LIBRARY
Brown County

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BROWN COUNTY LIBRARY BOARD

Central Library
Thursday, July 21, 2011
6:00 p.m.
AGENDA

1. Approve/modify agenda
2. Minutes, bills and communications
3. Open forum for the public
4. Information Services report on services received
5. Facilities Report
   a. Report of Central Library Renovation Task Force
   b. Solar Energy Projects
   c. Other Activity
6. Accountant's report
   a. Financial report
   b. Acceptance of gifts, grants and donations
7. 2012 Budget
8. Approve Budget Adjustment Notice for Self-Check at Weyers-Hilliard Branch
9. Approve Budget Adjustment for Restroom Upgrades and Award Bids
10. Approve Table of Organization Change
11. Approve Filling Open Library Positions
12. Employee Transition
13. Nicolet Federated Library System
    a. Monthly update
14. President's report
15. Director's report
16. Such other matters as are authorized by law
17. Adjournment

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

Terry J. Watermolen

Terry Watermolen
President

Turning Brown Green

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **June 16, 2011** at **6:00 p.m.** at the **Brown County Southwest Branch Library, 974 Ninth Street, Green Bay, WI**

PRESENT: CARLA BUBOLTZ, JOHN HICKEY, KATHY PLETCHER, PAUL KEGEL, TONY THEISEN

EXCUSED: TERRY WATERMOLEN, MONICA GOLOMSKI, CHRIS FROELICH

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler and Karla Giraldez (staff); Kevin Raye (BC Information Services)

Vice-President Kathy Pletcher called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

Motion by Kegel, seconded by Theisen, to approve the agenda. **Motion carried.**

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

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

No communications were received but Lynn Stainbrook reported that Don Carmichael was appointed to the Library Board at the County Board meeting last night and Terry Watermolen was reappointed.

OPEN FORUM FOR THE PUBLIC

Karla Giraldez, Southwest Branch Coordinator, talked about the activities at the branch. The first week of Summer Reading Program has been very busy. The Summer Nutrition Program that offers free lunches has brought in big numbers. She has been at this branch location for almost two years and has seen many updates including a new entry, new signage, and new office furniture courtesy of the Friends of the Library. These additions have made it more efficient and functional. The annual carnival is June 23, and the Old Norwood Neighborhood Association provides tents, free ice cream, and a grant to pay for prizes. Lynn Stainbrook noted that Karla has a lot of good ideas and implements them. The technology available is good and they would love to get a self-check but the check-in process has been streamlined and that has been very helpful. The three laptops for check-out have been very popular since the PCs are almost always full. New window coverings are being investigated to replace the original blinds that are broken and missing. The windows are open and bright but sometimes darkening the room is necessary for programs.

INFORMATION SERVICES REPORT ON SERVICE RECEIVED

An I.S./Library Projects meeting was held on June 9. Lynn S. thinks things are moving along ok and reported that the security on the laptops is being reviewed and evaluated; Pocket Circ (handheld circulation device) is being tested at a branch; the Symphony 3.4 release is expected to be installed in late August; EZ Proxy, an authentication software is almost complete and BookMyne a mobile app is available for download and allows access to the library's catalog.

Kevin Raye reported that the cause of public PCs not locking has been determined and a fix to reimage the PC is in place and planned for all locations. Sarah (I.S.) has been working with Comprise on this issue and will figure out image and then apply it to all machines. Sarah has made contact to get the UWGB computers. There was not an update on capturing the stream from the Bookmobile's camera other than Kevin thinks he has it figured out. He noted that there are a couple different hardware/modem options to maximize connectivity.

Sarah will preload the Symphony 3.4 upgrade to each staff workstation so the 'go-live' will be an easier transition on August 25. Web Services has been installed and an iPhone app, Bookmyne, which allows access to the library catalog, place holds, check account, etc. has been made available.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force Kathy distributed a one page summary report that outlined the need for this project, what has been done to date; supporters, project cost; cost to taxpayer and its importance. She and John had a productive meeting with County Executive Streckenbach and plan to meet with other leaders. The Task Force wants to educate and inform the community of the importance of this project and why it should be supported. The facts need to be presented and the Task Force will continue to schedule presentations to garner support.

b. Solar Energy Projects
SEEDs is very close to reaching their goal and will proceed with signing the contract with H&H. Installation at Kress should take place at the end of summer. The Weyers-Hilliard solar panel installation is scheduled for late August/early September.

c. Approve engineering costs for bathroom renovation
Curt distributed a design services proposal from Boldt which priced design and engineering services at $16,000. Somerville estimated a cost between $14,000 and $16,000 per location or $28,000-32,000 total. Doug Marsh, Brown County facility engineer, suggested Quantic Architecture, a small company in Appleton, who recently completed a bathroom renovation in a school. John Hickey felt there are a lot of good architects in Green Bay and we shouldn't have to look as far as Appleton. Lynn Stainbrook suggested opting for the lowest quote from a firm with good references and experience and expertise in ADA compliance. The schedule is fairly aggressive as it is important to have these projects done before the weather turns cooler since access to portable bathrooms will be outdoors.

Motion by Theisen, seconded by Hickey, to approve schedule with construction to start by August and be completed by mid-October; to approve a project amount not to exceed $16,000; and to charge library staff to find the best vendor (preferably within Brown County) who meets the requirements and consideration of the overall project cost. **Motion carried.**

d. Other Activity Curt reported that Ashwaubenon's new store front (doors) has been installed and the building envelope fixed. The Central skylight walkthrough was attended by 10 people from 9 companies. Bids for this project are due June 28. New power outlets will be installed at the East Branch. The Southwest Branch has new breaker boxes.

ACCOUNTANT'S REPORT
a. Financial Report The reports were not available. Entries were still being made.

b. **Acceptance of Gifts, Grants and Donations** The May, 2011 report was not available.

BUDGET
a. **Approval of Performance Measures, Mission Statement and Program Description** One modification will be made to the Program Description to include computer and electronic resource usage. This demonstrates yet another way the library is used. **Motion** by Hickey, seconded by Buboltz, to approve the Performance Measures, Mission Statement and Program Description to include electronic/digital additions for submission with the 2012 budget. **Motion carried.**

APPROVE FILLING OPEN LIBRARY POSITIONS
A 25-hour per week Senior Library Assistant opening exists at the Kress Family Branch due to a retirement. Information regarding this was distribute at the May meeting but no action was taken. It is recommended to fill this position at its current level. **Motion** by Buboltz, seconded by Kegel, to fill the open 25-hour SLA at Kress. **Motion carried.**

Motion by Theisen, seconded by Buboltz, to approve filling open library positions as listed below:

TITLE	POSITION	LOCATION	ACTION
0.5 Senior Library Assistant (18.75 hours/week)	Public Services/Children's	Central	Fill
0.5 Senior Library Assistant (18.75 hours/week)	Circulation	Central	Fill

Motion carried.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update John noted that there had not been a meeting but the next one will be held in Algoma. The audit report will be presented at that time. Lynn met with Mark Merrifield who gave good advice about bathrooms and agrees that a family bathroom was a good option. Lynn also mentioned to Mark the idea of partnering with the Manitowoc/Calumet Library System on an integrated library system. A meeting is scheduled in October to continue this conversation. John commented that the reserves held by NFLS are being spent down.

PRESIDENT'S REPORT
There was no report.

DIRECTOR'S REPORT
Lynn had a phone call from the Denmark High School Administrator, Tony Klaubauf, to inform her that their school media specialist had retired and he would like the BCL Denmark staff involved in the interview process. The contract the library has with the school calls for a certified school media specialist. One candidate was just working toward certification. Lynn Stainbrook did not feel this was a problem as long as they continue working on the certification. Klaubauf also mentioned that due to budget cuts, the school media specialist may be required to be in the classroom more often keeping only an assistant in the library. He will keep Lynn informed.

Lynn, Lori and Terry met with the County Executive and Ellen Sorenson (Dept. of Administration) for a State of the Department meeting. Several ideas were presented and discussed.

Wisconsin Library Services (WiLS) came to review the Technical Services department's workflows. The meeting and interviews went well and the library will receive a draft summary report in a couple weeks.

Lynn passed around the updated Emergency Booklet that outlines procedures for staff when an emergency occurs. A copy will be mailed to all the Board and distributed to the members of the Ed & Rec committee at their next meeting.

A new, part-time LHG cataloger, Christopher Skorlinski, starts June 27.

Lynn also passed around a brochure that had rendering of what the Central Library skylight would look like. It will have a curved shape and will allow significantly more light.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Tony Theisen announced that this will be his last board meeting. He has suggested that Vicky Van Vonderen be appointed as his replacement. This should be on the Ed & Rec. agenda as a communication. He is hopeful this appointment will be approved. Tony will continue to promote library on the County Board level and with the public. Kathy thanked Tony for his time served and all help he has offered.

Paul Kegel wondered about a way to track how many different people use the library and if there was a way to use checkouts as a determining factor. This would be difficult to do because parents often check out on their children's cards. Another sector of people that would be missed would be those that use the library and its resources but do not check out.

ADJOURNMENT

Motion by Buboltz, seconded by Hickey, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:50 p.m.

NEXT REGULAR MEETING
July 21, 2011
Central Library
515 Pine Street, Green Bay
6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary