

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **May 16, 2024** at **5:15 p.m.**
Pulaski Branch Library, 222 W. Pulaski Street, Pulaski, WI 54162

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

EXCUSED: MARISSA MELI

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

1. **CALL TO ORDER** Kathy Pletcher called the meeting to order at 5:30 pm.
2. **APPROVE/MODIFY AGENDA AND MINUTES Motion** by Anderson, seconded by Schanock, to approve the agenda and minutes. **Motion carried.**
3. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.
4. **PRESENTATION BY BECKY PHILLIPS, PULASKI AND WEYERS-HILLIARD BRANCH MANAGER** Phillips has been managing the Pulaski and Weyers-Hilliard branches for the last six years. The Branch was established in 1968 in Pulaski High School. It moved to S. Augustine Street in 1970, and to its current location in 1989. It is about 3600 square feet in size. The branch is open Monday – Wednesday 10am – 6 pm and Friday-Saturday 10 am – 2 pm. Staff includes Phillips, two part-time Library Associates, and two part-time Clerks. Almost 400 new cardholders were registered in 2023. Last year’s circulation of materials increased 13.5% over 2022 for a total of 37,169 items checked out. 60% of the collection turned over, which demonstrates the responsiveness of staff to the community’s preferences.

Fun facts about Pulaski include that it has the longest running student-led newspaper in the county with issues dating back to 1993. The large mural in the library was painted in 1999 by Pulaski High School students under the direction of Art Educator, Aaron Sperduto. It is based on the art by author and illustrator Graeme Baese.

Though small in size, the library has undergone interior reorganization to make the most efficient use of available space including moving the Large Print collection to improve accessibility and volume, replacing large, bulky furniture with newer tables and chairs from the ‘old’ East Branch, and redesigning the front desk area.

The library worked collaboratively with the following agencies and organization to provide services and programs to library users:

- Weekly Workforce Development Career Navigator Sessions
- Supplemental School Library in 2023 for Grace Christian Academy
- Participant for Village Wide Passport Program promoting local businesses
- Location for all Casimir Pulaski Days Coloring Contest Entries
- Shawano County Dairy Promotions Polka Days Collaboration
- ADRC Promotes Services and Showcases new Food Truck
- Fire Safety, Fire Gear, and Emergency Planning with Tri-County Fire Dept
- Pulaski High School Leo Club takes Photos for Stuffed Animal Sleepover
- Brown County Public Health & ADRC for Community Health Assessment

Summer programs promise something for everyone!

Anderson commented that he is impressed with the services provided with a small staff. Sugden stated that the library is so fortunate to have Phillip’s leadership, and a great team.

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

Pletcher gave the following OneDenmark summary:

OneDenmark is a 501(c)(3) community improvement organization which is developing a community center within the Village of Denmark that will connect organizations, resources, and individuals to build a stronger Denmark community. The community center will offer spaces for the public library, IT Business Center, educational programs, community gatherings, health and wellness programs and recreation.

OneDenmark has identified a building that is ideal in size, features, and location. It is the Early Childhood Center (ECC) owned by the School District of Denmark, located at 450 N Wall St. The School Board does not want to retain the ECC building once the students and faculty move to the central campus in fall 2024. At their October 2023 meeting, the School Board unanimously approved “the sale of the ECC to OneDenmark by November 30, 2024.”

OneDenmark will be responsible for operating and maintaining the community center. OneDenmark is governed by a nine-member board of local residents with staggered three-year terms to ensure stability and continuity over time. 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.

The Board has a financial plan for long term sustainability from three major categories:

- investment from area businesses
- gifts from foundations and fundraising activities.
- revenue from client rentals, the IT Business Center, partnership agreements, and gymnasium memberships

OneDenmark has received financial commitments of \$319,000 in 2024.

OneDenmark has contracted with Somerville Architects Engineers for conceptual design services including conceptual floorplans, site plans, building elevations & 3D exterior renderings, mechanical assessment, and cost estimates by June 27, 2024. The results of the Somerville work will assist OneDenmark with writing the Flexible Facilities Program grant as well as advancing our fundraising.

Pletcher continued her report with a summary of the Flexible Facilities Program (FFP) – a grant opportunity.

“To provide grants to units of general local government (UGLGs) and tribal governments for purposes of directly enabling work, education, and healthcare monitoring, including remote options, in public libraries, community centers, and multi-purpose community facilities to address the needs of residents living in communities disproportionately impacted by the COVID-19 pandemic.”

Eligible applicants are Wisconsin local governments: county, city, village, or town; and tribal governments. Brown County can apply for funds on behalf of a non-profit, which is identified as a Subrecipient in the grant.

Brown County may submit 1 application for each category.

Category A. Construction of new facility: Ashwaubenon Library

Category B. Renovation of existing facility: Denmark ECC converted to a community center with a public library

The maximum award is \$4.25 million per project. If the project cost exceeds \$4.25 million, the applicant must show matching funds to ensure the project can be completed by September 30, 2026.

Minimum Criteria: Project must include constructing a new or renovating or expanding an existing public library, community center, or multi-purpose community facility and the purchase and/or installation of broadband infrastructure and/or other digital connectivity technology (e.g., digital connectivity devices, equipment, services) that provide public access to high-speed internet and enable work, health, and education monitoring. Community facility Examples: Libraries, senior citizen centers, youth centers, general community centers, etc.

Application Timeline: Applications available April 26. Applications due 2:00 pm July 11, 2024; Notification of Awards on or before October 1; Grant Agreement Execution on or before December 30, 2024. Construction period End Date: September 30, 2026.

Pletcher met with County Executive Streckenbach on Monday, and he is very supportive of this opportunity. Van Dyck suggests routing the application through Ed & Rec and then the full County Board. Awarded funds would divert the need to spend more sales tax on the library.

Pletcher and Sugden are meeting with the Chair of Ed & Rec regarding submitting an agenda item for the grant. **The Board unanimously supports the efforts of the county to apply for the grant.**

Regarding Pulaski, Schanock reported there was a meeting in late April of various individuals interested in the library project. The Village President reported that he is working with the trustees on a possible plan to share out as soon as September. The library arranged for another engineering walk-through of the current Pulaski Branch to determine the general condition of the building. Beyler added that there were not significant changes from the last assessment made in 2022. Brown County’s new facility manager Chad Magnin suggested that improvements to the building structure

are doable and workable, and it is not a tear down. Sugden talked to Magnin who confirmed the cost to repair, taking into account potential radon remediation and other continuing obligations, is less than a teardown and then build new. The library had settled on this building because there was nothing else available. The Village is a key player and the President offered funds to support a renovation, but it will be a long time. It is prudent to look at other options. Over the next 18 months, the Library Board will have to decide about staying in current building or not. It has been a long wait thus far, and at some point, the Board must decide to continue to wait or see if there are other options. Van Dyck commented that the board is not obligated to wait, particularly when criticisms of what is taking so long are pointed at the Board and the library. In any scenario, Sugden expressed the desire to maintain the partnership with PACE and the Pulaski Chamber.

5. **DISCUSSION AND POSSIBLE ACTION ON TABLE OF ORGANIZATION CHANGE** After evaluating workflows for efficiency, the library will repurpose a Technical Services Clerk to an updated Administrative Clerk role. This role will support the administrative department with tasks previously done by the now defunct Mailroom Clerk. There is a net zero budget impact. **Motion** by Van Dyck, seconded by Anderson, to approve the Table of Organization change as presented, creating an Administrative Clerk. **Motion carried.**
6. **DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL HVAC FUNDING** A capital projects sales tax breakdown was distributed. After discussion, **Motion** by Van Dyck, seconded by Anderson, to approve a budget adjustment to utilize \$1,432,830 of the sales tax fund to assist in funding the Central HVAC replacement. **Motion carried.**
7. **DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL HVAC BIDS** Beyler shared a comparison of bid, and re-bid results for the Central HVAC replacement. The changes for the re-bid were reviewed. Van Dyck proposes that this work needs to get done and it does not make sense to piecemeal it. **Motion** by Van Dyck, seconded by Anderson, to accept base bid and all alternates submitted by Hurckman in the amount of \$3,532,830. **Motion carried.**
8. **APPROVAL OF ADDITIONAL HALF DAY CLOSING FOR STAFF DEVELOPMENT** A good opportunity for staff training came up and it would take place from 9:00 – 11:00 am on Friday, October 18. **Motion** by Running, seconded by Woodward, to approve a half-day closure on Friday, October 18, 2024, with an opening at Noon to accommodate staff training. **Motion carried.**
9. **LIBRARY SAFETY UPDATE** A written report by Al Hughes was shared. It included updates on staff training, ongoing operations, outreach, and meetings with the public safety network. This will be an ongoing report. Sugden reported the Downtown Safety Summit was well attended by business owners and downtown residents. The GBPD shared statistics and discussed improving conditions. The Sheriff and Police Chief have been in conversation about the Central Library's jurisdiction. They discussed improving the safety of staff and Sugden is encouraged by the work being done. The library is interested in increased communication – once a year is not enough. Sugden asked for quarterly gatherings since there are a lot of issues being experienced. The library is prepared to schedule and host these meetings. Focused discussions are the desired outcome. A survey related to safety will be conducted with staff. So much has changed in urban libraries over the last 20 years that there are not many available resources that deal with current situations. This is an important issue and Sugden is grateful that this can be discussed at the Board level. The percentage of police calls at the library is a small percentage of the total. Acknowledge that public safety has a huge responsibility that isn't always visible.
10. **DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**
 - A. **Financial Update** A five-year Capital Improvements Plan draft was shared. Anderson suggested including signage for Southwest, Weyers-Hilliard and Kress that incorporates the library's branding. The final plan is scheduled to be approved with the 2025 budget.
 - B. **Facilities Update** Beyler presented an Ashwaubenon HVAC value engineering option related to heating and cooling the new location. Discussion took place about the advantages and disadvantages of electric v. hot water, replacing/changing terminal units to electric, and other various scenarios that offered different initial outlays and varying timelines on payback.

The final drawings should be finalized next month. Anderson noted that the most efficient system has been designed and he doesn't see a reason to change it. Van Dyck agrees but understands Beyler's point of view and suggests acquiring further clarification on the upper heating proposal.
 - C. **Personnel Update** Rogers reported the following:

Hired: Rachel Rabas - East Library Associate

Recruiting: Shelves at Kress, East, and Central; Clerk at Kress and Youth Services Librarian at Kress.

Trainings: Summer Reading Program training takes place on Friday, May 17

Pletcher, Woodward and Rogers have begun the employee performance review process. They are reviewing the Personnel Policy and will bring a revision draft to the Board this summer.

D. Community Engagement Update Lagerman reported the following:

This is a very busy time of year for many staff as preparations are made for the library's four Summer Reading Programs – the calendar of events is complete, printed materials are being updated and printed, prizes and incentives, including generous donations from local organizations, businesses and restaurants have been ordered, received, counted, and distributed, Youth Services staff have started visiting schools for programs that promote signing up for the Summer Reading Program and there is a general excitement in the air for a week of kickoff events beginning June 8.

Public Art – The library understands the power of public art, its importance and how it can transform places and people and promote diversity of thought. Because the library wants to contribute to the cultural value of our county, a new Public Arts Committee was formed as is led by Becky Phillips. The committee's charge is to develop, implement, and coordinate public art experiences and programs for all ages. The Central Library has a gallery wall on the second floor that has displayed the works of local artists on the second floor for decades. Through the work of the Public Arts Team, display spaces have been created at both the Kress Family and Weyers-Hilliard branches and it is exciting to share that their inaugural exhibits will take place this summer. Displaying artists are offered the opportunity to give an artist talk as part of the library's programming schedule and they have always had the option of selling their work. This is an excellent opportunity to showcase local talent and for others to see the world through someone else's eyes. An application to exhibit is available on the library's website. Submissions are reviewed by the Public Arts Committee through a process developed by the team. On a related note, a local spoken word artist recently used the library as his background for his upcoming album, and another local artist contacted the library and offered her portrait drawing skills as a service to library users.

The library has had great media coverage in the last month! Starting with the cover story of City Pages during National Library week, coverage has included our regular Green Bay Press-Gazette Sunday book reviews, our bi-monthly Good Day, WI segments, two interviews surrounding the possibility of a new Denmark Branch (thank you, Kathy Pletcher!), the new Ashwaubenon Branch, and the launch of another JobPod in Algoma.

11. **LIBRARY DIRECTOR'S REPORT** Sugden reiterated that offering art experiences is important to the fabric of the community. "Hooray!" for the groundbreaking event in Ashwaubenon yesterday. The second JobPod launch took place in Algoma. Work continues with DWD, NFLS, and Job Center on documentation to control the quality of the JobPod and the brand. Consideration is being given to trademarking the materials. Sugden shared a NFL Draft document of library activities and events. The history showcase was shared – two photo exhibits, one being virtual and the other a building banner project that includes historical images. In preparation of Draft weekend, additional training for staff will take place on the topic of human trafficking. Looking ahead to the 2025 budget and the cuts that will be required, staff will be leaning on the Board to guide scenarios because the gap will be significant. The library will receive the budget numbers from the county by the end of June.
12. **PRESIDENT'S REPORT** Sellen expressed gratitude to those who attended the groundbreaking. She also thanked the Brown County Library Foundation for the invitation to Rotary's Free Enterprise Award dinner. Sellen also congratulated the Friends on their successful book sale that netted over \$29,000.
13. **OTHER BUSINESS**
14. **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.
15. **ADJOURNMENT Motion** by Running, seconded by Van Dyck, to adjourn the meeting at 7:50 p.m. **Motion carried.**

NEXT REGULAR MEETING:

June 20, 2024 | 5:15 pm | Southwest Branch Library

Respectfully submitted,
Sue Lagerman | Recording Secretary