

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **July 20, 2023** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

PRESENT: BRIAN ANDERSON, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING, JAYME SELLEN, and JOHN VAN DYCK. WENDY WOODWARD attended virtually.

EXCUSED: ANNETTE AUBINGER and KIM SCHANOCK.

PRESENT: Emily Rogers, Sue Lagerman, Curt Beyler, and David Hunkel (staff), and Brown County Supervisor Megan Borchardt, District 8.

1. CALL TO ORDER President Anderson called the meeting to order at 5:18 pm.

2. APPROVE/MODIFY AGENDA AND MINUTES Motion by Pletcher, seconded by Woodward, to approve the agenda and the June 2023 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC Anderson welcomed David Hunkel and Supervisor Borchardt.

4. UPDATE AND POSSIBLE ACTION REGARDING NEW EAST BRANCH Beyler reported everything is moving along – divider glass in meeting rooms, glass doors, lights, ceiling clouds, lights, metal panel siding, and topsoil have been installed. Flooring will be laid in the next few weeks, as well as casework, roof air handlers, fence, and sun dial. Construction will be complete by next month's meeting. Placement of the furniture and shelving will take place as part of the final completion. Photos of the progress were shared.

Anderson, Lagerman, and Beyler did a walk-through last week and Anderson commented that it was stellar!

Running asked about the width of parking spaces to accommodate oversize vehicles and trucks. There is a standard minimum, but Beyler will investigate the possibility. A certain number of spots is required.

5. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY

A. Report on Denmark Listening Session Pletcher reported on the work of the committee whose focus is on Wrightstown, Pulaski and Denmark. A good model is collaborative partnerships, and this model is cost-effective. Next meeting in August will determine options – proposals the board could present to potential partners. The committee would like the board's support of continuing discovery work.

Regarding the OneDenmark proposed project at the Early Learning Center, the library would not be an anchor tenant. OneDenmark wants to create a community hub for non-profits and approached the library to be part of the plan. Their vision is to build a community center. They are meeting with donors and applying for grants. They have laid a lot of groundwork.

The June 29 listening session, held at the Early Childhood Center (ECC), in Denmark was well attended by the public (60). Pletcher, Sugden, Anderson, Rogers, and Bobbie Kuehn (branch manager) represented the library. Pletcher shared the highlights of the meeting. The ECC could be an active community center – easy to find and walkable from the schools. The community is appreciative of the Bookmobile stops and the weekly storytime. Engagement at the meeting was positive. Anderson added that feedback was extraordinarily positive. OneDenmark has been meeting with the school board. Purchase of the building could not take place until after the next school year. A letter of support from the Library Board President could be helpful to OneDenmark in their pursuit of acquiring the building and partnering with the library.

Woodward asked Pletcher if she thinks the rural task force work should continue.

The Library Board endorses the work of the task force, and it will continue. Borchardt asked about community engagement in Pulaski and Wrightstown. Listening sessions have not been held but staff thinks turnout would be good. Borchardt asked about partnering with Shawano County. That is a complicated situation as Pulaski also overlaps with Oconto County.

6. DISCUSSION AND POSSIBLE ACTION REGARDING REFERRAL FROM BROWN COUNTY BOARD REGARDING NAMING OF CENTRAL LIBRARY'S LOWER LEVEL MEETING SPACES

Borchardt commented on naming the lower level flexible meeting room after people in the community and would prefer a woman. Pat Laviolette, former library director and county board supervisor was suggested. The Board recommended a working group to name the room. Anderson would like to talk to Sugden about potential funders as part of this process. The Leadership Team proposes the following names as placeholders: 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 Sellen, to adopt the proposed names as placeholders and form a working group to find individuals to name after and investigate fundraising opportunities. **Motion carried.**

7. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED FINANCE MANAGER JOB DESCRIPTION

Rogers walked the Board through the proposed changes which were reviewed with Linda Chosa before she left employment. **Motion** by Sellen, seconded by Pletcher, to approve the updated Finance Manager job description. **Motion carried.**

8. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. FINANCIAL UPDATE Finances are being maintained and are being managed.

B. FACILITIES UPDATE Beyler reported that IBC Engineering was hired for the Central HVAC replacement project and have already completed walkthroughs. Regular meetings start next week. Should have estimates to move air handlers to the roof at a future board meeting. Construction documents will be posted in late November with construction to begin in the new year.

The County Board had their first meeting with new audio equipment last night. It went pretty well – some camera tracking issues were encountered but will be figured out.

C. PERSONNEL UPDATE Rogers reported the following:

Hired: Kellie Thiele – Central Circulation Services Associate; Cindy Vang - Central Circulation Associate LTE; and Nolan Pacheco - East Branch Library Associate

Resigned: Keira Batzel – Kress Shelver; Tyler Moore, Administration Clerk, Mailroom

Open Searches: Weyers-Hilliard and Kress Shelves and Finance Manager (interviews at the end of the month).

The staff performance review process will take place August – November. It was requested that an overview of the process be shared at the August Library Board meeting.

The Social Engagement and Training Committees were launched. Social Engagement will look at recognizing years of service and onboarding of new employees and the Training Committee will determine training gaps and what training needs updating. They will also help schedule Monday all staff check-ins.

Professional development: Amanda Young will participate in the upcoming Leadership Green Bay class; Jay Gerlach and Jenn Koetz attended the American Library Association (ALA) Conference.

D. COMMUNITY ENGAGEMENT UPDATE Lagerman reported that a pilot project is in the process of being launched at the Southwest Branch. Brown County Book Buddies pairs high school students with K-3 students to read together or be read to for a least 20 minutes. This is scheduled to take place shortly after the lunch truck arrives at the library and when the volume of children present is higher. The long-term goal is to offer this program to additional high schools throughout Brown County.

The September – November calendar of events is under construction and will be available by mid to late August.

A preliminary meeting of County Department Heads was held to discuss how best to showcase county resources when the NFL Draft is in town. More meetings to take place.

The Central Library's Bubble Wrap Stomp, held on Green Bay Kid's Day, was a success with 120 in attendance!

Staff continues to excitedly plan the grand opening celebration for the new East Branch on September 16.

9. PRESIDENT'S REPORT Anderson apologized for missing a board meeting due to an arm injury. Next month a discussion on the budget and COLA increases will take place. Scenarios for budget adjustments will be brought forward for the board to consider. Every county department has been asked to make reductions. There are no additional dollars for the in the county's budget for the COLA pay, so a portion has to be found from each department's budget. Meli doesn't want to take money away from resources. Borchardt said the county board needs to hear this feedback.

10. OTHER BUSINESS Supervisor Borchardt thanked the board for supporting the idea of naming the meeting rooms in the lower level. The audio glitches will work out. Thank you! Running added thanks to Curt Beyler and John Van Dyck for making it a reality. Meli and wife are having a baby girl in November!

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

12. ADJOURNMENT

Motion by Running, seconded by Pletcher to adjourn the meeting. Meeting adjourned at 6:29 p.m.

NEXT REGULAR MEETING:

August 17, 2023 | 5:15 p.m. | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary