

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **September 21, 2023**, at **5:15 p.m.** at the Kress Family Branch Library, 333 N. Broadway, De Pere, WI 54115

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

EXCUSED: MARISSA MELI and KIM SCHANOCK

PRESENT: Emily Rogers, Sue Lagerman, Curt Beyler, Lisa VanHandel, David Hunkel, and Clarissa Vanden Elzen (staff); April de la Ruelle and Karen Stoehr, Green Bay.

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

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

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC

None.

Presentation by Amanda Young, Branch Manager, Kress Family and Wrightstown Branches



Anderson introduced Amanda Young. She is the former Circulation Manager at the Central Library and has been with the library since 2016. The Kress Family Branch opened in 2003 and is 20,350 sq. ft. in size. The first De Pere Library was established in 1896. Branch amenities include an outdoor patio that overlooks Voyageur Park, three study rooms, Pat La Violette Children's Room, a cozy fireplace, and a baby grand piano. Staff includes one full-time Youth Services Librarian, two full-time Library Associates, one part-time Library Associate, four clerks, two part-time Shelves, and one full-time Maintenance Worker.

Young shared that in 2022, the branch registered 2,252 news users (average of 7 per day) and circulation totaled 295,097 items checked out. This number was 24% of the system's total circulation! Circulation to date is 217,545. People visits in 2023 surpass the number of visits in 2022.

The Kress Family Branch is a community-focused library. The outdoor gardens are maintained by the Brown County Community Women's Club and the Garden Club of Des Peres, and the Green Bay Area Model Railroad Club highlights various parts of NE Wisconsin and makes a point of being open during library hours.

Programming is offered for all ages. Highlights include – Alpacas on a May Morning (175 in attendance); Esteban the Crayon costume character storytime (121 in attendance); Intro to Bird Watching (22 in attendance); Becoming a Writer (21 in attendance); and Bicycle Safety & Maintenance (20 in attendance).

Collaborative partnerships make several of the programs possible. Partners include Workforce Development Career Navigators, De Pere Health Department, ADRC, Fox-Wolf Watershed Alliance, Oneida Nation, Gnome Games, Brown County Public Health, The Bike Hub, and One of One Gallery.

Running complimented Young on her presentation and enthusiasm. Sugden complimented Young on her outstanding leadership of both Kress and Wrightstown staff and noted it is an exciting time to have a more active presence in De Pere.

4. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY Pletcher reported that OneDenmark submitted a proposal to acquire the Early Childhood Center (ECC) building from the Denmark School Board at their meeting on September 11. There was no action taken on the proposal, but the School Board agreed to put it on their October board meeting as an action item. Hopefully, the proposal will be approved and OneDenmark can move forward with plans for a community center. Van Dyck asked if OneDenmark is expecting the school district to give them the building or charge a minimal amount. That information is not known at this time.

5. DISCUSSION AND POSSIBLE ACTION REGARDING ARCHITECT FOR ASHWAUBENON BRANCH Sugden reported on behalf of the Facilities Committee. The branch is moving forward with intent to partner on that site. Decisions need to be

made regarding who will provide architectural services. Legal documents about shared costs, property transfer, etc. are also needed. A meeting is planned with Aubinger and Schanock. More information, including deadlines, will be known afterwards. One option would be to use the architect that Woodside is using but the cost is more than the other two bids received. It would be ideal if the library project could start at the same time as the partners. There was discussion on whether to pursue alternate funding or progress through the county's process. It was thought that pursuing both options made sense since the timelines of each are similar. It was suggested to start the RFP process right away and also submit a funding request to the B.C.L. Foundation. Preparation of RFP documents could take two weeks and would be presented to the board in October.

6. DISCUSSION AND POSSIBLE ACTION REGARDING ANIMALS IN LIBRARY PROGRAMMING POLICY Rogers explained the updated policy and accompanying guidelines. Most significantly, animals considered for library programming must be either registered therapy dogs or owners must provide proof of appropriate insurance. **Motion** by Van Dyck, seconded by Woodward, to approve the Animals in Library Programming policy. **Motion Carried.**

7. PRESENTATION OF PERFORMANCE RANKINGS Rogers reviewed the definitions and criteria of each performance ranking – Needs Improvement, Meets Expectations, and Exceeds Expectations. The job description and conduct and behavior guidelines are considered at each ranking level. Discussion took place as to whether certain criteria listed should be expected as part of employees' role and not considered a factor for ranking. It was suggested that "Exceeds Expectations," needs to be at a higher level than the current definition. Woodward suggested that an employee at this level, "goes above and beyond the excellence standard expected in behavior and job performance in a way that has a measurable and demonstrable positive impact on the library community." Working as a leader and role model is also criteria of excellence. Since the 2023 performance process is underway, suggested and approved changes would be implemented in 2024.

Further work on defining the rankings was assigned to the Personnel Committee and Woodward.

8. DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGE With support from the Brown County Library Board, the Library is in the process of establishing a formalized Research Center that focuses on the rich history of Brown County and Northeast Wisconsin, as well as providing professional researchers and family genealogists. The library will need a dedicated specialist, with professional library experience and archival knowledge to organize, structure, and implement plans to create this Research Center and carry forward the work of the current local History manager. This is a project-based position.

Motion by Woodward, seconded by Running, to approve the Table of Organization change as presented and allocate \$161,413.53 from the library's fund balance to fund the creation of a Local History Specialist. This role is approved to work up to 2080 hours per year for approximately three years to finalize the project. **Motion Carried.**

9. PRESENTATION OF MATERIALS REQUEST FOR REVIEW PROCESS Sugden distributed a handout (The Life Cycle of a Library Book) prepared by the WI Library Association for Library Legislative Day and walked the Board through the library's process for materials review requests. Van Dyck suggest following the recommendations of WLA's four-step process. Staff were directed to modify the library's book challenge process to align with WLA's process and bring it back to the board in October.

10: DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- A. FINANCIAL UPDATE** VanHandel introduced herself and noted that she has spent her first couple weeks finishing and submitting the 2024 budget. She will be spending the next couple weeks getting acclimated and meeting with her colleagues. She hopes to have financials to present next month. There are a number of journal entries that need to be made. She started employment in Brown County in 2014 and is happy to join the library.
- B. FACILITIES UPDATE** Beyler commented that the East Grand Opening on Saturday was a great success. There is still work to be done at East including the punch list that Zeise is working on. To date, the project is about 4% under budget. Sugden commented that it would be nice to get the electronic messaging center (EMC) with remaining funds. Running and Anderson complimented the opening event and the work of the staff that made it happen. Van Dyck congratulated the staff and Running thanked Van Dyck for initially securing the property.

The Design Documents for Central HVAC are 50% done. A page turn took place today. Space will open up when air handlers are put on the roof. The number of air handlers is going from six to five. Bidding will take place in early December.

C. PERSONNEL UPDATE Rogers reported the following:

Hired: Co Luu, Kress Shelver; and Nekita (Nick) Krisko, Weyers-Hilliard Shelver.

Resigned: Rachel Ambrosius, Ashwaubenon Clerk; and Janae Orr, Technical Services Clerk (Central)

Open Searches: Two Ashwaubenon Clerks and one Kress Clerk.

The Staff Development Day on September 22 is in partnership with Nicolet Federated Library System (NFLS) and has a new format. The agenda was distributed. The keynote presenter is Jason Kotecki who will speak on the wonder of childhood and maintaining that into adulthood.

The Personnel Committee will meet with Sugden on September 27 to conduct her annual performance review. The entire board will meet in closed session in October to review the Personnel Committee's recommendations.

D. COMMUNITY ENGAGEMENT UPDATE Lagerman reported that the Summer Reading Program had 9,080 participants. The breakdown of each of the four programs was included in the packet. There was consensus that this summer felt like a return to 'normal' with increased activity in the library and attendance at programs.

The opening of the East Branch Library was at the top of everyone's list and the grand opening celebration was a day filled with excitement and activity! The library is grateful for the volunteers who helped oversee concessions, craft tables, and more. The entertainment, festive atmosphere, and overall happiness of the community as they saw their library for the first time made the day a great success.

The 35th Annual Local History Series began last Thursday. Four more programs are scheduled through October 19. Brochures were distributed.

The next big library event is Library Pop Con™ on Saturday, October 7 and features R.L. Stine – both at Pop Con™ and at a special event held at Washington Middle School. Other new features of Pop Con™ include a school's out event on Friday that will offer fun activities for Kids ages 5-17; and an after-hours Pop Con™ Preview with Comedy City's Comedic Neutral Friday night. Pop Con™ and R.L. Stine's appearance is made possible by generous funding from the Friends of the Brown County Library.

The Friends of the Brown County Library updated their membership brochure, and it reflects more of the activities they are involved in and library programs they support. Brochures were distributed.

13. LIBRARY DIRECTOR'S REPORT Sugden acknowledged the Leadership Team, especially Beyler, because without him, the East Branch and grand opening wouldn't have been possible. The new branch has been busy, and the books are flying off the shelves. Attendance at storytimes has doubled.

Regarding the 201 N. Monroe Avenue property, the County Board approved a modified Offer to Purchase. They reapproved the allocation of funds and will split the cost of asbestos remediation with the developer. There is potential for the Aging & Disability Resource Center (ADRC) and library to coexist. Possibilities exist for exciting things to happen. Van Dyck thanked Sugden for meeting with Devon Christiansen, Director, ADRC.

Summer Reading is wrapping up. The consultant work with the youth service librarians is resulting in a multi-year framework. This framework is focused and intentional about services to help target early literacy and reading proficiency. Connie Meyer, the consultant, was recently appointed to the Nicolet Federated Library System (NFLS) board.

Sugden and Lagerman met with Achieve Brown County (ABC) about harnessing the community to be focused on third grade reading level. The work of the human-centered design workshops resulted in strategies/prototypes related to

reading scores and workforce development. The library and ABC are eager to refine and deploy information to community by the end of the first quarter 2024.

Conversations with Bay Area Workforce Development (BAWD) and state workforce development partners continue and are focused on two tracts. One is about how to relocate the Adams Street Job Center into the Central Library. COVID changed job centers' roles and they are working through a space needs analysis to help define a different model of service. They'll need rooms, computers, printers, and staff space. Being an affiliate center would require funding in the form of a lease created by the library. Their current lease is through April 2024 and the library could bring them in on a month-by-month basis to start.

The other tract is activating every library in the system and region as a job pod/access point – a virtual job center to connect people to resources. Sugden and partners are working on how the library can support workforce practitioners. East Branch would be a model – offering job postings, a study room, and programming specific to workforce development. Access is crucial and really makes a difference. Running commented that the key is having the right people in the right role and questions this project. Sugden and the County Executive have met with state leaders and are working toward a sound, well-defined strategy and structure.

14. PRESIDENT'S REPORT No report.

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.
The meeting adjourned at 7:04 p.m.

NEXT REGULAR MEETING:

October 19, 2023 | 5:15 p.m. | East Branch Library

Respectfully submitted,
Sue Lagerman | Recording Secretary