



"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84, Wis. Stats., notice is hereby given to
the public that the following meetings will be held**

**THE WEEK OF
APRIL 29 – MAY 3, 2024**

MONDAY, APRIL 29, 2024

(No Meetings)

TUESDAY, APRIL 30, 2024

(No Meetings)

WEDNESDAY, MAY 1, 2024

*5:00 pm

Education & Recreation Committee

Room 200, Northern Building
305 E. Walnut Street

THURSDAY, MAY 2, 2024

(No Meetings)

FRIDAY, MAY 3, 2024

(No Meetings)

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

EDUCATION & RECREATION COMMITTEE

Supervisor Antonneau
Supervisor De Wane
Supervisor Lefebvre
Supervisor Theno
Supervisor Wolfe

EDUCATION & RECREATION COMMITTEE

WEDNESDAY, MAY 1, 2024

5:00 pm

Room 200, Northern Building

305 E. Walnut Street

Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Election of Chair.
- IV. Election of Vice Chair.
- V. Set date, time and location of regular meetings.
- VI. Approve/Modify Minutes of April 10, 2024.

Comments from the Public

Consent Agenda

1. Review Minutes of Library Board of January 18, February 15, March 28 & April 11, 2024.
2. Review Minutes of Neville Public Museum Governing Board of April 8, 2024.
3. Golf Course Budget Status Financial Report for February 2024 – Unaudited.
4. Museum Budget Status Financial Report for February 2024 – Unaudited.
5. NEW Zoo Budget Status Financial Report for February 2024 – Unaudited.
6. Parks Budget Status Financial Report for February 2024 – Unaudited.
7. Audit of the bills.

NEW Zoo

8. NEW Zoo Director's Report.

Golf Course

9. Golf Course Superintendent's Report.
10. Discussion with possible action re: Golf Course 10 Year Capital Plan. *Action at April Meeting: To hold for one month.*

Parks

11. Park Directors' Report.

Museum

12. Museum Director's Report.

Library

13. Library Director's Report.

Action Items Including Proposed Resolutions, Ordinances and Budget Adjustments

14. Parks – Resolution to Authorize Brown County to Retain its “Bird City Wisconsin” Status and Recognizing World Migratory Bird Day.
15. Parks – Resolution Approving Tentative Budget for Parks – Expo Center for Fiscal Year June 1, 2024 to May 31, 2025.

Communications

16. Communication from Supervisor Lund: Continuing the Green Bay Marathon into the future. *Referred from April County Board.*
17. Communication from Chair Buckley: Question why the Museum/Library are not offering a display in reference to the NFL Draft with this being the largest event in Brown County. We need to capitalize on the buzz surrounding the draft. *Referred from April County Board.*

Other

18. Such other matters as authorized by law.
19. Adjourn.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Ed & Rec 5:30 pm	2	3	4
5	6	7 Public Safety 6:00 pm <i>(Subject to Change)</i>	8	9	10	11
12	13	14	15 COUNTY BOARD 7:00 pm	16	17	18
19	20	21	22 Human Services 5:30 pm	23	24	25
26	27	28 Land Con 6:00 PD&T 6:15	29	30 Admin 5:30 pm	31	

BROWN COUNTY COMMITTEE MINUTES

- Library Board (January 18, February 15, March 28 & April 11, 2024)

To obtain a copy of Committee minutes:

https://www.browncountywi.gov/government/minutes_and_agendas/

OR

Contact the Brown County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **January 18, 2024** at **5:15 p.m.** Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, DAVID RUNNING, KIM SCHANOCK, JAYME SELLEN, and JOHN VAN DYCK. KATHY PLETCHER and WENDY WOODWARD attended virtually.

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, and Dennis Jacobs (staff).

1. CALL TO ORDER President Anderson called the meeting to order at 5:17 pm.

2. APPROVE/MODIFY AGENDA AND MINUTES Motion by Sellen, seconded by Schanock, to approve the agenda and the December 2023 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

4. DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED MEETING AND STUDY ROOM POLICY Van Dyck suggested a change to the amount of the labor fee for additional cleaning in Other Fines and Fees. **Motion** by Running, seconded by Aubinger, to approve the updated Meeting and Study Room Policy and bring policy back to the Board with proposed amendment. **Motion carried.**

5. DISCUSSION AND POSSIBLE ACTION REGARDING BOOKMOBILE PROPOSED CHANGE ORDER. The original contract was approved in June 2022 and costs have increased since then. Staff recommended eliminating the exterior monitor. The total change order is then reduced to 10%. It is requested that carryover funds are used to cover this cost. Running doesn't understand how this change can be imposed. Pletcher mentioned this was discussed in the Rural Service Committee meeting and the team feels the Bookmobile is important for our future rural services. Meli doesn't understand that TechOps is calling this a force majeure event. Van Dyck doesn't think that their price increase is our problem, and some pushback is needed. Anderson suggests collecting all related documents and he will call the company on behalf of the Board. Force majeure is rare in contract law. He feels there is a good chance to negotiate this down. **Motion** by Schanock, seconded by Meli, to approve the Bookmobile change order in the amount of up to \$42,187.24 and authorize the Board President to negotiate the cost down. **Motion carried.**

6. DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CENTRAL HVAC BIDS Beyler reported that figures used in bid were from previous study three years ago. The resulting bids came in higher than expected. Eight mechanical contractors attended the walkthrough. One bid was received. Substantial completion is Spring 2025. Funds have to be committed before the end of the year 2024 and spent by the end of 2026 to receive ARPA funds. Discussion took place regarding revising the project's scope. Anderson asked about energy savings before making decisions about alternates. **Motion** by Van Dyck, seconded by Sellen, to reject all bids and repost as discussed. **Motion carried.**

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

Schanock reported the following on behalf of the committee:

Denmark- 1Denmark is a 501(c)(3) organization that is working to establish a community center in the Village of Denmark with the following purposes:

- To benefit youth, especially those disconnected, to have a place to go for recreation, friendships, and connection.
- To have a central place to bring people of all ages together and to build connections on neutral ground.
- To have an asset in the community that will draw and retain residents in Denmark.
- To offer additional spaces in Denmark for small-business rentals, community gatherings, educational and recreational classes, etc.
- To bring complementary assets together that support and uplift the community (i.e. public library, after school programs, clothing closet, food pantry, health and wellness programs, etc.).

The 2024 board members are:

President: Deb Kralovetz
Vice President: Luke Goral
Secretary: Andy Zoerb
Treasurer: Ryan Johaneck
Directors: Tony Klaubauf, Alan Mazna, Lori Wagner, Heather Nohr, and Kathy Pletcher

1Denmark incorporated as a 501(c)(3) in April 2022 and has been focused on locating a suitable building that would be able to support the purposes identified above. In the fall of 2022 Denmark voters approved a school district referendum to build a new early childhood center (ECC) on the school district campus to bring together all students in one location. The new early childhood center is under construction and will be ready for occupation by the start of school 2024. The DSD Board did not want to retain the current ECC building once the students and faculty moved to the central campus. 1Denmark leaders recognized the current ECC building as being in an excellent location and would be ideal for a community center given the size and features of the building. 1Denmark submitted a proposal to the DSD Board to acquire the building and the Board approved the proposal in October 2023. Over the next 12-18 months 1Denmark is focusing on the work needed for the community center to become operational in 2025. This work is organized into four key areas: Stewardship, Communication, Engagement, and Innovation. An action plan is under development to set priorities and guide the work needed to operationalize the Denmark Community Center.

The library would reside in the "education wing." There is energy and momentum. Van Dyck asked what other entities will be part of this project. The County Board approved a \$3M tourism grant with a tight timeline. It needs to be a capital project – perhaps there is an opportunity for the 1Denmark project. Pletcher will explore this prospect.

Pulaski- There is so much energy happening there. Stacey Von Busch (Chamber) and Mark Heck (Pulaski Area Community Education – PACE) are key players. Individuals and groups within the Pulaski community are interested in organizing the discussion around the future of the Pulaski Branch. We appreciate the interest and are working on clarifying the next steps needed internally to move the conversation forward. Our group is seeking clarification on ownership of the building in Pulaski. It is currently owned by the Village. Sales tax funds are able to be used if the facility is county-controlled. Sales tax dollars cannot be used for operating expenses. At least part of the building would have to be owned. There are organizations in Pulaski that have earmarked funds for a community project. Village leadership may change with the April election. Van Dyck asked if it has ever been approved (voted on) by Pulaski if they would sell the building to the library for \$1. The library needs verification/commitment from the Village Board. Sugden will work with Schanock on finding out this information. Environmental issues are few in the current space. A condo arrangement gives the library the ability to use sales tax funds. Sellen suspects that there will be increases to the lease because of Village budget concerns.

Wrightstown- Emily Rogers and Amanda Young presented patron and circulation data for the Wrightstown Branch to introduce a discussion regarding adjusting- not reducing- the hours of service. Our group offered feedback and an adjustment was recommended for April implementation.

Bookmobile- Winter is a tough time of year for our existing Bookmobile in terms of its mechanical reliability.

Outreach- This group is going to begin serving as a thinking partner for outreach efforts on the part of library staff. The goal is to wisely deploy limited staff resources to effectively reach intended audiences and communities as well as continue to create visibility of library services and resources.

8. DISCUSSION AND POSSIBLE ACTION REGARDING BROWN COUNTY'S USE OF LIBRARY FUNDS FOR EMPLOYEE BONUS PAY The Board's discussion in November had incomplete information. "County funds" intended for the bonus pay were actually the library's funds. The county mis-stepped by not seeking Library Board approval and acknowledged that. **Motion** by Van Dyck, seconded by Running, to approve Brown County's use of library funds for 2% employee bonus pay in the amount just under \$88,000. **Motion carried.**

9. DISCUSSION AND POSSIBLE ACTION REGARDING ONE-TIME INCENTIVE PAY FOR LIBRARY STAFF This is also related to the November discussion. With a change in funding, staff recommends withdrawing an additional payment considering all factors involved. **Motion** by Woodward, seconded by Pletcher, to not distribute a one-time incentive pay to employees. **Motion carried.**

10. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

1. Financial Update Year-end financials are being worked on including the annual report.

2. **Facilities Update** Beyler thanked maintenance staff and Rogers who moved a lot of snow in the last week! Rogers thanked Beyler!
3. **Personnel Update** Rogers reported the following:
Hires: Lauren LaPlant, Marketing Specialist and Jace Diemel, Ashwaubenon Clerk. Tony Burns, Curative Connections employee is starting soon at Kress.

Recruiting: Youth Services Librarian, Central; Circulation and Technical Services Clerk; East Associate, and Kress Shelver.

A staff computer refresh in February will result in new laptops for all staff.

Programming partnerships are expanding at all locations. A partnership has been formed with Brown County Health. Rogers and Lagerman are assisting in scheduling community listening sessions at Pulaski, Wrightstown and Denmark. BC Foster Care programs on recruiting foster families have been held and more will be planned.

The Staff Development Day in March will have a Brown County resources theme. The County Executive will address the staff and other county partners (ADRC, Parks, Extension Brown County, Zoo, etc.) will be invited to share updates.

Rogers joined the IDEAS (Inclusion, Diversity, Equity, Access and Sovereignty) team made possible by a DPI/LSTA grant. There will be an in-person workshop in Green Bay. IDEAS will sponsor workshops, and in-person training. These offerings will be an opportunity to include other Nicolet Federated Library System libraries into the state collaboration,

4. **Community Engagement Update** Lagerman reported the East Branch Library is receiving a Mayor's Beautification Award to be presented at an event at the end of February. This annual award recognizes projects and organizations that enhance the beauty of the City of Green Bay.

The Central Library opened 50 years ago on January 20.

Lagerman served on the planning committee (as part of role as Youth Services Liaison role) for a Summer Reading Planning Workshop on January 11. Librarians from northeast Wisconsin attended. Both Lagerman and Katie Guzek (Youth Services Manager) served as facilitators for two break-out sessions each.

The Friends of the Brown County Library are partnering with the NEW Community Clinic, and Women, Infants, and children (WIC) to initiate an early literacy program that will provide children, ages 0-5 a free book when they attend their wellness visits. Members of the current Leadership Green Bay class are interested in joining this partnership and helping fundraise as part of their class project.

Mary Jane Herber's annual Genealogy 101 ten-week course kicks off on Saturday. Nearly 90 people have registered thus far. This is the 21st year the series has been offered. The Press Time published a nice article about it in last week's edition.

Back by popular demand is Mark Moran's Antique and Collectible Appraisal program. Moran is an expert appraiser and has appeared on Antiques Roadshow. His program will take place at the East Branch on Saturday. People can have items appraised for \$15 each. The Friends receive \$5 of each fee so the event is a mini fundraiser. The Press Times ran an article on this event as well. Moran is also scheduled for the same event at the Weyers-Hilliard Branch in April.

The Spring calendar of events is in progress – programs have been scheduled and work on the print booklet has begun.

11. LIBRARY DIRECTOR'S REPORT Sugden played a voice message complimenting the Kevin Van Ess Jazz concert at the library. Sugden also reported that the library will be meeting with Woodside partners to continue to work out details of a long-term partnership.

The Youth Services Manager and a member of the Leadership team will attend the Family Place Symposium to immerse the library in the creation of a family-focused space. Initial training will take place in March. Other Youth Services staff will attend training in Fall. This will be the first initiative in Wisconsin to designate the library as a family Place – a model for "...transforming public libraries into welcoming, developmentally appropriate early learning environments for very young children, their parents and caregivers. and help build a foundation for learning during the critical first years of life. "

In January, the library hosted more than 20 visitors from the Department of Workforce Development (DWD) the County Executive, Bay Area Workforce Development (BAWD), Vocational Rehab, and Veterans Services. The group toured the Central Library and discussed the possibilities of sharing space in the Central Library. The services of all agencies and those of the library overlap. Sugden is excited about new model of job centers (three-tiered model) and partnership opportunities. Job fairs, scheduled every other month, will begin in March. There is forward movement on the Job Pod model which will make accessible spaces in the library. A study room at the East Branch will be converted into a job pod and other units are being explored. BAWD, NFLS, and BCL developed the job pod and DWD is interested in participating in this work.

A Request for Quote (RFQ) for an Architect Consultant for Central Library Partnerships was released yesterday. Sugden thanked County Administration and Planning and Land Services for creating this document. Potential partners are Aging & Disability resource Center (ADRC), Job Center, and Public Health to create a fully integrated operation. There are advantages to a collaboration like this. Quotes are due on February 8 and a decision will be made by the end of the month. There will be three months to develop concepts. Sugden will ask for support from the Board's Facilities Committee, staff and partners to determine deliverables. This work is exploratory only and non-binding. There is a need to know how things will fit. The County Executive found funds for this body of work. The RFQ was sent to HGA, Engberg Anderson, and Somerville. Pletcher commented that this is a wonderful opportunity – thanks to Sugden for building these partnerships and for moving this forward. Van Dyck also thanked Sugden – always impressed by her enthusiasm to find ways to partner – congratulations!

There seems to be willingness from the county to fund this project to make it a reality. Van Dyck commented that the County Executive expressed excitement at the County Board meeting.

12. PRESIDENT'S REPORT Anderson commented that this meeting is his last as President, but he is looking forward to being a trustee. He is running for a seat on the Ashwaubenon School Board. He asked the Board to consider serving in an officer role. Annual elections will take place at the February meeting.

13. OTHER BUSINESS

14. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

15. ADJOURNMENT Motion by Running, seconded by Meli, to adjourn the meeting at 6:58 p.m. **Motion carried.**

NEXT REGULAR MEETING:

February 15, 2024 | 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **February 15, 2024** at **5:15 p.m.** Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: BRIAN ANDERSON, ANNETTE AUBINGER, DAVID RUNNING, JAYME SELLEN, JOHN VAN DYCK, and WENDY WOODWARD. MARISSA MELI, KATHY PLETCHER, and KIM SCHANOCK attended virtually.

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, and Lisa VanHandel (staff). Leah Liebergen (Staff) and Benita Mathew (Green Bay)

1. **CALL TO ORDER** President Anderson called the meeting to order at 5:23 pm.
2. **APPROVE/MODIFY AGENDA AND MINUTES** **Motion** by Woodward, seconded by Running, to approve the agenda and the January 2024 minutes. **Motion carried.**
3. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.
4. **ANNUAL ELECTION OF OFFICERS**
 - A. **President** Anderson called for nominations for President. Pletcher nominated Sellen who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Van Dyck, seconded by Running, 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. Running nominated Van Dyck. Aubinger nominated Woodward who accepted 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. Running nominated Pletcher who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Anderson, seconded by Running, 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. Woodward nominated Aubinger who accepted the nomination. Additional nominations were called for three times. No other nominations were brought to the floor. **Motion** by Anderson, seconded by Running, to close the floor and cast a unanimous ballot in favor of Aubinger as Facilities Officer/Treasurer. **Motion carried unanimously.**
5. **DISCUSSION AND POSSIBLE ACTION REGARDING UPDATED MEETING AND STUDY ROOM POLICY** Language was added to cover cleaning fees. Aubinger asked for clarification on equipment included with reservations. **Motion** by Anderson, seconded by Woodward, to approve the modified language in the Meeting and Study Room Policy. **Motion carried.**
6. **DISCUSSION AND POSSIBLE ACTION REGARDING BOOKMOBILE PROPOSED CHANGE ORDER** Anderson reviewed the contract and noted that it was written favorably for TechOps. A number of changes were proposed to TechOps that reduced the amount of the change order. Anderson's negotiating effectively reduced the change order by about \$15,000. Additionally, the library was able to stay in the same position in the production queue. Many thanks to Anderson for his expertise in negotiations.
7. **DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF CENTRAL HVAC REQUEST FOR BID (RFB)** Beyler reported that the HVAC replacement RFB has been restructured and distributed a summary of the changes. This keeps the project in line with the budget. It essentially breaks the project into two parts.
8. **DISCUSSION AND POSSIBLE ACTION REGARDING WRIGHTSTOWN BRANCH HOURS CHANGE** Rogers distributed a

summary of the changes. The proposal shifts the branch's open hours from Saturday to Friday. There is no reduction in hours. Wrightstown does not have daycare options on Friday, so open hours provide access for families. This change will also help the staffing model at Kress on Saturdays. Van Dyck asked about opening later and closing later. This was discussed but this schedule was made to avoid a gap in days open. The Rural Service committee recommends this change. **Motion** by Anderson, seconded by Pletcher, to approve the change in the Wrightstown Branch's hours of operation as presented. **Motion carried.**

9. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 ANNUAL REPORT VanHandel distributed a copy of the draft annual report. Analysis and narrative related to the statistics presented will take place over the next couple of months. **Motion** by Van Dyck, seconded by Anderson, to approve the 2023 Annual Report. **Motion carried.**

10. UPDATE AND POSSIBLE ACTION REGARDING NEW ASHWAUBENON BRANCH PROJECT The PowerPoint from the last meeting with the architects from Engberg & Anderson was shared. The new library space offers study rooms in multiple sizes, improved staff space, good oversight of library spaces, areas for children, including programming space with a retractable wall, and a quiet room. There was a request for additional handicap parking spaces. There is one public entrance. Heavy after-school activity is anticipated. The Community Room will be able to be divided. A double-sided fireplace splits the teen and adult areas. Locations of areas and study rooms were strategically placed to maximize effectiveness. There is a lot of natural light. Library Leadership is pleased with how things are taking shape. Sugden shared a document that summarizes the project. It will need to be created as a legal document. It captures the essence and costs of the project. There will be additional documentation of official nature. The timeline is exciting – it suggests that it could be open before the NFL Draft in 2025. Pletcher commented that the Woodside Board is really pleased to have the library as a partner. Once the paperwork is approved by the Library Board, it will move through the Education & Recreation Committee, and the County Board for approval. This is needed so Woodside knows the financial component will be met.

The Board needs to be aware of potential increases in costs and not exceed monies allocated for this project. Mary Kardoske, Village of Ashwaubenon President, has been very supportive. Sugden is aware of costs and shares the concerns of the Board and will seek additional philanthropic support. Van Dyck thinks there needs to be sensitivity to expenses of the East Branch vs. the Ashwaubenon Branch since the buildings will be similar in size. Anderson asked if Woodside has veto rights on naming rights and they would not.

11. DISCUSSION AND POSSIBLE ACTION REGARDING USE OF THE CONCORD GROUP AS OWNERS REPRESENTATIVE FOR THE NEW ASHWAUBENON BRANCH PROJECT Two proposals from Concord Group were received – one included commissioning of the building. Previous work with Concord has come in under budget. They bill hourly – not a lump sum. They provided a descriptive itemization/breakdown. Commissioning includes testing and making sure all systems work, are optimized and verified. They act as an extra set of professional eyes. County Facilities and the Aging & Disability Resource Center (ADRC) also use Concord. Long term, commissioning is important. Van Dyck asked if commissioning can be an add-on to the contract later. Pletcher, Woodward, and Running support the option of commissioning. **Motion** by Anderson, seconded by Pletcher, to approve Concord Group as owners representative for the new Ashwaubenon Branch project including the option to commission the building. **Motion carried.**

12. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY
The committee meets this next Monday.

Denmark- Pletcher reported that OneDenmark will be participating Give Big Green Bay. This will be a great fundraising opportunity. An event is taking place on February 21. County Supervisor Norb Dantine was invited. A tourism grant was applied for. \$150,000 was received from the Denmark State Bank Foundation. The OneDenmark Board is rolling along, and it is very exciting.

Pulaski- Sugden and Schanock met with Keith Chambers, Pulaski Village President, this week. A meeting is planned with the whole committee in a couple weeks to solidify commitment from the Village.

Little Suamico update: Sugden reported on a newspaper article about the offer to purchase a building to be used as a library. Sugden attended the community meeting to hear the discussion. The vote failed (for a second time). Sugden talked with the Town Chair and met with others last week and learned that Little Suamico is interested in having library services. Libraries are a hot topic in Oconto County.

13. DISCUSSION AND POSSIBLE ACTION REGARDING 2024 NFLS YOUTH SERVICES SUPPORT GRANT AND 2024 NFLS LIBRARY SERVICES GRANT Motion by Woodward, seconded by Anderson, to approve the 2024 NFLS Youth Services Support and Library Services Grants. Motion carried.

14. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- 1. Financial Update** VanHandel reported that the annual report is finished. Books are not closed with the county yet. A recap of 2023 and a start of 2024 (Jan/Feb financials) are expected by the March meeting.
- 2. Facilities Update** Nothing to report on anything that was already reported on.
- 3. Personnel Update** Rogers reported the following:
Hires: East Associate Cindy Vang (was LTE at Central); TS Clerk Alicia Elsner (from WH Branch)

Recruiting: Youth Services Librarian, 2 clerks – Central Circulation and Weyers-Hilliard; 3 Shelves – East, Kress, and Central

The Staff Development Day in March will have a Brown County focus. The County Executive will speak, and other departments will be introduced. Knowledge of other departments will help facilitate how we can partner in the future. Van Dyck suggested inviting a rep from the Highway Department. The Drug Task Force will present. The library is hosting a one-day conference - HootCon – on March 7 together with the Nicolet Federated Library System (NFLS) and the Outagamie Waupaca Library System (OWLS). There will be breakout sessions on cataloging, inter-library loan, and more. This is a good opportunity for staff.

A new partnership with the Veterans Administration (VA) Clinic will present programs on VA S.A.F.E. (Suicide prevention).

The Curative Connections partner started in January as a Shelver at the Kress Family Branch. Everything seems to be going well so far – they are in the training phase.

- 4. Community Engagement Update** Lagerman distributed a schedule of meeting locations for the 2024 Library Board meetings. The schedule includes presentations by branch and department managers.

The Bookmobile will attend the OneDenmark event on February 21.

The library will host a virtual book reading with Green Bay Packers A.J. Dillon on Monday, February 26.

WFRV (TV Channel 5) ran a story on Henry Streckenbach and the Book Buddies program at the Southwest Branch. A new Book Buddy volunteer is starting soon.

Reading for the Future work continues with sub-committees forming. Sugden, Lagerman, Schanock, and Youth Services Manager, Katie Guzek, are all part of this work.

15. LIBRARY DIRECTOR'S REPORT Sugden distributed Intent to Award documentation for for the architect consultant for Central Library partnerships. Berners-Schober Associates was the firm chosen to work with the library.

Also distributed, for information, were two current State Assembly Bills (308 and 641). AB 308 relates to removing current protections for librarians if certain materials are checked out.

AB 641 proposes that parents are notified of the items their children checked out. Parents already have access to this information and can already check, 24/7. This is a redundant, unfunded mandate.

Sugden updated the Board on the JobPod project and shared a mockup of a rack card. She is confident it will be successful. The JobPod at the East Branch Library will launch on March 20, 2024. A ribbon-cutting event will take place at 11:00 am. Resources to support JobPod users are being developed and collected.

A safety update on Central Library included a report of unfortunate incident. Staff does an amazing job, but it is increasingly difficult to keep public spaces safe. Due to staff attentiveness, quick intervention and awareness of crime on library property connected with law enforcement and an arrest was made. Law enforcement complimented

particular staff person on how the situation was handled. The victim (underage and homeless) was connected with resources. Changes have been made to address gaps and further improve safety measures at the library to make public spaces safer. Sugden again commended staff.

Aubinger complimented staff on the Green Bay Press-Gazette Book reviews.

Running would like talking points to use when meeting with politicians and asked if the Marketing Specialist can compose something. Yes! Sugden will follow up on this request.

16. **PRESIDENT'S REPORT** Sellen thanked the Board for their support of her in her role as President. She also thanked Anderson for his service as President.
17. **OTHER BUSINESS** Woodward asked about the parking lot across the street. Development options are being reviewed for the site to house ADRC commercial kitchen and Grounded Café. County purchased lot behind Encompass. There is acknowledgement that the library needs parking. The close end of lot does have some environmental issues (There was a gas station there at some time).
18. **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.
19. **ADJOURNMENT Motion** by Anderson, seconded by Running to adjourn the meeting at 7:19 p.m. **Motion carried.**

NEXT REGULAR MEETING:

March 21, 2024 | 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **March 28, 2024** at **5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: JAYME SELLEN, BRIAN ANDERSON, ANNETTE AUBINGER, DAVID RUNNING, JOHN VAN DYCK, KIM SCHANOCK, and WENDY WOODWARD. MARISSA MELI and KATHY PLETCHER attended virtually.

ALSO PRESENT: Sarah Sugden, Sue Lagerman, Curt Beyler, and Lisa VanHandel (staff). Chad Weininger, Brown County Director of Administration, and Grace Grocholski (staff).

1. **CALL TO ORDER** Personnel Officer Pletcher called the meeting to order at 5:22 pm.
2. **APPROVE/MODIFY AGENDA AND MINUTES Motion** by Anderson, seconded by Aubinger, to approve the agenda and the February 2024 minutes. **Motion carried.**
3. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.
4. **DISCUSSION AND POSSIBLE ACTION REGARDING FINE FORGIVENESS WEEK, APRIL 22-27, 2024** Sugden reminded that the board approved 2 weeks a year fines waived; do not waive lost fees. **Motion** by Running, seconded by Meli, to approve the week of April 22-27, 2024, "Fine Forgiveness Week." **Motion carried.**
5. **DISCUSSION AND POSSIBLE ACTION REGARDING NATIONAL LIBRARY WEEK PROCLAMATION** **Motion** by Woodward, seconded by Van Dyck, to approve the National Library Week Proclamation as presented. **Motion carried.**
6. **UPDATE AND POSSIBLE ACTION REGARDING NEW ASHWAUBENON BRANCH CONDO OFFER TO PURCHASE** A preliminary estimate was received for purchase of the library core shell. The funds initially allocated in the planning of the East and Ashwaubenon branches were comparable. The hope is to break ground in the next couple of weeks. Approval, due to timing, is essential so Woodside can keep their timeline and approval also shows that the library is committed. Sugden wants to be responsive to Woodside as partner. Components were removed from the scope to reduce the costs and it was requested that an updated cost summary from Stevens accompany the Offer to Purchase.

After discussion and review of estimate, **motion** by Van Dyck, seconded by Running, to amend the commercial offer to purchase to include the contingency, "That all specifications, warranties, and guarantees granted in the construction contract are transferable to buyer," and that line 676 (addendum) reference the attached site plan. **Motion carried.** Pletcher abstained.

Motion by Van Dyck, seconded by Anderson, to approve revised commercial offer to purchase and direct library staff to acquire confirmation from Concord Group as to the reasonableness of library shell cost equal to purchase price and confirmation from Concord Group and/or architect as to ability to finish interior of library in an amount not to exceed \$4M. **Motion carried.** Pletcher abstained.

County Corp Counsel working on condo document. Van Dyck conferred with Anderson, and they suggested that perhaps the Library Board hire an attorney who is familiar with condo documents to review the nearly complete document. A concern is with how the Condo Association Board is structured and any potential future implications for the library based on that structure. Are there any long-term protections? Anderson suggested that if the Board identifies any concerns, review of the document could be completed in 10 hours or less.

Motion by Running, seconded by Woodward, to spend up to \$3K for the purpose of hiring an attorney with expertise or experience in real estate and condominium law to review condo document to recommend solutions for identified potential issues. **Motion carried.** Anderson and Pletcher abstained.

Woodside created the condo doc and has been in conversation with Corp Counsel to date. The biggest piece was clarification of exterior parts. To keep to deadlines, review of condo document and any modifications should be complete by April 5.

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

Schanock reported the following:

Denmark: Denmark applied for funds through the Brown County ARPA grant competition. Denmark was one of only two non-sports related grants approved by the County Board. In addition to the Give Big Green Bay funds, Denmark will have \$100,000 from the ARPA grant competition.

Pulaski: Pulaski Community Center also applied for funds through the Brown County ARPA grant competition. Pulaski was the second of only two non-sports related grants approved by the County Board. The future state collaborative center, including the Pulaski Branch Library, will receive \$100,000 from the ARPA grant competition.

In addition, Sugden presented to the Pulaski Village Board in an effort to advance the conversation regarding the Pulaski library location. The Village Board would need to take action in order for the library to be able to invest money in the current location. In addition, the condition of the current building requires an updated investigation.

There is an upcoming grant competition that Brown County Library staff is considering applying for.

We are grateful to our community partners for their efforts on behalf of our rural services.

8. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- A. Financial Update** VanHandel reported that 2023 journal entries are finished, and the 2023 year-end books are closed. The 2023 Annual Report was successfully submitted. There were no changes to the Fredrick Crane and Lester Wood accounts in 2023. The library is expecting reimbursement from the Friends in the amount of ~\$38K for approved library requests. Also expecting a payment from NFLS in the amount of \$54K that was missed due to NFLS' change in accounting firms. There is no carryover this year. 2024 is starting off on track – personnel and operating costs are on budget.
- B. Facilities Update** Beyler reported Central HVAC bids docs are at Purchasing and should be posted next week. Ashwaubenon project – there has been review of value engineering opportunities, suggestions, and strategies. Work is being done on items with long lead times – the Automated Materials Handler (AMH) design is almost complete and bid documents for fiber are being worked on and should be ready in a couple of months.
- C. Personnel Update** No report.
- D. Community Engagement Update** Lagerman reported the following:
Lagerman and Youth Services Manager participated in Family Place Libraries (FPL) training in New York last week. This training certifies the library as a Family Place Library – the first in Wisconsin. The mission of FPL is, “Building Foundations for Early Learning.” The knowledge gained from the training, coupled with what the library already provides in the area of early learning and literacy will make the library a center for early childhood learning and parent education in a consistent and structured manner. This model has been adopted by over 500 libraries in 32 states.

National Library Week will be celebrated April 7-13 and to kick off this annual event, County Executive Streckenbach and Sugden will hold a joint news conference on Monday, April 1 at the Weyers-Hilliard Branch at 11 am.

The JobPod launch at the East Branch last week was a success and received nice media coverage. The first of regular, recurring job fairs took place today and received media coverage.

In addition to the Central Library, the Kress Family and Weyers-Hilliard branches are sites for public art displays. A new web page is planned to go live that offers information about the library's art spaces including an application to exhibit.

The Public Library Association conference is April 2-5 in Columbus, Ohio. Lagerman, Collection Development Manager, and Ashwaubenon Branch Manager are attending with staff from the Nicolet Federated Library System.

Friends' volunteers packed 150 Born to Read early literacy kits that will be distributed to all babies born in area hospitals during National Library Week.

The Friends' BIG Book Sale is scheduled for April 29 – May 2 at the Central Library.

The partnership with the Brown County Fair Association has been reaffirmed and the Fair will host Library Morning at the Fair, and the Bookmobile will be on site during the Fair in August.

9. LIBRARY DIRECTOR'S REPORT Sugden noted the job pod launch was indeed a success and the job fair was great! It was commented by the companies attending that the attendance was more than they've seen in a long time. The library was bustling. The convenient location of the East Branch really makes a difference! JobPod Phase 2 is underway to deploy this model in other libraries.

Safety Officer Al Hughes returns April 15. A lot of work is waiting for her. Conditions in downtown Green Bay are not great. Sugden has asked for a meeting with the sheriff to clarify specific actions for specific issues. Central Library is caught between public safety jurisdictions. (County/City). It's hard to wait for answers. Presentations at staff development shared thorough information. The library needs more training, so the staff is safe. Trying to get clear information and the right pathways. Having Hughes back will be beneficial. Central situations heavily impact staff morale. Sugden would like help in advocating for more law enforcement downtown. A determination is needed on who should respond. Anderson would like to see an action plan.

A second meeting took place with the ADRC and architect. Human Design consultant work has started. Everyone is enthusiastic about partnering. Veterans are another component of this work. Working on a 90-day timeline for conceptual design. Many focus groups, interviews, and other work will take place to determine convergence of services. The biggest unknown is the Job Cener due to federal requirements for job center buildouts. The Central Library concept is a new and workable model, and the hope is that the Job Center can envision a future design and implementation. This is a great opportunity for the library to learn from and explore with these partners. Van Dyck suggested garnering the support from state senators. This new model is breaking down barriers for job centers. This model also leverages the existing library infrastructure and feels promising.

10. PRESIDENT'S REPORT None.

11. OTHER BUSINESS

12. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

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

NEXT REGULAR MEETING:

April 18, 2024 | 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A special meeting of the Brown County Library Board was held on **April 11, 2024 at 5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: JAYME SELLEN, BRIAN ANDERSON, ANNETTE AUBINGER, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING, and JOHN VAN DYCK. MARISSA MELI and WENDY WOODWARD attended virtually.

EXCUSED: KIM SCHANOCK

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, and Lisa VanHandel (staff).

1. **CALL TO ORDER** President Sellen called the meeting to order at 5:15 pm.

2. **APPROVE/MODIFY AGENDA Motion** by Anderson, seconded by Pletcher, to approve the agenda. **Motion carried.**

3. **DISCUSSION AND POSSIBLE ACTION REGARDING MODIFIED CAPITAL PROJECTS PLAN** An updated Capital Projects plan, originated in 2021 was distributed. Sugden explained that the cost of the Ashwaubenon project is greater than expected. Anderson noted that the project cost falls short of what has been allocated and the County Board is not satisfied with this shortfall. The County Board won't sign off on the project if there are not funds to finish the project. The Library Board needs to determine how to keep this project moving forward.

Anderson met with the County Executive to discuss the dangers of not approving this project. A call is scheduled on Friday morning between the Library Board members and Woodside board members to determine what is needed to continue to move the partnership forward while funding is being figured out.

Van Dyck summarized that, during the Ed & Rec. meeting, two resolutions were presented. One, to approve an Offer to Purchase (OTP) for \$3.5M, failed. The OTP remains active until the County Board takes action. A second, alternate resolution authorizes the issuance of a new OTP for \$3M and, if all other conditions apply to documents and meets the approval of Corporation Counsel and the County Board, funds would be reallocated and a Library Building and Renovation Fund would be created with remaining funds previously allocated to individual library projects. It was agreed that these remaining funds would be included in the 2025 county budget. If the resolution fails with the County Board, there is no partnership.

Woodward asked if there is money to move around. There is but it would take away from other projects. The OTP is probably not the right document to use – there is no 'close,' and payment cannot be made to Woodside without a guarantee, or timeline for the buildout of the core shell. A different document is needed that explains what the library is getting for their investment. The Board needs to find out what Woodside's expectation is. Van Dyck feels a disconnect on what Woodside wants to accomplish and what the County can do. There is a need to negotiate what should be removed from the OTP and ultimately get on the same page and have a clear understanding of commitments.

The Library Board approval of \$7M for this project leaves a financial gap that would have to be made up through fundraising. It was suggested the support of the Friends of the Library, the B.C.L. Foundation, and the sale proceeds of the current Ashwaubenon Branch as funding options. It was noted that legally, the library owns the Ashwaubenon Branch and sales proceeds will be part of the library's funds. The library has control over this asset.

Motion by Anderson, seconded by Running, to modify the capital projects plan for the 2024-25 budget to allocate \$7M for the new Ashwaubenon Branch and the remaining balance to an unencumbered library renovation fund to be used/appropriately distributed for future library projects. **Motion carried. Pletcher abstained.**

DISCUSSION AND POSSIBLE ACTION REGARDING REVISED OFFER TO PURCHASE – NEW ASHWAUBENON BRANCH Motion by Running, seconded by Woodward, to authorize Anderson and Van Dyck to negotiate on behalf of the library board and participate in negotiations with members of the Woodside Board. **Motion carried. Pletcher abstained.**

4. **DISCUSSION AND POSSIBLE ACTION REGARDING BUDGET ADJUSTMENT REALLOCATING CAPITAL PROJECT FUNDS** No action needed.

5. **OTHER BUSINESS** Anderson commented that aggressive fundraising efforts are needed for this project. This needs to be in the forefront. Running commented that Ed & Rec is very supportive of the library.

6. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

7. ADJOURNMENT Motion by Van Dyck, seconded by Anderson, to adjourn the 6:20 p.m. **Motion carried.**

NEXT REGULAR MEETING:

April 18, 2024 | 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary