LIBRARY
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BROWN COUNTY LIBRARY BOARD

Central Library

515 Pine Street, Downtown Green Bay

Thursday, August 20, 2009

6:00 p.m.

AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Closed session pursuant to Section 19.85 (1)(c) WI Statutes, for the purpose of consideration of employment, promotion, compensation or performance data of any public employee over whom the governmental body has jurisdiction or exercises responsibility -- supervisors unit clarification settlement. --Fred Mohr, County Board attorney
5. Resume open session to take any action on Supervisor Unit Clarification
6. Facilities Report
7. New Integrated Library System
8. Central Library
9. Accountant's report
   a. Financial report
   b. Acceptance of gifts, grants and donations
10. Budget
    a. Budget Transfer: Reallocation of donation expenses
    b. Budget Transfer: Self-Check Machines (Ashwaubenon and 2nd for Kress)
11. Nicolet Federated Library System
    a. Monthly update
12. Information Services report on services received
13. President's report
14. Director's report
    a. Collection Management and Selection
    b. Plan for increasing use of self-checks
15. Such other matters as are authorized by law
16. Adjournment

Terry J Watermolen

Terry Watermolen
President

Notice is hereby given that action by the committee may be taken on any of the items which are described or listed on this agenda.

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **July 16, 2009** at **6:00 p.m.** in the **Board Room** of the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, JOHN HICKEY, PAUL KEGEL, KIM LA PLANTE, KATHY PLETCHER, PAUL SCHIERL, TONY THEISEN

ABSENT: CARLA BUBOLTZ

ALSO PRESENT: LYNN STAINBROOK, LORI DENAULT, SUE LAGERMAN, BOB ROCQUE (staff); and MARK MERRIFIELD, (NFLS Director)

President Terry Watermolen called the meeting to order at 6:00 p.m. and welcomed Mark Merrifield to the meeting.

APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. **Motion** by Kegel, seconded by Pletcher, to approve the agenda. **Motion carried.**

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the June 18, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

OPEN FORUM FOR THE PUBLIC

There was no one present to speak.

FACILITIES REPORT

Bob Rocque reported that the Ashwaubenon Branch had been re-stained; that Boldt construction had begun their assessment and examination of the Central Library and the energy audit would begin July 21.

Lynn also reported on the article that appeared in the GB-PG regarding the Ashwaubenon Branch. Bob met with two classes from NWTC and representatives from WPS regarding the potential solar energy project at Kress. A proposal will be presented to the library from these groups. The Board agreed that money shouldn't be spent on something that doesn't pay back unless it meets the library's mission. Lynn mentioned that the energy audit should also supply some answers. Tony agreed that all ideas should be workable.

OWLSnet/NEW INTERGATED LIBRARY SYSTEM

Since the cessation of negotiations by OWLSnet, library staff has been investigating other ILS', including costs, available modules, virtual environments and SAAS (software as a service). Lynn expects to have a recommendation for a new ILS by August, with the intent to purchase in September.

A potential merger with the Manitowoc Calumet Library System is something to consider down the road. Lynn has been strategizing on how the issues that existed regarding OWLSnet would be addressed in this scenario. Mark Merrifield mentioned that he had talked to the directors of the Shawano, Marinette, Door and Oconto County libraries. He said they were upset and surprised by OWLS' decision to cease negotiations with BCL. BCL will remain a stand-alone system for the time being but will upgrade the ILS.

Mark Merrifield stated that he has an idea on how to refocus the $75,000 LSTA grant that would have paid for a new server for OWLSnet, if BCL joined OWLSnet. He would like to see those monies spent on a separate project to create a linked system that uses Z39.50 searching. He is going to write a proposal that will be presented to the LSTA committee in November. Z39.50 searching allows cooperating libraries to view each other's holdings through their online catalogs. This idea had been explored many years ago but never got off the ground.

CENTRAL LIBRARY

Lynn reported that Boldt had begun the engineering assessment at the Central Library. The Board may like to have a presentation by Boldt at a future meeting to stay updated. Lynn will inquire.

Kim La Plante, Kathy Pletcher, Denise Bellmore and John Hickey will work together as a committee to examine the criteria listed in the RFQ for an architect. Bonding will pay for the design but funding for each necessary project will stand alone. It may be that projects are completed a piece at a time. The selected architect will serve as the consultant for each phase. It is important to keep moving forward. John Hickey asked if the engineering assessment would be in hand before selecting an architect and Lynn confirmed that it would be. The Boldt study can be presented to the County Board to support the need for these said projects. The committee, which may also include someone from BC Facilities, will send feedback on the RFQ to Lynn by July 31.

ACCOUNTANT'S REPORT

a. **Financial Report** Lori Denault presented the financial report for June, 2009 and mentioned that it included potential carryover. Knowing the importance of completing a maintenance plan for the other 4 county-owned libraries, it was suggested to have Boldt conduct engineering assessments of these buildings as well. **Motion** by Pletcher, seconded by Theisen, to approve the June, 2009 financial report and recommend staff to proceed with the necessary paperwork to expand the scope of the engineering assessment to include the four branches - Ashwaubenon, Kress, Southwest and Weyers-Hilliard as follows: **Notice of Budget Transfer: Transfer $34,000 from Fringe Benefits to Professional Services to cover the cost of facility assessments for all library owned facilities with the exception of the Central Library. Central Library is being funded through a capital bond project. Motion carried unanimously.**

b. **Acceptance of Gifts Grants and Donations** **Motion** by Pletcher, seconded by Hickey to approve the June, 2009 Gifts, Grants and Donations as follows:

June, 2009

Gifts & Donations

Sandra Hawley	4.75	Ashwaubenon chair
Suzanne Dickinson - In Memory of Thomas F. Toohill III	150.00	Kress media check
Priscillas of Pilgrim Congregational Church	50.00	Pulaski Wii game
Kathryn Herson Family	500.00	SW puppets
Ashwaubenon	25.84	Materials
Bookmobile	7.53	SW bench & PL displays
East	38.63	Large Print Materials
Weyers/Hilliard	26.65	Library Improvements
Central Circulation	114.18	Donation Box
Kress	22.05	Donation Box
Adult Services	12.08	Donation Box
Pulaski	12.18	Donation Box
Southwest	11.06	Donation Box
Wrightstown	9.10	Donation Box
Total Donations	**$ 984.05**	
Federal & State Grants		
Total Grants	**$ -**	

Motion carried.

BUDGET

Draft budget documents from the new financial system were distributed and reviewed. Lori mentioned the minor changes to the report. Lynn explained the increases and decreases in several line items that were made to meet the target levy. Minimal increases were made for Books/Periodicals/Subscriptions and Building Repair and Maintenance. Terry complimented the work done to meet the target levy but expressed concern over the allocations to these accounts. He would like to see greater allocations to both. At present, the library's collection is below basic level and he would like to see the budget amount increased to $820,000 which would take the library's collection to the basic level. Tony Theisen asked which of the two were more important – books or maintenance? Paul Schierl reminded that the County is supposed to maintain its buildings. Tony indicated that it might be difficult to obtain additional monies for this account because it would have to be taken from somewhere else in the county. And it might be difficult to describe this need because it isn't as obvious as road repair, as an example. Terry stated that he sees trying to rebuild the collection as fair service. **Motion** by Kegel, seconded by Pletcher, to approve the proposed budget that meets the target levy, as presented. **Motion carried.** **Motion** by Pletcher, seconded by Hickey, to request a meeting of the County Executive, the Library

Director, Library Board President and other Board members to identify the need for additional funds for the collection and its content. **Motion carried.**

SELF-CHECK REPLACEMENT

Self-Check machines at both the East and Kress Family Branches need to be replaced due to age. The use of this equipment is responsible for a large percentage of each location's circulation. Paul Kegel asked what the longevity of the machines is and Lynn answered about 6 years. Funds received from the NFLS Library Services Grant could pay for this equipment. Terry commented that self-checks are a classic example of effectiveness and efficiency and staff should work towards increasing overall use. **Motion** by Bellmore, seconded by Pletcher, to approve staff to prepare the necessary paperwork for a Request for Budget Transfer as follows: **Request for Budget Transfer: Request for expenditure increase to Outlay - Equipment for purchase of two replacement self-check machines with an offsetting increase in revenue to NFLS Library Services Grant in the amount of $35,000. This will be funded with technology funds from the Nicolet Federated Library System. Motion carried.**

BROADBAND TECHNOLOGY OPPORTUNITIES PROGRAM

The state Department of Administration and the UW System will be submitting a single grant application for federal broadcast funding – specifically BadgerNet. The DOA will file an application to bring fiber optic cable to all school districts and public libraries on the BadgerNet network. If awarded, the intent is to let public libraries participate without any direct costs. **Motion** by Pletcher, seconded by LaPlante, to encourage the Library Director to work with the consortium on broadband possibilities and investigate related opportunities. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly Update John Hickey reported that he and Denise Bellmore attended the Executive meeting. They have been focused on improving communication to all parties. Suggestions include posting meeting minutes on the NFLS web site; a better notification system to communicate with the library directors and trustees; and the suggestion that the NFLS Director attend more Library Board meetings. More information was received in regard to the NFLS financial statements. A new audit firm will be hired in 2010. Denise mentioned that Glenice Klestinski (recently retired) is back and working on NFLS' operational and personnel manuals.

b. Projects Mark distributed a summary of projects that NFLS is involved in. Lynn also presented a list of potential expenditures that NFLS could make to the benefit of all member libraries including a web site consultant and developer; laptops for check-out; automated signature equipment that would allow patron signatures to be filed digitally rather than in paper-form; and graphics consulting.

PRESIDENT'S REPORT

Terry expressed concern of the process of the recent unit clarification. It was suggested that Attorney Fred Mohr and HR manager Debbie Klarkowski be invited to a Board meeting to explain the settlement. This could be a possible closed session due to the possible mention of employee names. The Library Board expects an opportunity to participate in the decision-making and this invitation could initiate a satisfactory working relationship.

DIRECTOR'S REPORT

Lynn distributed her monthly report and there were no questions. Regarding the unit clarification, Lynn has met with Debbie Klarkowski because she has questions on the next steps. She mentioned that there is a library director meeting scheduled on August 12 and she hopes to discuss the proposed NFLS projects with them at that time. Lynn gave a tour of the Central Library to members of the Friends of the Library Board and many were surprised at the aged infrastructure.

CLOSED SESSION

Motion by Theisen, seconded by Pletcher, to move into closed session pursuant to Section 19.85 (1) (e) WI Statutes, for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specific public business, whenever competitive or bargaining reasons require a closed session – rental space at Kress Family Library, De Pere. **Roll Call: Aye:** Theisen, Pletcher, Kegel, LaPlante, Bellmore, Hickey, Schierl and Watermolen. **Nay:** None. **Motion carried unanimously. Also Present:** Lynn Stainbrook and Mary Ryan, Lori Denault, Sue Lagerman and Bob Rocque.

Motion by Kegel, seconded by Theisen, in closed session to return to Open Session. **Roll Call: Aye:** Theisen, Pletcher, Kegel, LaPlante, Bellmore, Hickey, Schierl and Watermolen. **Nay:** None. **Motion carried unanimously.**

Motion by Theisen, seconded by Bellmore, to authorize the Library Board President to finalize the lease agreement with the party discussed in closed session regarding the library property discussed in closed session. **Motion carried.**

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW
None.

ADJOURNMENT
Motion by Theisen, seconded by Hickey, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 9:30 p.m.

NEXT REGULAR MEETING
August 20, 2009
Central Library Board Room
6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary