

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **August 17, 2023**, at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

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

EXCUSED: KATHY PLETCHER

PRESENT: Emily Rogers, Sue Lagerman, Curt Beyler, Andrea West, Leah Liebergen, Dennis Jacobs, and Sandy Kallunki (staff), and Karen Stoehr, Green Bay; Kathy Wojkiewicz, Green Bay; Jessica Gilbert, Green Bay; and Dave Boyce, Green Bay.

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

2. APPROVE/MODIFY AGENDA AND MINUTES Anderson suggested tabling agenda items #6 and #7 and removing the closed session because it is not necessary. **Motion** by Running, seconded by Aubinger, to approve the modified agenda and the July 2023 and August 8 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC Anderson welcomed guests. Stoehr brought forward a concern about books in the collection that expose children to the subject of sexuality and pictures she expressed as explicit. The book of concern is catalogued as Young Adult and is not shelved in the Children's area. She asked for the Library Board's help in protecting children in libraries.

This library has systems in place to protect children – children's library cards must be authorized by parents; children under 9 years of age must be supervised and accompanied by someone 13 years of age or older; and sections for children and adults are separated. Children's cards are blocked from checking out R-rated DVDs and games. Parents and guardians are front and center in guiding children. Every book has a reader but not every book is for every reader.

Public libraries serve diverse populations and specific populations. The library has a strict collection development policy, and the Collection Development staff are responsible for, and mindful of, choosing materials that are meaningful and useful resources.

Stoehr asked how to control the browsing of books (not checking it out). Sugden responded that she is eager for the conversation with parents.

There is a process in place to relocate an item which entails a formal form to submit to Library for reconsideration. This form moves on to the Library Board who decides what should happen to the book. A request to review similar materials could also take place.

Stoehr asked if the Collection Development Manager gets input from families on books of this and similar nature. The library does not survey patrons on specific titles but rather, what types of books patrons would like to see. Gilbert suggested hanging a sign to tell parents to supervise children and advise that certain books are available. Boyce had heard rumors about this book – decided to check it out. He asked if there is a way that the average citizen can review what is in the public-school libraries. The public library does not have jurisdiction over school libraries. It was suggested that he contact his School Board representative.

4. UPDATE AND POSSIBLE ACTION REGARDING NEW EAST BRANCH Things are wrapping up – parking lot asphalt and IT switch. A punch list walk-through is scheduled for Friday, August 25. Beyler offered tours to the Library Board the week of August 28. Beyler will circulate a sign-up sheet to avoid a quorum on Monday August 28. The current lease is effective through the end of the year.

5. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY Schanock reported that this is such interesting work and thanked Rogers and Lagerman. The rural services team continues its work. Rogers and Lagerman are preparing information that details the desired spaces in a "model" footprint. The information will include a description of the space, the equipment/supplies for each space, and the associated costs.

From there, the team will prepare a presentation for the Board's review that includes this information and goes on to propose cost -sharing among the municipality, BCL, and other partners such as the Friends or local community groups. The hope is to provide a clear picture of what a partnership-based rural branch would look like along with transparency regarding costs for establishing the branch as well as its ongoing expenses.

The team will ask for feedback from this Board and anticipate several questions that will unify all understanding and support prior to approaching any of the three communities with the information.

An area in which clarity is sought is the guidance around what the sales tax funds can and cannot cover. For example, which aspects of setting up a space can be paid with sales tax funds. Van Dyck commented that asset-owned or properties controlled by the county can use sales tax monies. Sales tax money could not be used for renovating a non-controlled/owned building.

The status of each community is as follows:

Denmark: One Denmark continues to meet with the most recent meeting held 8/16/23. A possible future BCL location is in a community center that One Denmark hopes to bring to fruition. Further information on the vision for structure is needed and would need to be reviewed by County Administration. Consultation with Corporation Counsel is also recommended.

Pulaski: Lagerman is contacting the planning team from Pulaski to determine the current status of their planning. The last meeting was in February 2023.

Wrightstown: The current BCL space lease continues through 2026. Conversations with Cotter have discontinued. The team anticipates reengaging this community at a future date.

6. DISCUSSION AND POSSIBLE ACTION REGARDING ARCHITECT FOR ASHWAUBENON BRANCH - Tabled

7. DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL LIBRARY AIR HANDLER LOCATION – Tabled until September.

8. PERFORMANCE REVIEW PROCESS UPDATE Rogers reviewed the Employee Performance Evaluation policy included in the packet. The period of review is September 1, 2022 – August 31, 2023. The procedure mostly aligns with the county's procedure with a couple exceptions. The library uses a 3-level ranking system, and the county uses a 2-level system. The library's third level is Exceeds. Employees who meet or exceed expectations receive a COLA payment.

Employees who are ranked as Exceeds receive an additional one-time payout funded through personnel surplus, provided there is a surplus of personnel savings.

Running mentioned an issue expressed by the Board last year related to the number of employees that were ranked as Exceeds. It was a concern, so it is good to bring this up now and not after the fact.

Schanock doesn't believe in a bell curve and would love to see many Exceeds Expectations rankings.

Aubinger requested the definitions of the rankings the Board approved last year.

9. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 BUDGET NARRATIVE AND PERFORMANCE MEASUREMENTS There were not any changes to the mission and program description.

Performance measures. Measures are reviewed for impact and purpose. These include checkouts per capita, public use of meeting rooms, public computer and Wi-Fi usage, website visits, and active cardholders.

Organizational Chart. No changes were proposed.

Grants. Includes state grant and aid revenue from the Nicolet Federated Library System.

Rates & Fees. No changes were proposed.

Initiatives. Four initiatives relate to digital literacy, youth services strategic framework implementation, Ashwaubenon Branch Program development and architectural design work, and workforce development partnership.

Other items discussed included possible levy reductions, grant details, and progress of 2023 initiatives.

10. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 BUDGET DRAFT Sugden walked the Board through the budget changes. In past years, the county has transferred funds to cover COLA increases. Due to budget restraints and other priorities, the county cannot fund the increases. In order to address wages, departmental budgets have to be reduced.

The county proposed a 3.5% decrease. Van Dyck reminded that the Board isn't obligated to give anything.

Revenues: fines trending down, revenue from municipalities is based on 2022 activity, 90% of funding comes from county.

Expenditures: a 3.5% COLA payment results in reductions in open positions. Reduce Research & IT Librarian from 37.5 hrs/wk. to 28 hours, administrative clerk, library service clerk, teen librarian, and research librarian. It is proposed to fill open research librarian with staff in teen librarian position.

Additionally, it is proposed to reduce Central Saturday and Monday hours and continue with Sunday closures. This will assist in maintaining safe operations.

Running opposed reduction of hours on Saturdays. Sugden replied that lot of deliberation took place with focus on not reducing services. This would have minimal impact on library service – making the best of a bad situation.

Anderson commented on the usage of the Local History department on Saturdays. He is also mentioned that it takes fewer people to keep branches open. The transportation study the library conducted indicated that most people get to the library by car, not public transportation, as many thought.

Woodward questioned how this would affect the expansion of services at Central. Running asked if there is any political support by County Board. Van Dyck commented that budget constraints will get worse next year and the year after. The County has limited money to spend on budgets due to limited by tax dollars collected. The County Board will have hard decisions over the next few years. The library is a non-essential service, and the pressure will be on Ed & Rec departments.

Van Dyck asked how the library is getting by with open positions being unfilled. Those gaps have been filled by LTEs and extra hours. The savings is funding those salaries.

Van Dyck asked how much consideration was given to the Safety Officer position since the library has been getting by without a full-fledged safety officer. He commented that it doesn't seem as critical as those positions that deal with operations. Sugden replied it is important to keep that position due to conditions in the community. Safety is a priority. Sugden doesn't want to diminish the foundation of that position.

Van Dyck is uncomfortable with Central Library hours reduction when the library just pressed the County Board to purchase property to create better access to the library.

An hourly use breakdown of Central can be prepared for next month. The Board is interested in knowing if there are other scenarios that can be determined that don't all fall on Central.

Motion by Schanock, sadly and regretfully, seconded by Van Dyck. to approve the budget as presented. **Motion carried.**

11. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY HOURS

Motion by Van Dyck, seconded by Woodward to hold on proposal of hours changes to be implemented on January 1 to next month's meeting. **Motion Carried.**

It was proposed that effective September 1, 2023, East Branch Saturday hours would increase to 10 am – 4 pm and Sunday hours (12-4pm) at Central Library would be discontinued. **Motion** by Sellen, seconded by Woodward to adopt proposed hours. **Motion carried.**

12: DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- A. FINANCIAL UPDATE** The library's new finance manager starts Monday.
- B. FACILITIES UPDATE** East Branch is priority as reported earlier.
- C. PERSONNEL UPDATE** Rogers reported the following:

Hired: Lisa VanHandel, Finance Manager

Resigned: Ameila Richards, Shelver; Leah Drenning, Ashwaubenon Clerk; and Katelyn Charles Kress Clerk

Open Searches: Weyers-Hilliard and Kress Shelves

D. COMMUNITY ENGAGEMENT UPDATE Lagerman reported the Summer Reading Program ended on August 14 and it was a successful summer overall. Reporting and wrapping up will start and statistics should be available at the next meeting. Library Morning at the Fair took place this morning and had excellent attendance (and more than last year!) Readers who spent time reading for 28 days received two tickets to this event.

The Brown County Book Buddies pilot at the Southwest Branch has been successful and staff hopes to continue it after school this fall and engage more teen volunteers.

The last human centered design workshop for reading for the Future (and hosted by Achieve Brown County) took place today. Prototypes were developed and will be refined, and opportunities revised. Following that a report to the community will take place – likely in October.

13. LIBRARY DIRECTOR'S REPORT Sugden commended staff on an exceptional summer. Next year's planning is already underway. Sugden expressed worry and concern about the 2025 budget. She thanked Ed & Rec Committee for stating the importance of the library and other non-mandated departments.

14. PRESIDENT'S REPORT Anderson introduced Olivia Anderson, his daughter who was in attendance. Anderson shared that he recently introduced a friend and recently settled refugee to the services of the library.

Regarding challenges on library-held materials, he would like the Board better prepared with fact and evidence-based information. He'd like to review and formalize the process. This will be discussed further in September.

An offer, by the library, to purchase the former Bank Mutual property was accepted. However, at the County Board meeting, the County decided to purchase the property using the \$1.2M earmarked (not appropriated) for Central Library renovation.

18. OTHER BUSINESS None.

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

20. ADJOURNMENT

Motion by Sellen, seconded by Woodward, to adjourn the meeting.
Meeting adjourned at 8:02 p.m.

NEXT REGULAR MEETING:

September 21, 2023 | 5:15 p.m. | Kress Family Branch Library

Respectfully submitted,
Sue Lagerman | Recording Secretary