

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

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

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

**EXCUSED:**

**ALSO PRESENT:** Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, and Al Hughes (staff). Leah Liebergen, Dennis Jacobs, Molly Hebert, and Sandy Kallunki (staff). Jill Proulx, Kathy Blaney, and Scott Liddicoat (Green Bay); Jim Pyle (Brown County Supervisor District 26); and Joshua Cavender (WLUK-Fox 11).

- 1. CALL TO ORDER** President Sellen called the meeting to order at 5:15 pm. President Sellen read a statement from the Board regarding a social media post that misrepresented the Library Bookmobile's participation in a N.E.W. Pride Alive event on September 21.
- 2. APPROVE/MODIFY AGENDA AND MINUTES Motion** by Anderson, seconded by Pletcher, to approve the agenda and minutes. **Motion carried.**
- 3. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** Kathy Blaney spoke on behalf of the Book Club that meets at the East Branch. They are questioning the reduction of the frequency of the meetings to two times per quarter. The book club is popular with 12-20 adults participating each month. The club has been in existence for over 15 years. Blaney acknowledged staff time and asked that time is preserved for staff to reserve multiple copies, and requests additional copies through interlibrary loan, reserve the room. The Board was asked to ensure it remains a thriving program. Jill Proulx commented that many good friendships have formed through the Club and suggested that there might be space for two book clubs. The Board thanked them for their comments and referred this matter to library staff.
- 4. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED LIBRARY BOARD BY-LAWS** The proposed additions document the allowance to participate through electronic communication, the formation of a Finance Committee of the Board, authorization of the Executive Director to accept major gifts, and notices that the proceedings are governed by Robert's Rule of Order. **Motion** by Aubinger, seconded by Running, to modify Article II Section B and change "Officers" to "President," and strike, "any one". **Motion carried.** **Motion** by Anderson, seconded by Van Dyck to strike the language referencing the authorization of the Executive Director to accept major gifts on behalf of the library and instruct staff to define major gifts and include in a policy. **Motion carried.** **Motion** by Van Dyck, seconded by Anderson, to approve the updated Library Board By-laws as revised. **Motion carried.**
- 5. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY**  
Pletcher reported the following for Denmark: Brown County submitted a Flexible Facilities Program (FFP) grant for the OneDenmark Community Center and Library project for \$4,024,691 on July 9. The current focus is private fundraising for capital dollars and business development to create operating revenue streams for the future community center. Advisory Groups of community members are being formed in the following areas: Business, Education, and Health & Wellness. The Advisory Groups will assist the Board in planning programs and services and use policies. Pletcher shared the "leave behind" brochure with the Board. If the grant isn't received, the project will continue but in a phased manner.

Rogers reported that the new Bookmobile arrived on August 1. Staff have been initially trained on its functions. Work behind the scenes is being conducted to prepare it for use. The plan is to have it ready for service after Labor Day for all regularly scheduled community stops and events. In addition, there will be an online form available through the library's website to request a visit from the Bookmobile. The old bus will be sold at auction.

Sugden reported the following for Pulaski: Supervisor Pyle was introduced. Sugden had a productive meeting with Village President Keith Chambers and complimented his collaborative spirit and leadership. He was happy with the proposal, project, and partnership with PACE and the Chamber. He has a placeholder in the bonding package to benefit the library. It must pass the Village Board and move through Ed & Rec next month and then the County Board.

Wrightstown did submit a FFP grant for a community center, but it did not include library space.

6. **PRESENTATION AND APPROVAL OF NEW ASHWAUBENON LIBRARY CONSTRUCTION DOCUMENTS TO BE POSTED FOR REQUEST FOR BID (RFB)** Beyler noted that the Concord estimate is still high after working to bring it down but there are alternates that could be removed to reduce the cost. A copy of the floor plan and a list of alternates was distributed. **Motion** by Anderson, seconded by Van Dyck, to keep seven of the nine suggested alternates as alternates and keep the other two in the project. It is recommended to put this package out to bid now to get the most accurate bid. The project must meet the date set for occupancy and other target dates. **Motion** by Van Dyck, seconded by Anderson, to approve the new Ashwaubenon Branch Library construction documents for RFB with alternates. **Motion carried.**

7. **DISCUSSION AND POSSIBLE ACTION REGARDING DRAFT 2025 BUDGET** Sugden distributed the draft budget and change analysis. She noted her appreciation for library staff who helped. The county provided some assistance. Sugden walked the Board through the budget changes. Library fines continue to trend down due to electronic materials that are returned automatically. The levy was increased by \$139,973. An anonymous gift from a community member fills the funding gap to maintain current levels of service. The alternative to using this donated money is to cut locations. New revenue streams need to be investigated. This budget maintains current services and staff. Van Dyck asked about carryover amount - it should be sizeable due to open positions. Capital improvement projects have been submitted to County Board for approval. Schanock thanked Sugden for the budget work accomplished in lieu of a finance manager. Anderson also recognized this effort.

**Motion** by Pletcher, seconded by Schanock, to approve the draft 2025 budget with changes as discussed. **Motion carried.**

8. **DISCUSSION AND POSSIBLE ACTION REGARDING PERFORMANCE EVALUATION POLICY** Rogers presented the changes to the policy. Rogers explained that while we want to recognize staff, we don't have the funding to recognize exceeds expectations. The new policy, drafted by Woodward, Pletcher and Rogers, aligns with the county's plan. It does not recreate the wheel and there aren't funds to support a multi-level ranking system. **Motion** by Van Dyck, seconded by Anderson, to approve the Performance Evaluation Policy as presented. **Motion carried.**

9. **DISCUSSION AND POSSIBLE ACTION REGARDING COMMUNICATION SUBMITTED AT THE COUNTY BOARD MEETING TO: "RESQUEST THAT THE LIBRARY CONSIDER THE POSSIBILITY OF OFFERING PASSPORT ISSUING AND TAX COLLECTION SERVICES AT THE CENTRAL LIBRIARY AND THE 4 REGIONAL BRANCHES IN ORDER TO GIVE CITIZENS IMPROVED ACCESS TO THESE SERVICES.** **Motion** by Van Dyck, seconded by Pletcher, to hold this agenda item until the September meeting. **Motion carried.**

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

A. **Financial Update** Sugden reported we should be on track and end the year in the black.

B. **Facilities Update** Beyler reported Central HVAC project is going through submittals, equipment is being ordered, and replacement is expected to start in early 2025.

C. **Personnel Update** Rogers reported the following:

**Hired:** Tatiana Johnson, Southwest Clerk; Ann Rohe, East Associate; and Rachel Kanzenbach, Ashwaubenon Clerk (former volunteer).

**Recruiting:** Library IT Technician, Kress/Wrightstown Manager, Kress and Ashwaubenon Clerks, and Kress Associate.

**Resignations:** Caitlyn Bush, Ashwaubenon; Talisa Costea, Central Shelver; Caitlyn Croake, Central Shelver; Dasha Fuge, Kress Clerk; Cali Jacobs, Kress Clerk; Kate Bennet, Ashwaubenon Clerk; Kaitlyn Francois, Kress Associate; and Amanda Young, Kress/Wrightstown Manager.

The County wrote and distributed a new Acceptable Use Policy (AUP) that details allowable and prohibited usage of County resources and outlines the expectations for how employees should interact with these resources. Each employee will be required to sign off on this policy.

Staff performance reviews will launch soon; some youth services staff attended a training that gave the opportunity for networking and sharing ideas; and, program planning, with a focus on partners and collaborations for 2025, is underway.

Regarding staffing related to the open manager's position at the Kress Branch, Rogers noted that extra hours

are offered to staff, and Admin level staff rotate days once a week to provide management.

**D. Community Engagement Update** Lagerman reported the following:

Summer Reading Program ended on Monday, August 12. Final numbers are not ready but as of August 1, over 9,000 people had registered for the four reading programs. It was an exciting summer at the library filled with storytimes, costume character visits, music, juggling, and science programs, interactive programs with eh Children's Museum and Einstein Project, Zoomobile visits, Food Truck Fridays, and more!

Library Morning at the Brown County Fair took place today. Children earned free passes to attend as part of the reading program. A full report will be available next month.

The new Bookmobile arrived last week! It will be temporarily branded while the library seeks a naming sponsor and conducts a call for artists to design the graphics. The current Bookmobile is at the Brown County Fair this week.

Central Library is 50 years old this year! To celebrate a block party is scheduled on Saturday, September 14 from Noon – 3 pm. It will feature a live remote from WOGB 103.1 who will spin music from the 1970s, carnival games, stories on stage, food trucks, costume characters, fun activities, and more!

**E. Library Safety Officer Update**

Hughes' safety update included her recent activities. Safety procedures are under review and staff trainings being considered include active shooter, CPR/AED and First Aid. She is also exploring the options for NARCAN availability and signage to indicate that the libraries are weapon-free zones. Day-to-day operations include addressing and processing violations reports and bans following up with staff regarding safety concerns. Running asked how often staff calls the police department and if there is a log that records response time. Hughes has investigated this, and the library's log does not match with law enforcement since there are variables that influence these statistics. Woodward complimented the efforts. Hughes and Beyler talk about every situation and safety regularly. Running mentioned the importance of knowing the right things to say (right information) when caller contacts law enforcement. Hughes noted that both the city and county are short-staffed, and that loss of life, limb, or eyesight are priorities. It can be frustrating, but a Trespass Arrest Authorization (TAA) violation won't take precedence over a domestic violence call. The library wants police to be here without being a negative situation but to interact and build relationships. Police have access to any library facility at any time. Van Dyck asked if there is a summary of the number of calls and the reasons for the call. That information would be helpful to counteract or agree comments the Board receives. 90% happen at Central. Hughes is working on filtering the data to be able to provide the Board with useful and accurate information.

11. **LIBRARY DIRECTOR'S REPORT** Sugden commented that Brown County should have a lot of pride about JobPod. The Department of Workforce Development (DWD) committed \$250,000 to help fund the project. Six additional JobPods will be installed in Wisconsin by the end of the year. One will be at the Weyers-Hilliard Branch Library. Funding will also help support staff. A Limited Term Employee (LTE) can be hired to offset staff work. NFLS has been a perfect partner and will hold all intellectual property.

The Central Library space test-fitting work being done with the ADRC and Job Center is wrapping up. Flexibility and compromise are important to the success of this project. The architect will begin building out this concept. Architectural and engineering services will be budgeted and prepared for bidding by the County. Plans should be available to share next month. Sugden is confident that the shared components of partnerships will be figured out. Pletcher expressed her confidence in this project.

The City of Green Bay applied for a FFP grant for a multi-purpose community facility including a library space. When an inquiry was made, library staff was told this would be in collaboration with the library. The library was not aware of this and Sugden would like direction on how to react. Schanock said it is not uncommon for partners to be named in grants without the partners' knowledge and suggests letting it play out until we know if the grant is awarded or not.

12. **PRESIDENT'S REPORT** None.

13. **OTHER BUSINESS** None.

14. **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**15. ADJOURNMENT Motion** by Anderson, seconded by Running, to adjourn the meeting at 8:08 p.m. **Motion carried.**

**NEXT REGULAR MEETING:**

**September 19, 2024 | 5:15 pm | Central Library**

Respectfully submitted,

Sue Lagerman | Recording Secretary