

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **February 20, 2025**, at **5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, KIM SCHANOCK, JAYME SELLEN, and JOHN VAN DYCK.

EXCUSED: KATHY PLETCHER and WENDY WOODWARD

ALSO PRESENT: Sarah Sugden, Sue Lagerman, and Curt Beyler (Administration). Danielle Zeamer, Andrea West, and Rachel Irish (Library Staff). Sandy Kallunki (Library Staff) attended virtually.

1. **CALL TO ORDER** Jayme Sellen called the meeting to order at 5:17 p.m.
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** No public present.
4. **ANNUAL ELECTION OF OFFICERS**
 - A. **President** Sellen called for nominations for President. Anderson nominated Sellen who accepted the nomination. Schanock seconded 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 Sellen as President. **Motion carried unanimously.**
 - B. **Vice President** Sellen called for nominations for Vice President. Van Dyck nominated Woodward. Anderson seconded 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. Anderson nominated Pletcher. Schanock seconded 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 Pletcher as Personnel Officer/Secretary. **Motion carried unanimously.**
 - D. **Facilities Officer/Treasurer** Sellen called for nominations for Facilities Officer/Treasurer. Schanock nominated Aubinger who accepted the nomination. Anderson seconded the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Anderson, seconded by Van Dyck, to close the floor and cast a unanimous ballot in favor of Aubinger as Facilities Officer/Treasurer. **Motion carried unanimously.**
5. **UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY**

Schanock reported that the rural service meetings will resume in March. The Denmark project is progressing. Weekly meetings with the architect are taking place. The grant supporting this project requires strict adherence to its guidelines. Sugden and Lagerman attended a meeting at Pulaski this week. More details will be shared later in the agenda.
6. **DISCUSSION AND APPROVAL REGARDING 2025 LIBRARY SERVICES GRANT** **Motion** by Van Dyck, seconded by Anderson, to approve the 2025 NFLS Library and Youth Services grant applications. **Motion carried.**
7. **DISCUSSION AND APPROVAL REGARDING 2024 CARRYOVER** Year-end accounting is still taking place. **Motion** by Anderson, seconded by Schanock, to approve the 2024 carryover budget balance. **Motion carried.**
8. **DISCUSSION AND POSSIBLE ACTION REGARDING 2024 ANNUAL REPORT** A provisionary report was presented to the board. It was prepared by a library team. Sugden intends to compare several past years to illustrate trends in library use. Circulation is on the rebound. This is due in part to the new East Branch. Other services are holding steady with minimal changes. Van Dyck suggested building the relationship with Oconto County and sharing library services. It was suggested that Sugden reach out to Little Suamico leadership and make an offer of Bookmobile visits, a few programs, etc. Additional data needs to be entered on pages 6 and 7. **Motion** by Anderson, seconded by

Meli, to approve the 2024 Annual Report pending the addition of missing data. **Motion carried.**

9. **DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGE** **Motion** by Van Dyck, seconded by Anderson, to hold this agenda item for one month. **Motion carried.**

10. **DISCUSSION AND POSSIBLE ACTION REGARDING DEPUTY DIRECTOR, LIBRARY BUSINESS MANAGER, MARKETING SPECIALIST, LIBRARY EXECUTIVE ASSISTANT, AND ADMINISTRATIVE CLERK POSITION**
DESCRIPTIONS Only considering the Deputy Director, Marketing Specialist, and Administrative Clerk position descriptions at this time. There are changes in tasks and reporting. The Human Resources (HR) responsibilities were carved out of the Deputy Director 's duties. This position had to be realigned for job responsibilities to make sense. HR duties are woven into the Library Business Manager position. Rogers and Sugden worked on sorting all the tasks. The Board requested that components of this agenda item be brought back next month. Van Dyck commented that County Admin staff cannot control what the Library Board does but expressed concern shared by County Admin about mixing human resources and accounting in one position as accountants and human resource people are two different types of people. It could be difficult to find a person that is strong in both areas. Mashing jobs together doesn't work. He advised being cautious on how duties get shifted around and make sure they don't conflict. Sugden will verify chargebacks for county accounting services. **Motion** by Van Dyck, seconded by Anderson, to hold until next month. **Motion carried.**

11. **DISCUSSION AND POSSIBLE ACTION REGARDING JOBPOD MEMORANDUM OF UNDERSTANDING (MOU)**
Aubinger questioned the library requirements and expectations. Danielle Zeamer explained the partnership. The JobPod brand is owned and operated by NFLS. Zeamer's position is contracted with Department of Workforce Development, and she is working independently of BCL. A limited-term employee (LTE) is filling Zeamer's Library Service Associate position. Every participating library in Wisconsin would sign a similar MOU. The Board recommended striking language related to responsibility and liability under the Participating Library Requirements and Expectations section and adding a section that notes that the MOU may be amended by mutual agreement of the parties. **Motion** by Anderson, seconded by Meli, to approve the MOU subject to the amendments as discussed. **Motion carried.**

12. **DISCUSSION AND POSSIBLE ACTION REGARDING PULASKI BRANCH RFP FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES** Beyer distributed the RFP summary that had previously been shared. Sugden is requesting approval to move forward with the project. A meeting took place this week. Van Dyck had previously asked for documentation of the Village Board's commitment. Sugden will attend the Village Board meeting next Monday to update them. A letter was shared from the Village president acknowledging commitment to funding in the amount of \$1.5M. Van Dyck asked if the Village Board approved letter and they have not. A bonding package has not been submitted. The Village Board needs to vote on it and provide proof. Sellen commented that she thinks A&E can happen and construction can wait until it's funded. Van Dyck noted the project cannot be phased since all parties are in the same space. **Motion** by Anderson, seconded by Van Dyck, to approve the RFP, subject to a binding vote by the Village Board committing 50% of the project cost, not to exceed \$1.5 million. **Motion carried.** If they don't participate, the library has the original allocation of \$1M for the building and that will have to be enough (\$350,000 net balance after purchase of building).

13. **DISCUSSION AND POSSIBLE ACTION REGARDING IMPACT OF HVAC REPLACEMENT ON CENTRAL HOURS AND SERVICES** The north wing has been cleared and partitioned off in preparation for the Job Center's move-in. Public seating has been removed due to HVAC construction. This is also proving to be a solution for behavior problems. Sugden is recommending seeing how continuing this solution works over time. Public computer usage is restricted to 2-hour time slots. Programs and meeting room availability remains the same. Meli asks if bad behavior will flow over into other branches. Hughes is preparing staff for potential issues. The HVAC project continues through summer. Staff do want seating to come back. New furniture (smaller tables, different strategies) will provide a better situation. Pletcher, Schanock, and Anderson have formed a task force and have scheduled a meeting with the County Executive to discuss strategies on dealing with issues prior to next winter. Staff appreciate the Board's support and advocacy. There must be a different strategy in place for next winter to be successful. Kallunki commented that the footprint of collection has been thoughtfully reduced which will allow the creation of more attractive seating areas. Aside from the issues, there are many people who visit the library often and enjoy it. Schanock stated that she likes this as a first step. Hughes is meeting with new safety person at St. John's Homeless Shelter to clarify the implications of the construction. Hughes commented that there is a clear gap on Saturdays for street homeless – space and public bathrooms. She is seeking other partners to invest in mitigating the problem. The library's ongoing construction will continue to disrupt public spaces. Schanock asked what the plan is for those that lounge or loiter in lieu of no tables. Documentation on how to deal with sitting on floor, excessive browsing, just walking around, bothering staff, etc. has been developed.

Van Dyck stated that part of the reason this continues to be a discussion at Board level is that until the Board takes a

position and pushes the pain onto someone else's plate, there is no motivation to address it. Everything proposed will cost money and change in policy – that's where it stops. The right people have to be at the table – not just good-hearted people, but changemakers. The Board is ready to take immediate action if needed. An emergency meeting can be held.

14. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- A. **Finance** Unaudited 2024 financials were distributed. The library is solvent. Staff have been working with junior accountant, Lucy Branch, to finalize line items. Library budgets are typically consistent.

- B. **Facilities** Beyler informed that the building access system that will be installed at Ashwaubenon will be Keyscan from Martin Systems. Eventually, all locations will transition to this system. The contractor was going to mobilize on February 3, but this was pushed out for three weeks to include permanent enclosure. These changes shift substantial completion from mid-July to mid-August. Woodside needs occupancy approvals by June. This means that a shared grand opening is probably unlikely.
 - i. **Central HVAC Update** Air handler #2 Pine Room in and running. VAV boxes and duct work will take place next week. Air handler unit #3 (west half of first and second floor) replacement is scheduled for March 10.

- C. **Personnel & Public Services Update** Lagerman reported that the Deputy Director opening closes at the end of the month; Ashwaubenon and Central Shelver postings have closed and are in the process of being screened; Winter Heffernan was hired as a part-time Maintenance Worker; and there are three openings that are being prepared to be posted.

- D. **Community Engagement Update** Lagerman updated the Board on the Miracle of Green Bay banner project, the media reveal event, and the family-friendly program that will be taking place at the Central Library on April 19 in advance of the NFL Draft. Related, the county-approved bar coaster project will get underway next week when Lagerman attends the Brown County Tavern League's Board meeting to pitch the project that provides bar coasters that represent and promote the library, zoo, golf course, airport, museum, parks, and the ADRC. If approved, 15,000 coasters will be produced and distributed throughout Brown County's bars and taverns.

- E. **Safety Officer Update** Hughes continues to work on safety manual updates.

15. LIBRARY DIRECTOR'S REPORT Sugden reported that the library received the 2025 Friend of Extension Award from the Alpha Sigma Chapter of Epsilon Sigma Phi Extension Association. This is the highest recognition presented to a non-extension organization. It recognizes outstanding support in Extension efforts.

16. PRESIDENT'S REPORT None.

17. OTHER BUSINESS

18. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

19. ADJOURNMENT Motion by Anderson, seconded by Meli, to adjourn the meeting at 7:38 p.m. **Motion carried.**

NEXT REGULAR MEETING:

March 20, 2025 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary