

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **April 17, 2025**, at **5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: BRIAN ANDERSON, ANNETTE AUBINGER, KIM SCHANOCK, and JAYME SELLEN. MARISSA MELI and WENDY WOODWARD attended online.

EXCUSED: KATHY PLETCHER and JOHN VAN DYCK.

ALSO PRESENT: Sarah Sugden, Sue Lagerman, and Curt Beyler (Administration). Al Hughes, Safety Officer and Sandy Kallunki, Central Library Manager. Jodi Angeli, Leah Liebergen, and Rachel Irish (Staff). Ann Keyser, Green Bay.

1. **CALL TO ORDER** President Sellen called the meeting to order at 5:23 p.m.

2. **APPROVE/MODIFY AGENDA AND MINUTES Motion** by Aubinger, seconded by Anderson, to approve the agenda and minutes. **Motion carried.**

3. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** Ann Keyser addressed the Board with two areas of concern. She had checked out Chromebooks in the past and cannot understand why they cannot be put on hold. She understands some are being repaired and are unavailable, but she has to keep calling to ask about their availability. This takes a lot of her time and staff time. She doesn't understand how limited staff resources limit Chromebooks' availability. She was told they cannot go through delivery because they are expensive. She said she is willing to pick it up where it is available and return it there. She hasn't checked recently but said there isn't any signage about not returning Chromebooks through a book drop. Keyser commented that if people aren't returning them, she doesn't understand why library would continue to provide service. She likes the service but maybe it shouldn't be offered.

Her second topic was related to the 2-hour per person limit for computer use. She stated she asked for more time when her 2 hours had expired (there were other open computers) and was denied an extension. In the past, she has never had an issue with getting more time on computer. She sees this as a waste of library equipment.

Sellen thanked her for her feedback and suggested that staff review policies and report back to the Board.

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

The committee met on April 14.

Denmark: The grant administration team (Sugden, Beyler, Bendickson, Pletcher, Kravoletz, and Goral) meets monthly to ensure that the project is on track with FFP requirements. The FFP 2025 Quarter One report and Sustainability Plan were submitted April 7. Somerville Architects' design work for the Denmark Community Center is progressing nicely. Recently Neil Yunk, project architect, led a visioning session with 30 high schoolers at the Community Center to help design the teen room. In addition to games the teens said, "study space" and "collaborative project spaces" are priorities. OneDenmark is currently conducting a community survey for input on the children's area.

To meet the FFP requirement to begin construction by July 1 it is necessary to separate "deconstruction" from "construction". The first RFP will be for deconstruction to be released later this month. Work is underway on the Environmental Study. Brown County and the Denmark School Superintendent met to discuss how to share DSD fiber with the library and the community center. There is sufficient fiber available. The next step is to develop an agreement for lighting the fiber.

OneDenmark is planning a community open house the last week of May to show renderings of the design and provide an update on the project. The Community Center has been active throughout the winter with pickleball, basketball, ballroom dancing and educational and community events. The building will be closed to the public at the end of May to prepare for deconstruction work.

Pulaski: Schanock reported that a meeting was held in early April that was attended by library staff, a trustee, elected officials, a Chamber representative, a school district representative, and an interested community member. The aim of the meeting was to get a clear picture of the potential for funding partners and/or plans for use of the library space.

Following are summaries:

School district: Expressed great interest in holding a wide variety of events and activities in the space. At this time, financial contributions could be a portion of the fees collected for attendance.

Chamber: Would love to have an office and presence. Feels there are many community groups who would use space. Does not have a budget for rent. Does have great energy for assisting via establishing partnerships and writing grants.

Village: The president and a trustee both attended. Village president restated his commitment to contributing funds. Trustee pointed out this requires a vote that may be difficult to achieve.

County: The representative is supportive and willing to advocate on our behalf.

Deposit Collections: Deposit collection sites have been notified regarding discontinuation of this practice. As of the committee meeting date, there was no feedback. The notification letter was shared with the Board. Sugden reminded that these collections were created in response to the aging former bookmobile.

Bookmobile: Policy and guideline drafts were discussed and are supported, with minor revisions, by the committee. Copies of these documents were shared. They will be added to the May meeting agenda for Board approval. Aubinger questioned who will be collecting and evaluating data and if that data is being collected now. The data is not being collected in totality. These documents don't get into the details of the work. Staff will be involved in data collection. The rural services committee, in addition to staff, would be the decision maker. This implements the structure to support the work. Eliminating deposit collections will improve time and ability to increase community stops.

A. REVIEW AND POSSIBLE ACTION REGARDING DRAFT BCL LEASE AGREEMENT (ONEDENMARK)

Anderson asked if Corp Counsel reviewed it, and they have not yet. Aubinger asked if the library has its own heating and cooling – that has not yet been determined. Aubinger commented that she was not in favor of the four additional 5-year lease term extensions (Section 2A). There were questions about Section 14, Articles A, B, C, and D. It was agreed that these provisions are standard. Anderson suggested sending the draft lease to Ryan Krumwie for review. Woodward asked what risk is being avoided by waiting for Corp Counsel. Since there are funds available to the Library Board, it could be reviewed for any issues of concerns by outside counsel. The initial term should be negotiated and increased to a 20-year term from a 5-year term. **Motion** by Anderson, seconded by Woodward, to send the draft library lease to outside counsel for review **Motion carried.**

5. DISCUSSION AND POSSIBLE ACTION/APPROVAL REGARDING PROPOSAL FOR CONCEPTUAL DESIGN AND OPINION OF PROBABLE COST (OPC) FOR PULASKI BRANCH

The proposal was shared. Services would include conceptual design, including renderings and an opinion of probable cause, a visioning session with project stakeholders and an abbreviated facility condition assessment with a brief summary and recommendations. Fees would be approximately \$9,500 for Conceptual Design services; \$1,900 for the Visioning Session; and \$4,500 for the Facility Condition assessment. These fees, with a 10% markup, would total \$17,490.00.

Motion by Anderson, seconded by Aubinger, to approve the Somerville proposal for conceptual design services for the Pulaski Branch and accompanying probable cost for submittal and presentation to the B.C.L. Foundation for funding. **Motion carried.**

6. DISCUSSION AND POSSIBLE ACTION REGARDING DEPUTY DIRECTOR, LIBRARY BUSINESS MANAGER, MARKETING SPECIALIST, LIBRARY EXECUTIVE ASSISTANT, AND ADMINISTRATIVE CLERK POSITION

DESCRIPTIONS Sugden shared a presentation to describe the proposal. The purpose of the proposal is to increase the effectiveness of BCL's Administration Department to improve service to internal and external customers and stakeholders. Sugden acknowledged that restructures do happen, and she studied the last 25 years of BCL. A lot has changed in the industry and the roles of Admin have changed in ways that are hard to document (automation as an example). Staff restructuring since 2018 resulted in the creation of Central Manager position (2019); change in Branch Manager positions (2019); Position of Safety Officer created (2019/2020); shifts made to create consistency for staffing models at locations (2020); and position of Marketing Specialist created (2021). All of these were responsible changes while staying in budget.

In the absence of a Finance Manager, many things have been paused, and gaps have been identified. Current job descriptions have been examined and tasks categorized into three types – Finance, Human Resources, and

Operations. Tasks that could be reassigned from Executive Director and Deputy Director were identified. The current Brown County Class & Compensation plan was reviewed to ensure alignment and consistency with the County, and input from other County departments with similar needs was sought. It was found that the Finance position is only about 45% finance which led to determining what financial work can be done by a senior accountant and what can be done by a junior accountant. For several years, there have been things in Director's position that should be properly delegated to others. Ultimately, tasks need to be shifted.

Sugden proposed the following changes: Marketing Specialist renamed Communications Manager - reporting to the Executive Director, and Mailroom Clerk renamed Administrative Clerk - reporting to Deputy Director. Lower-level HR tasks of the Deputy Director would be delegated to a new position (Business/Office Manager). Restructured tasks under Finance Manager would be reassigned to the new Business/Office Manager position and County partners. The Administrative Associates positions would be eliminated with responsibilities restructured into the Business (Office) Manager and Executive Assistant positions. Savings from position changes can be applied to what the library would pay the county for senior accounting services. All savings have to be used, or the county will assume them.

Schanock suggested a placeholder for unaccounted money, perhaps through a part-time position.

Timeline and tasks to be completed:

- The change in Administrative Associates positions would begin 08/18/2025, with new positions posted in June.
- Confirm with Brown County Administration/Finance details of contracted accounting services, as well as services included in chargebacks
- Proceed with Administrative Clerk posting after determination of County support

Sugden is asking the Library Board's permission to make changes to job descriptions.

Motion by Anderson, seconded by Woodward, to approve the changes to Marketing Specialist and Mailroom Clerk job descriptions and find a placeholder for additional savings. **Motion carried.**

7. DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGE This document will be presented in May.

8. UPDATE ON CENTRAL/ADRC/JOB CENTER PARTNERSHIP Sugden reported the Job Center has moved in. Details are still being figured out, but things are going well. The lease details are still being worked out. It is in WI Department of Administration's hand. Attorney Krumwie has been negotiating with the state on behalf of the library. The temporary wall is expected to be installed at the end of April and the lease begins in May. Sugden shared updated images of Third on the Square. She and Devon Christensen (ADRC Director) are working closely with County Administration to move the project forward. County Executive Streckenbach has been an active supporter and advocate. Six parking zones include 47 unmetered additional spots to be added in the locale of the Reading Garden, and handicap spots on Pine Street. Parking lot would be unmetered. A letter of commitment from the city is still needed. Total spots are almost 200 with additional parking in the Pine Street ramp.

Woodward thought we were trying to leverage the space the library has. Sugden commented that the only addition is the Grounded Café and without partners, the building is too large for the library. The library will receive rental revenue from partners. Combined services are a valuable resource for the community. The cost of the total project is \$25 million. The 2026 Capital Improvement Plan (CIP) earmarked \$14M and \$3.4 M in sales tax funds will fund planning, design, and engineering. An application was submitted to Senator Baldwin's congressional spending.

The goal is to make a presentation on this project to Ed & Rec and the County Board in May. Approval would allow architectural services to begin.

9. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. Finance The budget performance report was distributed. It does not show anything out of the ordinary.

B. Facilities Beyler reported the following:

- I. Central HVAC Update** The west half of the building will finish next week and then work in the east half of the building will begin. It is expected to take about two months to complete. Work will then begin on the 3rd floor before moving to the lower level. Administration has been working closely with staff on the details.

- II. **Ashwaubenon Project** The site is still not ready for Miron to mobilize (now 75 days late). There are a few issues that need to be rectified before Miron will start. June 2 has been proposed.
- III. **Denmark Project** Selective demolition packages will be posted which will allow construction to start. Bid documents will be sent to County Purchasing on Monday. Full bid documents won't be ready until June or July.

C. **Personnel & Public Services Update** Lagerman reported the following:

New Hires: Alaina Morales, Deputy Director – start date is May 12; Emily Klarkowski, Ashwaubenon Shelver (4/1); and a Central Shelver offer is pending.

Recruiting: Interviews for full-time Central Research Librarian will take place next week.

New postings: Kress Clerk

Open but not yet posted: Weyers-Hilliard Shelver

D. **Community Engagement Update** Lagerman gave the following updates:

NFL draft activities: The Miracle of Green Bay banners are (mostly) installed. The third Central banner and the banner for the Courthouse should be installed by Saturday. Press coverage has already begun, and we couldn't be more pleased!

The bar coaster project that promotes the library, zoo, golf course, airport, museum, parks, and the ADRC is a success! All 15,000 coasters were distributed Brown County's bars and taverns on April 1. Be on the lookout for them.

Friends' News: The Friends new Pages & Stages program that gifts a new book to children 0-5 on their well visits at the N.E.W. Community Clinic's WIC office is off and running and has received many accolades from the WIC staff. The Friends BIG Book Sale is scheduled April 28 – May 1 at the Central Library.

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

The Miracle of Green Bay Banner reveal and Fan-O-Rama takes place at Central on Saturday, April 19.

E. **Safety Officer Update** Hughes reported on the availability of NARCAN and training. She is interested in dispensers in the bathrooms. Public would have the option of self-serving. This would remove the onus from staff. Woodward asked if it would be within the reach of children. It would not. It can be given safely to people of all ages.

The library will be pursuing "weapons-free" signage since the library wants to align with the ADRC and Job Center. Ambiguities being addressed are for pieces like axes. The Board supports the signage described.

Green Bay's Office of Violence Prevention (OVP) held an open house on Monday. They have violence interrupters who work with teens and adults up to 30 years of age. There are opportunities to partner with the Youth Services department.

The Weekend Gap committee met April 3 to determine where public bathrooms are. Hughes is creating a survey to find out where people can go to use a restroom.

Schanock shared the concerns of the Board and would like to capitalize on the current pause of Saturday services at Central and re-open thoughtfully. The Library Board task force, organized to address issues the library is experiencing, put together recommendations for the Board to consider and asked for feedback.

1. **Phone charging stations-** Remove immediately and store until/unless a value to reinstalling them is seen. Put notices on them.

2. **Second floor bathrooms-** Close until further notice. Put lots and lots of signage on library doors, at the bottom of the steps, and throughout the library.

3. **Second floor seating-** Currently there is none. When HVAC work is complete, add seating in very small amounts in order to observe usage patterns.

4. **First floor seating-** Currently there is none. When HVAC work is complete, add seating in very small amounts in order to observe usage patterns.

5. **First floor bathrooms-** Consider cordoning off and allowing one user at a time if negative behavior persists.

6. **Homeless and Housing Coalition-** Support Hughes in her communications with this group. Put them on notice that the above changes are being made. Ask them to use their communication methods to redirect their population and encourage use of library for its intended purpose.

7. **Local leadership-** Sugden and trustees meet with the County Executive and Green Bay Mayor to create shared understanding and enlist their support in specific ways (ex: public bathrooms, regular walkthroughs by law enforcement).

8. **Law enforcement-** Sugden and trustees meet with city and county law enforcement to ask for specific plans for support (ex: response to calls for assistance, assistance in enforcing no trespassing orders, walkthroughs to discourage behavior that includes drug use)

9. **Feedback from Central staff-** Create a Google form for staff to provide their feedback and suggestions for Central.

The Board is in support of this action - if it helps solve the issues being experienced, it should be done – a strong message needs to be made. The goal is to further conversations with community partners.

Schanock asked about timeline. Staff need time to discuss and determine capacity to accomplish tasks. Need to draw a firm line in the sand as the intent is for people to use the library for library resources.

Sugden and staff will discuss actions next week, communicate to staff, and figure out the logistics.

The task force will report back on the outcome of the meetings they have. Knowing this will be hard for staff, Anderson thanked the staff for trying this.

10. **LIBRARY DIRECTOR'S REPORT** No report.

11. **PRESIDENT'S REPORT** None.

12. **OTHER BUSINESS** Anderson saw a woman in public wearing a library t-shirt.

13. **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

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

NEXT REGULAR MEETING:

May 15, 2025 | 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary