

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

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

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

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, and Lisa VanHandel (staff). Leah Liebergen (Staff) and Benita Mathew (Green Bay)

1. **CALL TO ORDER** President Anderson called the meeting to order at 5:23 pm.

2. **APPROVE/MODIFY AGENDA AND MINUTES** **Motion** by Woodward, seconded by Running, to approve the agenda and the January 2024 minutes. **Motion carried.**

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

4. **ANNUAL ELECTION OF OFFICERS**

A. President Anderson called for nominations for President. Pletcher nominated Sellen who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Van Dyck, seconded by Running, to close the floor and cast a unanimous ballot in favor of Sellen as President. **Motion carried unanimously.**

B. Vice President Sellen called for nominations for Vice President. Running nominated Van Dyck. Aubinger nominated Woodward who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Van Dyck, seconded by Anderson, to close the floor and cast a unanimous ballot in favor of Woodward as Vice President. **Motion carried unanimously.**

C. Personnel Officer/Secretary Sellen called for nominations for Personnel Officer/Secretary. Running nominated Pletcher who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Anderson, seconded by Running, to close the floor and cast a unanimous ballot in favor of Pletcher as Personnel Officer/Secretary. **Motion carried unanimously.**

D. Facilities Officer/Treasurer Sellen called for nominations for Facilities Officer/Treasurer. Woodward nominated Aubinger who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Anderson, seconded by Running, to close the floor and cast a unanimous ballot in favor of Aubinger as Facilities Officer/Treasurer. **Motion carried unanimously.**

5. **DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED MEETING AND STUDY ROOM POLICY** Language was added to cover cleaning fees. Aubinger asked for clarification on equipment included with reservations. **Motion** by Anderson, seconded by Woodward, to approve the modified language in the Meeting and Study Room Policy. **Motion carried.**

6. **DISCUSSION AND POSSIBLE ACTION REGARDING BOOKMOBILE PROPOSED CHANGE ORDER** Anderson reviewed the contract and noted that it was written favorably for TechOps. A number of changes were proposed to TechOps that reduced the amount of the change order. Anderson's negotiating effectively reduced the change order by about \$15,000. Additionally, the library was able to stay in the same position in the production queue. Many thanks to Anderson for his expertise in negotiations.

7. **DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CENTRAL HVAC REQUEST FOR BID (RFB)** Beyler reported that the HVAC replacement RFB has been restructured and distributed a summary of the changes. This keeps the project in line with the budget. It essentially breaks the project into two parts.

8. **DISCUSSION AND POSSIBLE ACTION REGARDING WRIGHTSTOWN BRANCH HOURS CHANGE** Rogers distributed a

summary of the changes. The proposal shifts the branch's open hours from Saturday to Friday. There is no reduction in hours. Wrightstown does not have daycare options on Friday, so open hours provide access for families. This change will also help the staffing model at Kress on Saturdays. Van Dyck asked about opening later and closing later. This was discussed but this schedule was made to avoid a gap in days open. The Rural Service committee recommends this change. **Motion** by Anderson, seconded by Pletcher, to approve the change in the Wrightstown Branch's hours of operation as presented. **Motion carried.**

9. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 ANNUAL REPORT VanHandel distributed a copy of the draft annual report. Analysis and narrative related to the statistics presented will take place over the next couple of months. **Motion** by Van Dyck, seconded by Anderson, to approve the 2023 Annual Report. **Motion carried.**

10. UPDATE AND POSSIBLE ACTION REGARDING NEW ASHWAUBENON BRANCH PROJECT The PowerPoint from the last meeting with the architects from Engberg & Anderson was shared. The new library space offers study rooms in multiple sizes, improved staff space, good oversight of library spaces, areas for children, including programming space with a retractable wall, and a quiet room. There was a request for additional handicap parking spaces. There is one public entrance. Heavy after-school activity is anticipated. The Community Room will be able to be divided. A double-sided fireplace splits the teen and adult areas. Locations of areas and study rooms were strategically placed to maximize effectiveness. There is a lot of natural light. Library Leadership is pleased with how things are taking shape. Sugden shared a document that summarizes the project. It will need to be created as a legal document. It captures the essence and costs of the project. There will be additional documentation of official nature. The timeline is exciting – it suggests that it could be open before the NFL Draft in 2025. Pletcher commented that the Woodside Board is really pleased to have the library as a partner. Once the paperwork is approved by the Library Board, it will move through the Education & Recreation Committee, and the County Board for approval. This is needed so Woodside knows the financial component will be met.

The Board needs to be aware of potential increases in costs and not exceed monies allocated for this project. Mary Kardoske, Village of Ashwaubenon President, has been very supportive. Sugden is aware of costs and shares the concerns of the Board and will seek additional philanthropic support. Van Dyck thinks there needs to be sensitivity to expenses of the East Branch vs. the Ashwaubenon Branch since the buildings will be similar in size. Anderson asked if Woodside has veto rights on naming rights and they would not.

11. DISCUSSION AND POSSIBLE ACTION REGARDING USE OF THE CONCORD GROUP AS OWNERS REPRESENTATIVE FOR THE NEW ASHWAUBENON BRANCH PROJECT Two proposals from Concord Group were received – one included commissioning of the building. Previous work with Concord has come in under budget. They bill hourly – not a lump sum. They provided a descriptive itemization/breakdown. Commissioning includes testing and making sure all systems work, are optimized and verified. They act as an extra set of professional eyes. County Facilities and the Aging & Disability Resource Center (ADRC) also use Concord. Long term, commissioning is important. Van Dyck asked if commissioning can be an add-on to the contract later. Pletcher, Woodward, and Running support the option of commissioning. **Motion** by Anderson, seconded by Pletcher, to approve Concord Group as owners representative for the new Ashwaubenon Branch project including the option to commission the building. **Motion carried.**

12. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY
The committee meets this next Monday.

Denmark- Pletcher reported that OneDenmark will be participating Give Big Green Bay. This will be a great fundraising opportunity. An event is taking place on February 21. County Supervisor Norb Dantine was invited. A tourism grant was applied for. \$150,000 was received from the Denmark State Bank Foundation. The OneDenmark Board is rolling along, and it is very exciting.

Pulaski- Sugden and Schanock met with Keith Chambers, Pulaski Village President, this week. A meeting is planned with the whole committee in a couple weeks to solidify commitment from the Village.

Little Suamico update: Sugden reported on a newspaper article about the offer to purchase a building to be used as a library. Sugden attended the community meeting to hear the discussion. The vote failed (for a second time). Sugden talked with the Town Chair and met with others last week and learned that Little Suamico is interested in having library services. Libraries are a hot topic in Oconto County.

- 13. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 NFLS YOUTH SERVICES SUPPORT GRANT AND 2024 NFLS LIBRARY SERVICES GRANT** **Motion** by Woodward, seconded by Anderson, to approve the 2024 NFLS Youth Services Support and Library Services Grants. **Motion carried.**

14. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- 1. Financial Update** VanHandel reported that the annual report is finished. Books are not closed with the county yet. A recap of 2023 and a start of 2024 (Jan/Feb financials) are expected by the March meeting.
- 2. Facilities Update** Nothing to report on anything that was already reported on.
- 3. Personnel Update** Rogers reported the following:
Hires: East Associate Cindy Vang (was LTE at Central); TS Clerk Alicia Elsner (from WH Branch)

Recruiting: Youth Services Librarian, 2 clerks – Central Circulation and Weyers-Hilliard; 3 Shelves – East, Kress, and Central

The Staff Development Day in March will have a Brown County focus. The County Executive will speak, and other departments will be introduced. Knowledge of other departments will help facilitate how we can partner in the future. Van Dyck suggested inviting a rep from the Highway Department. The Drug Task Force will present. The library is hosting a one-day conference - HootCon – on March 7 together with the Nicolet Federated Library System (NFLS) and the Outagamie Waupaca Library System (OWLS). There will be breakout sessions on cataloging, inter-library loan, and more. This is a good opportunity for staff.

A new partnership with the Veterans Administration (VA) Clinic will present programs on VA S.A.F.E. (Suicide prevention).

The Curative Connections partner started in January as a Shelver at the Kress Family Branch. Everything seems to be going well so far – they are in the training phase.

- 4. Community Engagement Update** Lagerman distributed a schedule of meeting locations for the 2024 Library Board meetings. The schedule includes presentations by branch and department managers.

The Bookmobile will attend the OneDenmark event on February 21.

The library will host a virtual book reading with Green Bay Packers A.J. Dillon on Monday, February 26.

WFRV (TV Channel 5) ran a story on Henry Streckenbach and the Book Buddies program at the Southwest Branch. A new Book Buddy volunteer is starting soon.

Reading for the Future work continues with sub-committees forming. Sugden, Lagerman, Schanock, and Youth Services Manager, Katie Guzek, are all part of this work.

- 15. LIBRARY DIRECTOR'S REPORT** Sugden distributed Intent to Award documentation for for the architect consultant for Central Library partnerships. Berners-Schober Associates was the firm chosen to work with the library.

Also distributed, for information, were two current State Assembly Bills (308 and 641). AB 308 relates to removing current protections for librarians if certain materials are checked out.

AB 641 proposes that parents are notified of the items their children checked out. Parents already have access to this information and can already check, 24/7. This is a redundant, unfunded mandate.

Sugden updated the Board on the JobPod project and shared a mockup of a rack card. She is confident it will be successful. The JobPod at the East Branch Library will launch on March 20, 2024. A ribbon-cutting event will take place at 11:00 am. Resources to support JobPod users are being developed and collected.

A safety update on Central Library included a report of unfortunate incident. Staff does an amazing job, but it is increasingly difficult to keep public spaces safe. Due to staff attentiveness, quick intervention and awareness of crime on library property connected with law enforcement and an arrest was made. Law enforcement complimented

particular staff person on how the situation was handled. The victim (underage and homeless) was connected with resources. Changes have been made to address gaps and further improve safety measures at the library to make public spaces safer. Sugden again commended staff.

Aubinger complimented staff on the Green Bay Press-Gazette Book reviews.

Running would like talking points to use when meeting with politicians and asked if the Marketing Specialist can compose something. Yes! Sugden will follow up on this request.

16. **PRESIDENT'S REPORT** Sellen thanked the Board for their support of her in her role as President. She also thanked Anderson for his service as President.
17. **OTHER BUSINESS** Woodward asked about the parking lot across the street. Development options are being reviewed for the site to house ADRC commercial kitchen and Grounded Café. County purchased lot behind Encompass. There is acknowledgement that the library needs parking. The close end of lot does have some environmental issues (There was a gas station there at some time).
18. **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.
19. **ADJOURNMENT Motion** by Anderson, seconded by Running to adjourn the meeting at 7:19 p.m. **Motion carried.**

NEXT REGULAR MEETING:

March 21, 2024 | 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary