

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **March 28, 2024** at **5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

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

ALSO PRESENT: Sarah Sugden, Sue Lagerman, Curt Beyler, and Lisa VanHandel (staff). Chad Weininger, Brown County Director of Administration, and Grace Grocholski (staff).

- 1. CALL TO ORDER** Personnel Officer Pletcher called the meeting to order at 5:22 pm.
- 2. APPROVE/MODIFY AGENDA AND MINUTES Motion** by Anderson, seconded by Aubinger, to approve the agenda and the February 2024 minutes. **Motion carried.**
- 3. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.
- 4. DISCUSSION AND POSSIBLE ACTION REGARDING FINE FORGIVENESS WEEK, APRIL 22-27, 2024** Sugden reminded that the board approved 2 weeks a year fines waived; do not waive lost fees. **Motion** by Running, seconded by Meli, to approve the week of April 22-27, 2024, "Fine Forgiveness Week." **Motion carried.**
- 5. DISCUSSION AND POSSIBLE ACTION REGARDING NATIONAL LIBRARY WEEK PROCLAMATION** **Motion** by Woodward, seconded by Van Dyck, to approve the National Library Week Proclamation as presented. **Motion carried.**
- 6. UPDATE AND POSSIBLE ACTION REGARDING NEW ASHWAUBENON BRANCH CONDO OFFER TO PURCHASE** A preliminary estimate was received for purchase of the library core shell. The funds initially allocated in the planning of the East and Ashwaubenon branches were comparable. The hope is to break ground in the next couple of weeks. Approval, due to timing, is essential so Woodside can keep their timeline and approval also shows that the library is committed. Sugden wants to be responsive to Woodside as partner. Components were removed from the scope to reduce the costs and it was requested that an updated cost summary from Stevens accompany the Offer to Purchase.

After discussion and review of estimate, **motion** by Van Dyck, seconded by Running, to amend the commercial offer to purchase to include the contingency, "That all specifications, warranties, and guarantees granted in the construction contract are transferable to buyer," and that line 676 (addendum) reference the attached site plan. **Motion carried.** Pletcher abstained.

Motion by Van Dyck, seconded by Anderson, to approve revised commercial offer to purchase and direct library staff to acquire confirmation from Concord Group as to the reasonableness of library shell cost equal to purchase price and confirmation from Concord Group and/or architect as to ability to finish interior of library in an amount not to exceed \$4M. **Motion carried.** Pletcher abstained.

County Corp Counsel working on condo document. Van Dyck conferred with Anderson, and they suggested that perhaps the Library Board hire an attorney who is familiar with condo documents to review the nearly complete document. A concern is with how the Condo Association Board is structured and any potential future implications for the library based on that structure. Are there any long-term protections? Anderson suggested that if the Board identifies any concerns, review of the document could be completed in 10 hours or less.

Motion by Running, seconded by Woodward, to spend up to \$3K for the purpose of hiring an attorney with expertise or experience in real estate and condominium law to review condo document to recommend solutions for identified potential issues. **Motion carried.** Anderson and Pletcher abstained.

Woodside created the condo doc and has been in conversation with Corp Counsel to date. The biggest piece was clarification of exterior parts. To keep to deadlines, review of condo document and any modifications should be complete by April 5.

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

Schanock reported the following:

Denmark: Denmark applied for funds through the Brown County ARPA grant competition. Denmark was one of only two non-sports related grants approved by the County Board. In addition to the Give Big Green Bay funds, Denmark will have \$100,000 from the ARPA grant competition.

Pulaski: Pulaski Community Center also applied for funds through the Brown County ARPA grant competition. Pulaski was the second of only two non-sports related grants approved by the County Board. The future state collaborative center, including the Pulaski Branch Library, will receive \$100,000 from the ARPA grant competition.

In addition, Sugden presented to the Pulaski Village Board in an effort to advance the conversation regarding the Pulaski library location. The Village Board would need to take action in order for the library to be able to invest money in the current location. In addition, the condition of the current building requires an updated investigation.

There is an upcoming grant competition that Brown County Library staff is considering applying for.

We are grateful to our community partners for their efforts on behalf of our rural services.

8. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- A. Financial Update** VanHandel reported that 2023 journal entries are finished, and the 2023 year-end books are closed. The 2023 Annual Report was successfully submitted. There were no changes to the Fredrick Crane and Lester Wood accounts in 2023. The library is expecting reimbursement from the Friends in the amount of ~\$38K for approved library requests. Also expecting a payment from NFLS in the amount of \$54K that was missed due to NFLS' change in accounting firms. There is no carryover this year. 2024 is starting off on track – personnel and operating costs are on budget.
- B. Facilities Update** Beyler reported Central HVAC bids docs are at Purchasing and should be posted next week. Ashwaubenon project – there has been review of value engineering opportunities, suggestions, and strategies. Work is being done on items with long lead times – the Automated Materials Handler (AMH) design is almost complete and bid documents for fiber are being worked on and should be ready in a couple of months.
- C. Personnel Update** No report.
- D. Community Engagement Update** Lagerman reported the following:
Lagerman and Youth Services Manager participated in Family Place Libraries (FPL) training in New York last week. This training certifies the library as a Family Place Library – the first in Wisconsin. The mission of FPL is, “Building Foundations for Early Learning.” The knowledge gained from the training, coupled with what the library already provides in the area of early learning and literacy will make the library a center for early childhood learning and parent education in a consistent and structured manner. This model has been adopted by over 500 libraries in 32 states.

National Library Week will be celebrated April 7-13 and to kick off this annual event, County Executive Streckenbach and Sugden will hold a joint news conference on Monday, April 1 at the Weyers-Hilliard Branch at 11 am.

The JobPod launch at the East Branch last week was a success and received nice media coverage. The first of regular, recurring job fairs took place today and received media coverage.

In addition to the Central Library, the Kress Family and Weyers-Hilliard branches are sites for public art displays. A new web page is planned to go live that offers information about the library's art spaces including an application to exhibit.

The Public Library Association conference is April 2-5 in Columbus, Ohio. Lagerman, Collection Development Manager, and Ashwaubenon Branch Manager are attending with staff from the Nicolet Federated Library System.

Friends' volunteers packed 150 Born to Read early literacy kits that will be distributed to all babies born in area hospitals during National Library Week.

The Friends' BIG Book Sale is scheduled for April 29 – May 2 at the Central Library.

The partnership with the Brown County Fair Association has been reaffirmed and the Fair will host Library Morning at the Fair, and the Bookmobile will be on site during the Fair in August.

9. LIBRARY DIRECTOR'S REPORT Sugden noted the job pod launch was indeed a success and the job fair was great! It was commented by the companies attending that the attendance was more than they've seen in a long time. The library was bustling. The convenient location of the East Branch really makes a difference! JobPod Phase 2 is underway to deploy this model in other libraries.

Safety Officer Al Hughes returns April 15. A lot of work is waiting for her. Conditions in downtown Green Bay are not great. Sugden has asked for a meeting with the sheriff to clarify specific actions for specific issues. Central Library is caught between public safety jurisdictions. (County/City). It's hard to wait for answers. Presentations at staff development shared thorough information. The library needs more training, so the staff is safe. Trying to get clear information and the right pathways. Having Hughes back will be beneficial. Central situations heavily impact staff morale. Sugden would like help in advocating for more law enforcement downtown. A determination is needed on who should respond. Anderson would like to see an action plan.

A second meeting took place with the ADRC and architect. Human Design consultant work has started. Everyone is enthusiastic about partnering. Veterans are another component of this work. Working on a 90-day timeline for conceptual design. Many focus groups, interviews, and other work will take place to determine convergence of services. The biggest unknown is the Job Cener due to federal requirements for job center buildouts. The Central Library concept is a new and workable model, and the hope is that the Job Center can envision a future design and implementation. This is a great opportunity for the library to learn from and explore with these partners. Van Dyck suggested garnering the support from state senators. This new model is breaking down barriers for job centers. This model also leverages the existing library infrastructure and feels promising.

10. PRESIDENT'S REPORT None.

11. OTHER BUSINESS

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

13. ADJOURNMENT Motion by Woodward, seconded by Anderson to adjourn the meeting at 8:02 p.m. **Motion carried.**

NEXT REGULAR MEETING:

April 18, 2024 | 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary