

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **January 18, 2024** at **5:15 p.m.** Central Library, 515 Pine Street, Green Bay, WI 54301

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

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, and Dennis Jacobs (staff).

1. CALL TO ORDER President Anderson called the meeting to order at 5:17 pm.

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

3. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

4. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED MEETING AND STUDY ROOM POLICY Van Dyck suggested a change to the amount of the labor fee for additional cleaning in Other Fines and Fees. **Motion** by Running, seconded by Aubinger, to approve the updated Meeting and Study Room Policy and bring policy back to the Board with proposed amendment. **Motion carried.**

5. DISCUSSION AND POSSIBLE ACTION REGARDING BOOKMOBILE PROPOSED CHANGE ORDER. The original contract was approved in June 2022 and costs have increased since then. Staff recommended eliminating the exterior monitor. The total change order is then reduced to 10%. It is requested that carryover funds are used to cover this cost. Running doesn't understand how this change can be imposed. Pletcher mentioned this was discussed in the Rural Service Committee meeting and the team feels the Bookmobile is important for our future rural services. Meli doesn't understand that TechOps is calling this a force majeure event. Van Dyck doesn't think that their price increase is our problem, and some pushback is needed. Anderson suggests collecting all related documents and he will call the company on behalf of the Board. Force majeure is rare in contract law. He feels there is a good chance to negotiate this down. **Motion** by Schanock, seconded by Meli, to approve the Bookmobile change order in the amount of up to \$42,187.24 and authorize the Board President to negotiate the cost down. **Motion carried.**

6. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CENTRAL HVAC BIDS Beyler reported that figures used in bid were from previous study three years ago. The resulting bids came in higher than expected. Eight mechanical contractors attended the walkthrough. One bid was received. Substantial completion is Spring 2025. Funds have to be committed before the end of the year 2024 and spent by the end of 2026 to receive ARPA funds. Discussion took place regarding revising the project's scope. Anderson asked about energy savings before making decisions about alternates. **Motion** by Van Dyck, seconded by Sellen, to reject all bids and repost as discussed. **Motion carried.**

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

Schanock reported the following on behalf of the committee:

Denmark- 1Denmark is a 501(c)(3) organization that is working to establish a community center in the Village of Denmark with the following purposes:

- To benefit youth, especially those disconnected, to have a place to go for recreation, friendships, and connection.
- To have a central place to bring people of all ages together and to build connections on neutral ground.
- To have an asset in the community that will draw and retain residents in Denmark.
- To offer additional spaces in Denmark for small-business rentals, community gatherings, educational and recreational classes, etc.
- To bring complementary assets together that support and uplift the community (i.e. public library, after school programs, clothing closet, food pantry, health and wellness programs, etc.).

The 2024 board members are:

President: Deb Kralovetz
Vice President: Luke Goral
Secretary: Andy Zoerb
Treasurer: Ryan Johaneck
Directors: Tony Klaubauf, Alan Mazna, Lori Wagner, Heather Nohr, and Kathy Pletcher

1Denmark incorporated as a 501(c)(3) in April 2022 and has been focused on locating a suitable building that would be able to support the purposes identified above. In the fall of 2022 Denmark voters approved a school district referendum to build a new early childhood center (ECC) on the school district campus to bring together all students in one location. The new early childhood center is under construction and will be ready for occupation by the start of school 2024. The DSD Board did not want to retain the current ECC building once the students and faculty moved to the central campus. 1Denmark leaders recognized the current ECC building as being in an excellent location and would be ideal for a community center given the size and features of the building. 1Denmark submitted a proposal to the DSD Board to acquire the building and the Board approved the proposal in October 2023. Over the next 12-18 months 1Denmark is focusing on the work needed for the community center to become operational in 2025. This work is organized into four key areas: Stewardship, Communication, Engagement, and Innovation. An action plan is under development to set priorities and guide the work needed to operationalize the Denmark Community Center.

The library would reside in the "education wing." There is energy and momentum. Van Dyck asked what other entities will be part of this project. The County Board approved a \$3M tourism grant with a tight timeline. It needs to be a capital project – perhaps there is an opportunity for the 1Denmark project. Pletcher will explore this prospect.

Pulaski- There is so much energy happening there. Stacey Von Busch (Chamber) and Mark Heck (Pulaski Area Community Education – PACE) are key players. Individuals and groups within the Pulaski community are interested in organizing the discussion around the future of the Pulaski Branch. We appreciate the interest and are working on clarifying the next steps needed internally to move the conversation forward. Our group is seeking clarification on ownership of the building in Pulaski. It is currently owned by the Village. Sales tax funds are able to be used if the facility is county-controlled. Sales tax dollars cannot be used for operating expenses. At least part of the building would have to be owned. There are organizations in Pulaski that have earmarked funds for a community project. Village leadership may change with the April election. Van Dyck asked if it has ever been approved (voted on) by Pulaski if they would sell the building to the library for \$1. The library needs verification/commitment from the Village Board. Sugden will work with Schanock on finding out this information. Environmental issues are few in the current space. A condo arrangement gives the library the ability to use sales tax funds. Sellen suspects that there will be increases to the lease because of Village budget concerns.

Wrightstown- Emily Rogers and Amanda Young presented patron and circulation data for the Wrightstown Branch to introduce a discussion regarding adjusting- not reducing- the hours of service. Our group offered feedback and an adjustment was recommended for April implementation.

Bookmobile- Winter is a tough time of year for our existing Bookmobile in terms of its mechanical reliability.

Outreach- This group is going to begin serving as a thinking partner for outreach efforts on the part of library staff. The goal is to wisely deploy limited staff resources to effectively reach intended audiences and communities as well as continue to create visibility of library services and resources.

8. DISCUSSION AND POSSIBLE ACTION REGARDING BROWN COUNTY'S USE OF LIBRARY FUNDS FOR EMPLOYEE BONUS PAY The Board's discussion in November had incomplete information. "County funds" intended for the bonus pay were actually the library's funds. The county mis-stepped by not seeking Library Board approval and acknowledged that. **Motion** by Van Dyck, seconded by Running, to approve Brown County's use of library funds for 2% employee bonus pay in the amount just under \$88,000. **Motion carried.**

9. DISCUSSION AND POSSIBLE ACTION REGARDING ONE-TIME INCENTIVE PAY FOR LIBRARY STAFF This is also related to the November discussion. With a change in funding, staff recommends withdrawing an additional payment considering all factors involved. **Motion** by Woodward, seconded by Pletcher, to not distribute a one-time incentive pay to employees. **Motion carried.**

10. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

1. Financial Update Year-end financials are being worked on including the annual report.

2. **Facilities Update** Beyler thanked maintenance staff and Rogers who moved a lot of snow in the last week! Rogers thanked Beyler!
3. **Personnel Update** Rogers reported the following:
Hires: Lauren LaPlant, Marketing Specialist and Jace Diemel, Ashwaubenon Clerk. Tony Burns, Curative Connections employee is starting soon at Kress.

Recruiting: Youth Services Librarian, Central; Circulation and Technical Services Clerk; East Associate, and Kress Shelver.

A staff computer refresh in February will result in new laptops for all staff.

Programming partnerships are expanding at all locations. A partnership has been formed with Brown County Health. Rogers and Lagerman are assisting in scheduling community listening sessions at Pulaski, Wrightstown and Denmark. BC Foster Care programs on recruiting foster families have been held and more will be planned.

The Staff Development Day in March will have a Brown County resources theme. The County Executive will address the staff and other county partners (ADRC, Parks, Extension Brown County, Zoo, etc.) will be invited to share updates.

Rogers joined the IDEAS (Inclusion, Diversity, Equity, Access and Sovereignty) team made possible by a DPI/LSTA grant. There will be an in-person workshop in Green Bay. IDEAS will sponsor workshops, and in-person training. These offerings will be an opportunity to include other Nicolet Federated Library System libraries into the state collaboration,

4. **Community Engagement Update** Lagerman reported the East Branch Library is receiving a Mayor's Beautification Award to be presented at an event at the end of February. This annual award recognizes projects and organizations that enhance the beauty of the City of Green Bay.

The Central Library opened 50 years ago on January 20.

Lagerman served on the planning committee (as part of role as Youth Services Liaison role) for a Summer Reading Planning Workshop on January 11. Librarians from northeast Wisconsin attended. Both Lagerman and Katie Guzek (Youth Services Manager) served as facilitators for two break-out sessions each.

The Friends of the Brown County Library are partnering with the NEW Community Clinic, and Women, Infants, and children (WIC) to initiate an early literacy program that will provide children, ages 0-5 a free book when they attend their wellness visits. Members of the current Leadership Green Bay class are interested in joining this partnership and helping fundraise as part of their class project.

Mary Jane Herber's annual Genealogy 101 ten-week course kicks off on Saturday. Nearly 90 people have registered thus far. This is the 21st year the series has been offered. The Press Time published a nice article about it in last week's edition.

Back by popular demand is Mark Moran's Antique and Collectible Appraisal program. Moran is an expert appraiser and has appeared on Antiques Roadshow. His program will take place at the East Branch on Saturday. People can have items appraised for \$15 each. The Friends receive \$5 of each fee so the event is a mini fundraiser. The Press Times ran an article on this event as well. Moran is also scheduled for the same event at the Weyers-Hilliard Branch in April.

The Spring calendar of events is in progress – programs have been scheduled and work on the print booklet has begun.

11. LIBRARY DIRECTOR'S REPORT Sugden played a voice message complimenting the Kevin Van Ess Jazz concert at the library. Sugden also reported that the library will be meeting with Woodside partners to continue to work out details of a long-term partnership.

The Youth Services Manager and a member of the Leadership team will attend the Family Place Symposium to immerse the library in the creation of a family-focused space. Initial training will take place in March. Other Youth Services staff will attend training in Fall. This will be the first initiative in Wisconsin to designate the library as a family Place – a model for "...transforming public libraries into welcoming, developmentally appropriate early learning environments for very young children, their parents and caregivers. and help build a foundation for learning during the critical first years of life. "

In January, the library hosted more than 20 visitors from the Department of Workforce Development (DWD) the County Executive, Bay Area Workforce Development (BAWD), Vocational Rehab, and Veterans Services. The group toured the Central Library and discussed the possibilities of sharing space in the Central Library. The services of all agencies and those of the library overlap. Sugden is excited about new model of job centers (three-tiered model) and partnership opportunities. Job fairs, scheduled every other month, will begin in March. There is forward movement on the Job Pod model which will make accessible spaces in the library. A study room at the East Branch will be converted into a job pod and other units are being explored. BAWD, NFLS, and BCL developed the job pod and DWD is interested in participating in this work.

A Request for Quote (RFQ) for an Architect Consultant for Central Library Partnerships was released yesterday. Sugden thanked County Administration and Planning and Land Services for creating this document. Potential partners are Aging & Disability resource Center (ADRC), Job Center, and Public Health to create a fully integrated operation. There are advantages to a collaboration like this. Quotes are due on February 8 and a decision will be made by the end of the month. There will be three months to develop concepts. Sugden will ask for support from the Board's Facilities Committee, staff and partners to determine deliverables. This work is exploratory only and non-binding. There is a need to know how things will fit. The County Executive found funds for this body of work. The RFQ was sent to HGA, Engberg Anderson, and Somerville. Pletcher commented that this is a wonderful opportunity – thanks to Sugden for building these partnerships and for moving this forward. Van Dyck also thanked Sugden – always impressed by her enthusiasm to find ways to partner – congratulations! There seems to be willingness from the county to fund this project to make it a reality. Van Dyck commented that the County Executive expressed excitement at the County Board meeting.

12. PRESIDENT'S REPORT Anderson commented that this meeting is his last as President, but he is looking forward to being a trustee. He is running for a seat on the Ashwaubenon School Board. He asked the Board to consider serving in an officer role. Annual elections will take place at the February meeting.

13. OTHER BUSINESS

14. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

15. ADJOURNMENT Motion by Running, seconded by Meli, to adjourn the meeting at 6:58 p.m. **Motion carried.**

NEXT REGULAR MEETING:
February 15, 2024 | 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary