

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

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

PRESENT: BRIAN ANDERSON, ANNETTE AUBINGER, JAYME SELLEN and JOHN VAN DYCK.
KATHY PLETCHER and KIM SCHANOCK attended online.

EXCUSED: MARISSA MELI and WENDY WOODWARD

ALSO PRESENT: Sarah Sugden, Sue Lagerman, and Curt Beyler (Administration). Al Hughes, Safety Officer.

1. **CALL TO ORDER** President Sellen called the meeting to order at 5:18 p.m.
2. **APPROVE/MODIFY AGENDA AND MINUTES. Motion** by Van Dyck, seconded by Anderson, to approve the agenda and minutes. **Motion carried.**
3. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** No public present.
4. **UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY**
The committee met March 15 in person. Schanock commented that it was good to meet in person and be refreshed in this work.

Denmark: Pletcher reported, on behalf of OneDenmark, that the signed contract for the FFP grant was submitted on March 10. The grant administration team (Sugden, Beyler, Bendickson, Pletcher, Kralovetz, and Goral) meets monthly to ensure that the project is on track and fulfilling FFP requirements. The first quarterly report was submitted on January 7 and was accepted by the DOA. The next report is due April 7. Somerville Architects was awarded the A&E contract for the FFP grant and Denmark Community Center. The design team has been meeting weekly throughout February and March and is making good progress. Beyler has been invaluable in helping OneDenmark leaders make good decisions.

OneDenmark launched its new website in early March with a focus on fundraising. <https://onedenmark.org/> While the grant covers the cost of the FFP portion of the building, OneDenmark has set a goal of raising \$2 million dollars to cover renovation costs in the non-FFP portion of the building. They have commitments of more than a half-million to date. OneDenmark has contracted with the Greater Green Bay Community Foundation (GGBCF) to manage the capital campaign. The GIVE TODAY button on the homepage goes directly to GGBCF for donations.

Pulaski: The team is working on bringing together planning partners in Pulaski to get a firmer sense of who would like to share space and what their financial resources are to either finish a space or rent. A meeting is scheduled for April 3 that Sugden and Van Dyck will attend. Van Dyck attended the Village meeting and noted that it is apparent that they are not committed financially. It is not known if they would include the library in a bond package with other projects. There was a lot of uncertainty, but they are supportive. Three of the six members of the Board will turn over in April. The Library Board must decide how to move forward.

Wrightstown: The Wrightstown Branch lease runs through next year and includes an option to extend, giving us time to complete other projects as well as keeping an eye on plans in the Wrightstown community. Van Dyck suggested if the library continues to lease, to investigate the strip mall by Dick's Foods.

Little Suamico: Knowing that this community has expressed interest in an increased library presence, we are keeping them on our radar as we plan.

Bookmobile: Our new bookmobile is serving the community on a planned schedule. At our April meeting we will be discussing drafts of policies for the bookmobile and will be bringing that work forward to the Board in the future.

Deposit Collections: Deposit collections are a residual service from another era of library services. In short, there are eight remaining service sites that have declined in usage. The work group recommended to staff that deposit collection be discontinued by June 2025 after a notification process and a warm invitation to access our complete range of library services. Sugden will share this decision with Ed and Rec.

- A. **REVIEW AND POSSIBLE ACTION REGARDING DRAFT BCL LEASE AGREEMENT (ONEDENMARK)** Modeled after the Wrightstown Branch lease, Pletcher would like the Board's review and comment. **Motion** by Anderson, seconded by Aubinger, to table discussion until April meeting. Pletcher abstained. **Motion carried.**

5. **DISCUSSION AND POSSIBLE ACTION/APPROVAL REGARDING CHANGE ORDERS – NEW ASHWAUBENON BRANCH** Beyler distributed and reviewed the summary of change orders. Aubinger does not support the Electronic Message Center because of the busyness of the area and feels there is not a good opportunity to see/read it. The Board agrees the money could be better spent. **Motion** by Van Dyck, seconded by Aubinger, to approve the change order of additional letters for the branch name and polycarbonate ILO glass for the monument sign in the amount of \$2,799. **Motion carried.**

6. **DISCUSSION AND POSSIBLE ACTION REGARDING PULASKI BRANCH RFP FOR ARCHITECTURAL AND ENGINEERING (A&E) SERVICES** Staff requested approval of the RFP. This will allow the library to start fundraising. It was estimated that A&E could cost up to \$100,000. Van Dyck asked if the B.C.L. Foundation would be willing to fund a light architectural study up to a certain dollar amount,. Discussion took place about paying tenants. Pletcher mentioned that OneDenmark contracted with Somerville to assess the ECC building in Denmark. They conducted a visioning session with community and staff and provided an opinion of probable cost and building renderings. That cost around \$15,000. Pletcher is willing to suggest a similar proposal to the library's foundation. The information gained can also be used for fundraising. This action would show the community that the library is making progress. Pletcher will work with Sugden to develop a proposal for the B.C.L. Foundation. **Motion** by Van Dyck, seconded by Anderson, to direct staff to work with Pletcher to create a proposal to present to the B.C.L. Foundation. **Motion carried.**

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

- A. **Finance** Sugden distributed a budget report for the first two months of 2025. There were no surprises in the figures as library budgets don't really change. Modification of these reports will continue to create reports with information the board is most interested in. The Finance Committee met this week and Sugden summarized the meeting: the Administration positions TO changes will be presented at the April meeting, the library/ADRC/Job Center partners will make a presentation to the County Board, the Job Center is relocating to Central in April and free parking for the Job Center is required. The library will work with County Facilities to designate spots in the former Bank Mutual lot for this purpose. Levy reductions for 2026 are anticipated as are shifts in county funding. Budget scenarios will reflect reductions. Conversations will take place on meeting the needs of community with resources at hand. Federal funding cuts don't affect the library directly.

- B. **Facilities** Beyler reported on the coordination challenges between the Ashwaubenon core & shell (Stevens) and build-out (Miron) teams. Stevens did not have the slab base or the temporary heated enclosure ready by March 3 when Miron wanted to mobilize. Miron wanted permanent enclosure before mobilizing but that was not included in the contract. They want to charge the library for union prevailing wage increases when they go into effect in May. Other similar challenges were discussed including Miron's late delivery of their bond on March 11 which prevented them from working on-site before this. Beyler is prepared to tell Miron they must start as soon as the base is compacted, and the structure is watertight. It is helpful to have Board support in meetings.

- i. **Central HVAC Update** Unit #2 is running; unit #3 which was the size of a bus, has been cut up and removed; and unit #3 is on the roof along with the ERV/Energy Recovery Network. The project is loud, disruptive, and dusty.

- C. **Personnel & Public Services Update** Lagerman reported the following:
Recruiting: Deputy Director interviews are wrapping up; Ashwaubenon Shelver interviews are completed, and Central Shelver interviews are in progress.

Resignations: Mary DuBoulay, Central Research Librarian - posting is in progress; Bonita Matthew, Kress Clerk - will be posted at the end of March

- D. **Community Engagement Update** Lagerman gave the following updates:
NFL draft activities: The Miracle of Green Bay banners are in production through Sign-A-Rama. Their expected installation is mid-April and details of the banner reveal media event at the Central Library are being finalized. The Brown County Tavern League's Board approved the bar coaster project that promotes the library, zoo, golf course, airport, museum, parks, and the ADRC. 15,000 coasters are currently in production and will be distributed Brown County's bars and taverns on April 1.

Giant Early Learning Play Date: This event took place at the East Branch Library. Geared for ages 0-5, attendees participated in a variety of activities centered around reading, writing, playing, singing, and talking. Over 270 people attended. Peter Rabbit, the costume character, made a guest appearance. Updated versions of the 1000 Books Before Kindergarten and Growing Readers (formerly Early Learning Activity Challenge) early literacy programs were introduced TALK, a new text service that promotes early literacy was promoted.

Seed Library Launch: Over 700 people attended the Seed Library launch at the Central Library. Attendees were treated to hands-on activities, presentations by local experts, and seeds!

Summer programs have been planned, and the Summer Reading Program is taking shape via multiple planning teams.

Lunch & Learn programs in partnership with the ADRC are confirmed for the upcoming months. Library staff present on varying topics during these events.

- E. Safety Officer Update** Hughes reported that her current focus is on severe weather training/drills. The Job Center will be included in this training. She talked with HOT (Housing Outreach Team) regarding street homeless and weekend gaps in services and suggested the formation of a subcommittee to address this. She is also working with the Job Center on how the library handles safety. The Board discussed their recent conversation with the County Executive. Hughes reported on changes to Saturday services at Central Library and noted that she continues to work on safety manual updates. Anderson, Sugden, and Schanock had a meeting with the County Executive. To summarize, Troy was very engaged in supporting the library. A meeting with the Sheriff to discuss jurisdictional challenges will be scheduled. The Mayor and Chief of Police will be invited to discuss response times – especially during the cold months and weekends. The County Executive wants to help as much as he can. Schanock asked about seating in the library and Hughes replied that it has been going okay since the new model was implemented. There has been vestibule loitering and strategies are being worked on to address it. Van Dyck suggested inviting Supervisor Pyle, Vice Chair of the Public Safety Committee, to the meeting with Sheriff Delain.
- F. LIBRARY DIRECTOR'S REPORT** Sugden shared the Local History and Genealogy Basic Competencies curriculum created by Local History LTE and professional librarian, Jeff Gilderson-Duwe. It is an amazing body of work and will help to provide continuance of service.

A second Brown County JobPod was launched today at the Weyers-Hilliard Branch Library. Troy Streckenbach, Vicki Patterson from the Bay Area Workforce Development Board, Sugden, and Danielle Zeamer, JobPod Project Librarian, spoke. WFRV and WLUK attended.

The Job Center is moving into the Central Library on April 1. A meet and greet will take place for Job Center and library staff. Their hours will be Monday - Friday 8 am – 4:30 pm.

Sugden shared recent enhanced site images of the Central Library including parking. The city is agreeable to modify parking on the north side of Pine Street and Madison Street.

8. PRESIDENT'S REPORT None.

9. OTHER BUSINESS Aubinger would like to know if there will be a donor wall at the library and where it will be located.

10. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

11. ADJOURNMENT Motion by Van Dyck, seconded by Anderson to adjourn the meeting at 7:33 p.m. **Motion carried.**

NEXT REGULAR MEETING:

April 17, 2025, 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary