

# **PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES**

A regular meeting of the Brown County Library Board was held on **December 14, 2023**, at **5:15 p.m.** Central Library, 515 Pine Street, Green Bay, WI 54301

**PRESENT:** BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI (online), KIM SCHANOCK, JAYME SELLEN, and JOHN VAN DYCK.

**EXCUSED:** KATHY PLETCHER, DAVID RUNNING, and WENDY WOODWARD

**ALSO PRESENT:** Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, and Lisa VanHandel (staff).

**1. CALL TO ORDER** President Anderson called the meeting to order at 5:15 pm.

**2. APPROVE/MODIFY AGENDA AND MINUTES** **Motion** by Sellen, seconded by Schanock, to approve the agenda and the November 2023 minutes. **Motion carried.**

**3. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

**4. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 CLOSURES FOR HOLIDAYS AND STAFF DEVELOPMENT** **Motion** by Van Dyck, seconded by Schanock, to approve the 2024 closures for holidays and staff development. **Motion carried.**

**5. DISCUSSION AND POSSIBLE ACTION REGARDING MEMORANDUM OF UNDERSTANDING (MOU) WITH WOODSIDE SENIOR COMMUNITIES REGARDING NEW ASHWAUBENON BRANCH LIBRARY** The MOU was reviewed by Corporation Counsel. The agreement confirms that the developer and the library are working together to reach terms and conditions acceptable to both regarding the construction of the library. **Motion** by Van Dyck, seconded by Sellen, to approve the memorandum of understanding regarding the development of the library unit at The Promenade. **Motion carried.**

**6. DISCUSSION AND POSSIBLE ACTION REGARDING CLASSIFICATION & COMPENSTION PLAN** This updated plan is in alignment with Brown County's plan. **Motion** by Van Dyck, seconded by Sellen, to approve the 2024 Classification and Compensation scale. **Motion carried.**

**7. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 RESOURCE LIBRARY AGREEMENT** **Motion** by Van Dyck, seconded by Aubinger, to approve the 2024 Resource Library Agreement. **Motion carried.**

**8. DISCUSSION AND POSSIBLE ACTION REGARDING YOUTH SERVICES LIAISON AGREEMENT & INCLUSIVE SERVICES LIAISON AGREEMENT** **Motion** by Sellen, seconded by Schanock, to approve the Youth Services Liaison and Inclusive Services Liaison agreements. **Motion carried.**

**9. DISCUSSION AND POSSIBLE ACTION REGARDING SOUTHWEST BRANCH HOURS CHANGE** **Motion** by Sellen, seconded by Aubinger, to approve changing the Southwest Branch hours on Monday – Wednesday from 11:00 am – 7:00 pm to 10:00 am – 6:00 pm. These hours will go into effect on February 1, 2024. **Motion carried.**

## **10. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

- 1. Financial Update** VanHandel summarized that financials look to be on track to end of the year in the black. Operating expenses are under budget by about 16%; personnel expenses are under budget by 20%; supply costs are also under budget by about 30%; and fees/charges revenue continue to trend down. Credit card journal entries are caught up. Fourth quarter cash-on-hand compliance counts at all locations have been completed per county Admin policies A-6 Petty Cash and A-24 Cash on Hand.

2. **Facilities Update** Beyler distributed two reports from Concord Group summarizing the Central Library Lower-Level Flex Room and the East Branch projects. The owner contingency for the lower-level project is \$17,538. These ARPA funds will be spent before the project is closed out. The owner contingency for the East Branch project is \$324,431. A meeting of the Facilities Committee will be scheduled to discuss how to expend this surplus.

The kick-off meeting with Engberg Anderson regarding the Ashwaubenon Branch took place last week.

The bid documents for Central's HVAC are at County Purchasing will be posted next week which include commissioning in the specifications. The walkthrough will take place in January. Bids are due mid-January and will be reviewed at the January Library Board meeting.

3. **Personnel Update** Rogers reported the following:  
**Resignations:** Jen Jandrain, Library Associate (East)

Gillian Dawson moves from Youth Services into Adult Services as a Research Librarian at start of new Year.

**Recruiting:** Marketing Specialist, Clerks at Ashwaubenon, Central Circulation, Ashwaubenon, and Technical Services; and a Kress Shelver.

Staff completed security training with County IT; harassment training via Human Resources. Other training courses for managers include reasonable accommodations and corrective action. Interim Safety Officer and Rogers met with the Sheriff's department to make sure information is being shared appropriately. They will do walk-throughs and drive-arounds at the Central Library. The library is interested in spontaneous K9 walk-throughs. The library will receive a list of all security-related calls made by staff and those made by the public.

Tomorrow is the first recognition awards breakfast. Funded by the Friends, those celebrating a milestone of 5,10,15,20, etc. years will be awarded a certificate and a gift. Sugden will present on the year in review.

4. **Community Engagement Update** Lagerman reported that Sugden is being interviewed on The Morning Show on Wisconsin Public Radio tomorrow morning to talk about what makes our library system special.

This afternoon, a video crew from Milwaukee visited the Central Library to film a client who uses the library for studying (his "favorite place to go!").

The Friends' Give-A-Kid-A-Book program will serve just under 6,800 children. This is an increase of 1,300 from 2022. Distribution takes place next over three days. The Retired Men's Club passed the hat to support Give-A-Kid-A-Book at their annual holiday meeting. They then matched the amount with club funds for a total donation of \$2,614.

Work continues with the Achieve Brown County Reading for the Future partners. They just issued a call to action to join one of the teams identified from the community listening sessions.

Our weekly book reviews, for children and adults, in the Green Bay-Press Gazette and semi-monthly appearances on Good Day, WI will continue in 2024.

Lagerman distributes a short article composed by Adult Services staff for inclusion in the Department of Public Instruction's (DPI) newsletter, ConnectEd at the request of a Public Library Consultant with DPI. It highlights several services and programs the library provides to assist those who are experiencing homelessness. They received high praise from DPI.

11. **LIBRARY DIRECTOR'S REPORT** Sugden noted that Central Library hours changes will be brought to the Board after analysis is completed including the staff scheduling model. There is a need to better understand how resources are

being allocated before suggesting a change in hours.

Additional information has come forth since the approval of the bonus pay approved last month. The County wanted a 2% bonus for those whose performance was ranked as meets or Exceeds Expectation. The assumption was that the County was funding this payout. In actuality, the funds came from the library's funds. Not knowing this at the time, the Library Board approved a one 1-time incentive payment of 2% to staff who Exceed Expectations. With this new information, the Board should have approved using library funds for the county's 2% bonus pay. The one-time payment needs to be reviewed since another payment of 2% added to what was already paid would be an unprecedented 4%. Moving forward with this, at this late date, would create a burden on the Payroll Department. It was suggested that at the January Board meeting, an analysis of budget impact of one-time payment be presented, the Board will approve the county's action, and will reconsider their motion approving a one-time incentive payment.

Van Dyck was curious how the county could use the library's funds after it has been allocated to the library.

Sugden distributed a summary of co-locating the Aging and Disability Resource Center (ADRC) into the Central Library and merging operations. The non-binding MOU, funded by the county, will be posted to seek qualified architectural consultants to create a combined ADRC/Central space. The County is paying for the architectural work. This does not commit the library to anything but allows exploring possibilities. There is alignment of mission and purpose between the two organizations. The library is very excited about this opportunity. A merger could also benefit the property across the street and create synergy. Designs, reports, etc. will all be presented to the Library Board. Sugden commented that it is amazing to have tremendous support of County Executive.

Prospects for fundraising for the new Ashwaubenon Branch are greater than what they were for East. The Village is very motivated to secure donors for the project.

**12. PRESIDENT'S REPORT** Anderson thanked the Board and Leadership Team for a great 2023! He noted that so much was accomplished and there is so much to be proud of! Merry Holidays!

**13. OTHER BUSINESS**

**14. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

**15. ADJOURNMENT Motion** by Van Dyck, seconded by Aubinger, to adjourn the meeting at 6:13 p.m. **Motion carried.**

**NEXT REGULAR MEETING:**

**January 18, 2024 | 5:15 pm | Central Library**

Respectfully submitted,  
Sue Lagerman | Recording Secretary