

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **October 19, 2023**, at **5:15 p.m.** at the East Branch Library, 2253 Main Street, Green Bay, WI 54302

PRESENT: BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING, JAYME SELLEN, and WENDY WOODWARD.

EXCUSED: KIM SCHANOCK

ABSENT: JOHN VAN DYCK

PRESENT: Emily Rogers, Sue Lagerman, Curt Beyler, Lisa VanHandel, Bobbie Kuehn, and Danielle Zeamer (staff); and Jerelyn Smith-Brown, Kathy Wojkiewicz, Jessica Gibert, Dave Boyce, 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 Running, seconded by Woodward, to approve the agenda and the September 2023 minutes. Motion carried.

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC Jessica Gilbert is a parent who appreciates the library. She would like the library to follow the same direction that she grew up in and be consistent with her values as a parent. She understands a wide range of values exist – a broad spectrum – and thinks the library system, trying to please everyone, can be difficult. She commented that she thought that the library’s website was difficult to navigate – especially information on board members, agendas, and minutes. Another request Gilbert suggested was related to an earlier comment that it is the parent’s responsibility to monitor their children while in the library. Since she stated it is hard for a parent to monitor their kids when they are running all over the library, so it might be helpful to make notice when sensitive material is on display – since covers can be misleading, then, parents can more closely supervise their children. She asked if there could be a rating system for materials, if there was an X-rated section, and if those materials could be out of the view of minors who are browsing online.

Dave Boyce suggested a spacer for the book – a dummy copy to take to the desk and ask the librarian for the actual copy. He noticed a semi-circular display of banned books that didn’t have explicit covers. He asked if everyone in the room would download an interview related to this topic from the Joe Pags radio show and sign off that they listened to it.

Karen Stoehr said she would love to be able to help to make little changes that could make a difference for parents and grandparents to keep children safe. Would like to offer input on other ideas.

Presentation by Bobbie Kuehn, Branch Manager, East and Denmark Branches



Anderson introduced Bobbie Kuehn, the branch manager. The new branch opened on Saturday Septer 16, 2023 with an estimated 850 – 900 people in attendance. Its size is 16,000+ square feet and has been well received by the community. Special features: drive-up window, outdoor garden/green space, 5 study rooms, calming/wellness room, 2 meeting rooms, fireplace, and expanded and new collections which include board games, launch pads and puzzles.

Staff also includes a Youth Services librarian, four library associates, and four clerks. The branch has seen impressive numbers since its opening - 447 new card holders in the first 30 days; on first day open, the branch had 1,461 checkouts (compared to 828 for the Summer Reading Kickoff). Staff is noticing a lot of new people and people that haven’t visited in a long time. During the first month, 21,192 items were checked out. Storytime attendance has been huge 55+ for Book Babies, and 40+ for both toddler and preschool storytimes. There was a record attendance of 79 for Book Babies. East Branch Book Club averages 13-18 in attendance monthly. Special events include A History of Wisconsin Lighthouses presented by Door County Maritime Museum and Baby Sign Language Series in partnership with Birth to Three program. Upcoming programs include 21st Century Policing and Police Reform, and an Antiques Appraisal with Mark Moran. A partnership with UWGB’s VITA Tax Assistance program is being explored.

Patterns are developing and staff are noticing that people are playing and staying. Witnessing a more diverse (people of color, teenagers, grandparents and grandchildren, tutors) customer base. Kids are making friends.

Aubinger asked about noise level that had some patrons concerned. The walls do not echo. You can hear children crying but this has not been disruptive to adult visitors. There is an air gap, spray foam insulation and two layers of sheet rock – all

acoustical barriers – in the walls between the library and the former space. Running asked about immediate needs – computers, chairs, etc. So far, there is enough of everything. There has not been a wait for computers, and there are plenty of chairs and tables. Sugden commended Kuehn on the leadership of her team during the transition of branches. Denmark library services are going smoothly. Storytime averages 18 participants and patron holds continue to be taken to Denmark for pick up.

4. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY An update from the Rural Library Services Committee was distributed. The group recently met with representatives from the Pulaski Area Chamber of Commerce and Pulaski Area Community Education (PACE) to determine interest in a partnership. It was thought the Denmark School Board was going to take action on the OneDenmark proposal to acquire the Early Childhood Education Center at their October 16 meeting.

10/19 Update: On Monday, Oct. 16 the Denmark School Board approved the request from OneDenmark to acquire the ECC building in 2024. The School Superintendent will have the DSD attorney draw up an agreement for the acquisition. The School Superintendent will meet with OneDenmark every three months to monitor the feasibility of the OneDenmark business plan.

Regarding the Bookmobile and the delayed delivery date of the new vehicle, the committee wants the Board to know that a backup plan for service will need to be considered if the current Bookmobile has mechanical failure. The group's next meeting is scheduled for Tuesday, October 24.

5. DISCUSSION AND POSSIBLE ACTION REGARDING ARCHITECT FOR ASHWAUBENON BRANCH The RFP was included in the packet. Beyler pointed out that Purchasing made a few recent changes for compliancy. They eliminated the contract term of one year and submission technicality on how they want to receive submission was corrected. A second review for changes was also added (50% and 90%). The RFP also includes a responsibility matrix and network standards for Brown County IT.

Sugden, Aubinger, and Rogers met with Woodside operations and Human resources staff who has contracted with Engberg Anderson. They recommended going back to Engberg Anderson Architects regarding proposed costs presented to the library for engineering services. Engberg Anderson came back with a new proposal that is within the financial scope the board authorized Sugden to seek. (\$249,750). There are benefits to working with the same firm and the new price is within the Board's expectations. The library has a history of good results with this firm. The BCL Foundation will be asked to fund the engineering services.

Motion by Woodward, seconded by Pletcher, to approve the RFP as presented. **Motion carried.**

6. DISCUSSION AND POSSIBLE ACTION REGARDING MATERIALS REQUEST FOR REVIEW PROCESS Language in the Collection Development Policy was modified to read, "The library, upon receipt of a completed form, reviews the item for inclusion in the collection, relying on professional standards and compliance with the Collection Development Policy. The library user who requested the review will be notified by the Executive Director of the library's decision." The form had a language change to indicate that the completed form is forwarded to the Library's Executive Director. **Motion** by Running, seconded by Sellen, to accept wording changes, as presented, to the Collection Development Policy and from. **Motion carried.**

7. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- A. **FINANCIAL UPDATE** VanHandel's report was included in the packet and informed the Board that she is getting caught up on a backlog of journal entries from June – September and hopes to be current by the November meeting. At that time, she will present up-to-date financials.
- B. **FACILITIES UPDATE** No report.
- C. **PERSONNEL UPDATE** Rogers provided the following report:

Hired: Jeff Gilderson-Duwe, Local History Specialist

Resigned: Molly Schroeder, Marketing Specialist; Janae Orr, Central Technical Services Clerk.

Open Searches: Two Clerks, Ashwaubenon Branch; One Clerk, Kress Family Branch

The Wisconsin Library Association (WLA) conference is taking place October 24-27 in Middleton. Nine staff are attending, and additional staff will attend the Awards Reception where Brown County Library will be recognized as WLA's Wisconsin Library of the Year. Staff is also presenting at the conference: Danielle Zeamer, Central Adult Services Associate on **Creating Pathways to Community Resources**; Jenn Koetz, Bookmobile Operator and Anna Hartshorn, Weyers-Hilliard Youth Service Librarian on **StoryWalk® Adventures – Connecting the Library to Your Community**, and Emily Rogers, Deputy Director and co-chair of WLA Leadership Committee on **WLA Mentorship Program: Partnership and Perspective**.

- D. **COMMUNITY ENGAGEMENT UPDATE** Lagerman's report was included in the packet and included the following information:

The library is excited to have been named the Wisconsin Library Association's (WLA) 2023 Library of the Year. This award recognizes distinguished achievement in service. The award presentation will take place at the Awards & Honors Ceremony on Thursday, October 26, 2023, during the WLA annual conference in Middleton, WI. The news release triggered interviews with Sarah and WFRV and The Press Times (coverage follows).

The Library's Pop Con™ was an outstanding event. Beginning with Pop Con™ Junior for school-age kids on their day out from school on Friday, October 6 to the featured event with R.L. Stine at Washington Middle School on Saturday afternoon/early evening, the library was abuzz with activities, interactive art, costumes, vendors, and avid fans of R.L. (Bob) Stine. Stine is best known for his books for children, including the Goosebumps and Fear Street series. He's been writing and publishing for decades and has sold over 400 million books, many of which have been made into TV shows and feature-length films. Around 500 people had multiple books and other items signed by Stine. Pop Con™ was featured on the cover of City Pages (The Press Times local entertainment insert).

County Executive Troy Streckenbach held a flu clinic news conference at the Central Library on 10/12. This was an opportunity to promote getting vaccinated and to advertise the free pediatric clinics offered by the Health Department at the Central Library. The background display featured books on staying healthy, washing hands, and other hygiene related topics.

The Friends of the Brown County Library's Give-A-Kid-A-Book annual campaign kicks off with a news conference on Wednesday, November 1. The campaign, that runs through December 10, collects new books for local disadvantaged kids that are then distributed to parents through the Salvation Army's Holiday assistance program in the days before the holidays. The Friends also accept monetary donations that purchase additional books.

Somerville is working with a professional photographer to capture the beauty of the new East Branch. These photos, along with information gathered through interviews with Sarah and other staff, will turn into a story of how the new branch came to be – from inception to completion.

All Brown County Library locations served as collection sites for the recent Diaper Drive and the current Blanketing Brown County drive. Both drives are sponsored by Brown County United Way. Both drives benefit those in need.

8. LIBRARY DIRECTOR'S REPORT Sugden excitedly proclaimed that the library was named Wisconsin Library of the Year. The Board congratulated the staff for their extraordinary work. It is a competitive process. December 15 will be a staff recognition event. It was suggested that the County Executive issue a proclamation. Aubinger commented that this recognition renews enthusiasm in the library, and it came at a great time. The library will brainstorm ideas on how to celebrate this recognition.

The County Executive's budget presentation included the library three times! The library really appreciates that the county appreciates the value of the library. The mentions were of the new East Branch, the upcoming Ashwaubenon Branch, and Workforce Development work.

After a previous meeting, documents questioning the placement of a particular item were received. Sugden appreciates the thoughtful comments that were made and agreed with them. The book in question has been re-catalogued from a young adult item to an adult item and therefore changing the shelf location. The book is more appropriate for older, not younger teens. Sugden recommends having follow-up conversations about this topic as the library wants the community to

feel comfortable with the library's collection and the protection/safety of children – she wants to improve the confidence of the community in the library. Sugden's decision to re-catalog was driven by the Collection Development Policy and past experience as a teen librarian. Teen books do fall into a gray zone. The state statute will be researched to determine the age a child needs a parent/guardian signature.

9. PRESIDENT'S REPORT No report.

10. OTHER BUSINESS None.

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

12. OPEN SESSION: DISCUSSION AND POSSIBLE MOTION TO CONVENE IN CLOSED SESSION **Motion** by Sellen, seconded by Woodward, to move into closed session at 6:38 p.m. Roll call vote: Aye: Meli, Sellen, Running, Woodward, Anderson, Aubinger, and Pletcher. Nay: None. **Motion carried.**

13. CLOSED SESSION Pursuant to Wis. Stats. Sec. 19.85(1)(c), the Brown County Library Board shall convene into closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Executive Director's annual performance evaluation.

14. RECONVENE IN OPEN SESSION FOR POSSIBLE VOTING AND/OR OTHER ACTION WITH RESPECT TO THE CLOSED SESSION MATTER MENTIONED ABOVE.

Motion by Pletcher, seconded by Woodward, to approve the annual review of the Executive Director and recommendations. **Motion carried unanimously.**

15. ADJOURNMENT

Motion by Meli, seconded by Running, to adjourn the meeting.
The meeting adjourned at 7:20 p.m.

NEXT REGULAR MEETING:

November 16, 2023 | 5:15 p.m. | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary