project, and allocate \$161,413.53 from the Brown County Library fund balance to fund the Local History & Genealogy Research Center project and request that Ed & Rec and Administration Committees support the utilization of \$100,000 from the County's contingency fund to facilitate the completion of the project.

Motion carried.

7. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Facilities Update Beyler reported Central HVAC RFP scoring is finished. Three proposals were received from Somerville, HGA, and IBC. IBC was selected by the scoring team and Purchasing is working on the contract and is having contract documents signed. Their cost of \$151,000 includes an alternate (moving two air handlers to the roof).

Motion by Pletcher, seconded by Running, to approve the RFP award for Architectural and Engineering services to IBC in the amount of \$151,000. **Motion carried.**

Update on flexible meeting room – a July 19 'go-live' date is set for the County Board to have all tech in place.

B. Personnel Update Rogers reported the following personnel updates:

Resignations: Kayden Stroh – Weyers-Hilliard Shelver.

New Hires: Elizabeth Zoerb – Kress Clerk; and Kati Lee – Ashwaubenon Youth Services Librarian.

Open – Circulation Associate; East Associate; and Finance Manager. A longer recruitment period is planned for the Finance Manager position. The Position Description is being reviewed and an update will be brought to the next Board meeting.

All staff will participate in sexual harassment training prescribed by the County.

Rogers is working on a grant application in partnership with Jake's Network of Hope to provide period products. Period poverty is real. If awarded the grant, the library will receive a sustainable supply of products for all locations. Announcements of the grant recipients is expected in September.

C. Community Engagement Update Lagerman reported that the Summer Reading Program has kicked off at all locations this week except Southwest whose event is Saturday. Summer Reading creates excitement and energy in the library! The new Early Literacy activity-based program has been a huge success already – so much so, that a reprint has already been ordered!

The Library will be a collection site for the 6th annual Diaper Green Bay drive, a partnership between House of Hope and Green Bay Doulas, owned by Emily Jacobson who is also a County Supervisor. House of Hope provides emergency shelter and housing stability programs for young parents experiencing homelessness and their children. The largest population of House of Hope residents each year are infants and children under the age of five. Collected diapers are distributed community-wide to families in need. To date, over 280,000 diapers have been collected. The drive culminates with an open house at House of Hope on July 15 from 10 am – 2 pm. The Bookmobile is scheduled to participate.

Bookmobile update. Production on the new bookmobile is expected to start on 9/11 and be completed by mid-November. We do not yet have a delivery timeline.

Branch and Department managers and the Leadership team attended the Chamber's Business Recognition Luncheon Awards and Showcase on June 6. The library was an exhibitor in the business showcase and was able to promote and share library information as well as visiting other booths and making connections in the community.

The lower level flexible meeting room was the location of the library-hosted UWGB Women's Leadership's Stories from Experience program on Tuesday, June 6. Aside from county meetings, this was the first public use of the room and it received great reviews!

R.L. Stine is coming as part of the library's PopCon®! He will appear at the Central Library and then participate in an evening program in the auditorium of Washington Middle School. Sugden will lead the interview-styled presentation.

8. PRESIDENT'S REPORT No report.

9. DIRECTOR'S UPDATE Summer Reading Kickoff was fun! The energy was like walking through positive clouds. Sugden will meet with the Ashwaubenon Village leaders and partner about library project. Conversations continue with Bay area Workforce Development Board (BAWDB). There are a few more pieces to put in place and will discuss in the future on how to allocate space. Rogers completed Inclusive Excellence program at St. Norbert College. Central staff continues to be exceptional in handling challenges with patron behavior while maintaining a pleasant environment for patrons. Running questioned safety of employees. That was one of the biggest concerns in a 2018 staff survey. Safety Officer and training materials help staff feel safer. The challenge is that, in today's society, no place is safe.

10. OTHER BUSINESS

11. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

12. ADJOURNMENT Motion by Running, seconded by Pletcher, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 7:30 p.m.

NEXT REGULAR MEETING:

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

Respectfully submitted,
Sue Lagerman | Recording Secretary