

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"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 AUGUST 22 – 26, 2011

MONDAY, AUGUST 22, 2011

- *6:00 p.m. TOUR of NEW Curative Rehab Facility - *prior to Land Con & PD&T Committee*
- *6:30 p.m. Land Conservation Subcommittee NEW Curative Rehab Facility
2900 Curry Lane
- *7:00 p.m. Planning, Development & Transportation Cmte. NEW Curative Rehab Facility
2900 Curry Lane

TUESDAY, AUGUST 23, 2011

- *8:00 a.m. ADRC Program Committee ADRC
300 S. Adams Street

WEDNESDAY, AUGUST 24, 2011

- *4:00 p.m. Children With Disabilities Education Board Syble Hopp School
755 Scheuring Road
- *6:00 p.m. Human Services Committee Room 200, Northern Building
305 E. Walnut Street

THURSDAY, AUGUST 25, 2011

- *8:30 a.m. ADRC Board of Directors ADRC
300 S. Adams Street
- *5:30 p.m. Administration Committee Room 200, Northern Building
305 E. Walnut Street

FRIDAY, AUGUST 26, 2011

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

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LAND CONSERVATION SUBCOMMITTEE

Norb Dantine, Chair
Dave Kaster, Vice Chair
Bernie Erickson, Mike Fleck, Dan Haefs, Norbert Vande Hei

LAND CONSERVATION SUBCOMMITTEE

Monday, August 22, 2011

Approx 6:30 p.m. (To follow tour @ 6pm)

**** NEW Curative Rehab Facility ****

2900 Curry Lane (see attached map for directions)

**** NOTE LOCATION ****

Tour of NEW Curative Facility @ 6:00 p.m.

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of Land Conservation Subcommittee of July 25, 2011.
-
1. Communication from Supervisor Clancy re: Proposal to obtain registration fees and fuel tax funds to maintain county and township roads and bridges.
 2. Land and Water Conservation Department Budget Update July 25, 2011 (will be provided at meeting).
 3. Karst Mapping Presentation – Joe Baeten LWCD summer intern.
 4. Annual LWCD Tour options in September.
 5. Such other matters as authorized by law.
 6. Adjourn.

Norb Dantine, Jr., Chair

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PLAN, DEV. & TRANS. COMMITTEE
Bernie Erickson, Chair
Mike Fleck, Vice Chair
Dan Haefs, Dave Kaster, Norb Dantine

**PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE**
Monday, August 22, 2011
Approx 7:00 p.m. (To follow Land Con mtg)
**** NEW Curative Rehab Facility ****
2900 Curry Lane (see attached map for directions)

**** NOTE LOCATION ****

Tour of NEW Curative Facility @ 6:00 p.m.

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of the July 25, 2011.
1. Review minutes of:
 - a. Planning Commission Board of Directors (July 6, 2011).

Presentation

2. Presentation by Table of Organization Study Group re: 2012 Budget.

Communications

3. Communications from Supervisor Nicholson re: Request a detailed report on the finances for the road project on Highway MM. Also include the expenses for road repair. *July Motion: To hold for 30 days during which time staff will review the Highway MM road project and report back with the procedures used and what can be done to rectify the situation.*
4. Communication from Supervisor Nicholson re: On behalf of Tina Mercier who wants to express concerns about the Bio-Mass Gasification Plant. *Referred from August County Board.*

Highway

5. July, 2011 Budget to Actual.
6. Director's Report.

Planning and Land Services

Land Information (no items)

7. **Planning Commission** - Budget Status Financial Report for June and July, 2011.
 - a. Update regarding County Farm property. *Held for six months.*
8. **Property Listing** - Budget Status Financial Report for June and July, 2011.
9. **Zoning** - Budget Status Financial Report for June and July, 2011.

UW Extension

10. Budget Adjustment Request (11-90): Increase in expenses with offsetting increase in revenue.
11. Director's Report.

Port and Solid Waste

12. Port Budget Status Financial Report for July, 2011.
13. Solid Waste Budget Status Financial Report for July, 2011.
14. Budget Adjustment (#11-104): Increase in expenses with offsetting increase in revenue.
15. Director's Report.

Airport

16. Budget Status Financial Report for July, 2011.
17. Director's Report.

18. **Register of Deeds** – Budget Status Financial Report for June and July, 2011.

Other

19. Audit of bills.
20. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

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**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
PROGRAM COMMITTEE MEETING
Tuesday, August 23, 2011 at 8:00 a.m.
ADRC OF BROWN COUNTY
300 S ADAMS ST. GREEN BAY, WI 54301**

AGENDA

Pledge of Allegiance

1. Adoption of Agenda.
2. Comments from the public.
3. Review of proposals for the preparation and delivery of meals for the elderly nutrition program sites in 2012-2014.
4. Convene in closed session, pursuant to Section 19.85(i)(e), Wisconsin Statutes, to consider action relevant to contracting for the preparation and delivery of meals for the elderly nutrition program sites in 2012-2014.
5. Return to open session to take action relevant to contracting for the preparation and delivery of meals for the elderly nutrition program sites in 2012-2014.
6. Announcements.
7. Adjourn.

Keith Pamperin, Chairperson
Program Committee
Aging & Disability Resource Center
of Brown County

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.

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION
BOARD AGENDA**

Wednesday, August 24, 2011 at Syble Hopp School

1. Call to Order - 4:00 p.m. – Kelly Gustman..
2. Action Item: Approval of July 27, 2011 Board Minutes
3. Correspondence
4. Action Item: Approval of Agenda
5. Action Item: Donations
6. Action Item: Nomination of Officers
7. Action Item: Election of CDEB Officers
8. Action Item: Resignation
9. Action Item: Replacement position
10. Parent Organization Report
11. Action Item: Financial Report
12. Action Item: Milk Bids
13. Action Item: Lunch Fees and School Fees
14. Action Item: Substitute daily rates for the 2011-12 school year
15. Administrators Report
16. Payment of Bills
17. Executive Closed Session: The Board will move to executive closed session as allowed by Wisconsin Stats 19.85 (1)(c)(f)(i) for the purpose of personnel issues.
18. Staff request
19. Adjournment

Calendar: August 30 - Staff members report to school
August 31 -
Sept 1 - First day of school for children.

"Any person wishing to attend who, because of disability requires special accommodation should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Tuesday, August 23, 2011 so arrangements can be made."

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HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Carole Andrews, Vice Chair
Steve Fewell, Pat Moynihan Jr., Pat La Violette,
Pat Wetzel, Jesse Brunette

HUMAN SERVICES COMMITTEE

Wednesday, August 24, 2011

6:00 p.m.

**Rm. 200, Northern Building
305 E. Walnut Street**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of June 22, 2011.

Comments from the Public

Report from Human Services Chair, Patrick Evans

1. Review Minutes of:

- a. Aging & Disability Resource Center (June 23, 2011 and July 28, 2011).
- b. Children with Disabilities Education Board (July 27, 2011).
- c. Community Options Program Planning Committee (July 25, 2011).
- d. Human Services Board (June 9, 2011).
- e. Veterans' Recognition Subcommittee (June 21, 2011 and July 19, 2011).

Community Partnership for Children.

2. Presentation re: Healthy Families program.

Syble Hopp.

3. Director's Report.

Aging and Disability Resource Center

4. Operating Expenses, Contracts and Revenue Reports, June 30, 2011

Health Department.

5. Budget Adjustment (11-98): Change in any item within Outlay account which requires the reallocation of funds from any other major budget classification or the reallocation of Outlay funds to another major budget classification.

Human Services Dept.

6. Executive Director's Report.
7. Financial Report for Community Treatment Center and Community Programs.
8. Community Treatment Center Update (June and July, 2011)
9. Monthly Inpatient Data – Community Treatment Center and Bellin Psychiatric Center.

10. Approval for New Non-Continuous Vendor.
11. Request for New Vendor Contract.
12. Monthly Contract Update.
13. 2012 Capital Improvement Plan – 5-Year Outlook Summary.

Veterans' Services – No agenda items.

Other

14. Audit of bills.
15. Such other Matters as Authorized by Law.

Patrick Evans, Chair

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AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY
BOARD OF DIRECTOR'S MEETING
Thursday, August 25, 2011 at 8:30 a.m.
300 S. Adams Street, Green Bay, WI 54311

AGENDA

- Pledge of Allegiance
1. Adoption of Agenda
 2. Introductions
 3. Approval of the minutes of the regular meeting of July 28, 2011
 4. Comments from the Public
 5. Correspondence from Social Security Administration – Wisconsin Partner in Service Award
 6. Finance Report:
 - A. Review and approval of the June 2011 Finance Report
 - B. Review and approval of Restricted Donations
 7. Personnel Committee Report:
 - A. Review and approval of ADRC Succession Plan
 - B. Review and approval of ADRC Organizational Chart
 8. Program Committee Report - Nutrition contract for 2012-2014
 9. Benefits Specialist Report
 10. Family Care Update
 11. Evaluation of orientation procedures
 12. Director's Report
 13. Review ADRC Board Recruitment and Recommendation Procedures
 14. Legislative Update
 15. Announcements
 16. Next meeting date – September 22, 2011
 17. Adjourn

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

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ADMINISTRATION COMMITTEE

Tom Lund, Chair
Tony Theisen, Vice Chair
Kris Schuller, Mark Tumpach, Robert Miller

ADMINISTRATION COMMITTEE

Thursday, August 25, 2011

5:30 p.m.

Room 200, Northern Building
305 E. Walnut Street

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 28, 2011.

1. Review of minutes:
 - a. Housing Authority (July 18, 2011).

Presentation

2. Presentation by Table of Organization Study Group re: 2012 Budget.

Communications

3. Discussion regarding meeting time of Housing Authority Meeting. *Referred from July Admin Committee mtg.*
4. Communication from Supervisor Miller re: That the County should supply Brown County Supervisors a notice of the bills over \$5,000 that deviate by an amount greater than 15% of the historical 3-year average (allowing for seasonal adjustments for heating, cooling, etc.) Such bills would be starred in the submission to the Brown County Supervisors and the public. *Referred from August County Board*

Corporation Counsel

5. Discussion Concerning Wis. Act 35 (The concealed carry weapon law) and its applicability to county properties.

Human Resources

6. Activity Report for July, 2011.
7. Budget Status Financial Report for June, 2011.
8. Director's Report.

Facility & Park Management

9. Budget Adjustment Request (#11-105): Reallocation between budget classifications other than 2b or 3b adjustments.
10. Director's Report.

Department of Administration

11. Budget Status Financial Report for July, 2011.
12. 2011 Budget Adjustment Log.
13. June 30, 2011 Vehicle Listing.
14. Director's Report.

Information Services

15. Budget Status Financial Report for June and July, 2011.
16. Resolution re: To approve expenditure to complete Information Services needs assessment.
Motion at July meeting: To have the County Executive obtain reports from similar entities and revisit after they review what other entities are doing.
17. Director's Report.

18. **Child Support Agency** – Budget Status Financial Report for July, 2011.
19. **County Clerk** – Budget Status Financial Report for June & July, 2011.

Treasurer – No agenda items.

Other

20. Audit of bills.
21. Such other matters as authorized by law.

Tom Lund, Chair

Attachments

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AUGUST 2011




SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5:00 pm	Ed & Rec 5:00 pm		
	1	2	3	4	5	6
7	Executive Cmte 6:30 pm					
	8	9	10	11	12	13
14		Veterans Recognition 5:15 pm	Spc Ed & Rec - 6:30 Board of Supervisors 7:00 pm	Facility Master Plan 5:30 pm		
	15	16	17	18	19	20
	Tour 6pm Land Con 6:30 pm PD&T 7:00 pm		Human Svc 6:00 pm	Admin 5:30 pm		
21	22	23	24	25	26	27
28	29	30	31			



SEPTEMBER 2011



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Ed & Rec 5:00 pm		
				1	2	3
4	 Labor Day		Public Safety 5:00 pm			
	5	6	7	8	9	10
11	Executive Cmte 6:30 p.m.					
	12	13	14	15	16	17
18			Board of Supervisors 7:00 pm	Admin 5:30 pm		
	19	20	21	22	23	24
25	Land Con 7 pm Plan Dev & Trans 7:30 pm		Human Svc 6:00 pm			
	26	27	28	29	30	

BROWN COUNTY COMMITTEE MINUTES

- Children With Disabilities Education Board (July 27, 2011)
- Library Board (July 21, 2011)

To obtain a copy of Committee minutes:

[http://www.co.brown.wi.us/minutes and agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Wednesday, July 27, 2011

Present: M. Greenlaw, B. Clancy, K. Prast, S. King

Excused

Also Present: B. Natelle, A. Nizzia, S. Keckhaver, J. Skenadore, J. Driessen

1. Call to order – 4:09 p.m. – K. Prast
2. Approval May 25, 2011 Board Minutes: S. King moved to approve the minutes of the May 25, 2011 Board meeting. M. Greenlaw seconded the motion. Motion carried.
3. Correspondence: None.
4. Approval of Agenda: M. Greenlaw moved to approve the agenda as presented. B. Clancy seconded the motion. Motion carried.
5. Action Item: Donations: Jack and Linda Kemper donated a light duty shredder to Kris Cleereman's classroom.

Georgia-Pacific donated 67 cases of varied paper products for the school.

Mario Mucci donated a Mummies String Band DVD and Lyric sheets to the Music Department.

The Ashwaubenon Lions Club donated \$780 for Hopp needs.

Knights of Columbus, Fr. Claude Allouez Council #10714 donated \$208.34 toward the SOAR summer program.

Scott and Lori Ashmann donated \$200 for Hopp needs.

United Way pledges for Syble Hopp School totaling \$110.56 for the 2nd quarter of 2010 was received.

Colleen Demro donated a VCR player, 25 VCR tapes and four board games to the school.

Aurora Health Care Employee Partnership Campaign, 2nd quarter of 2010 pledges totaling \$274.68 was received.

Betty Richtman donated 3 tickets to the N.E.W. Masonic Center Magic Show.

St. Mary Catholic Community donated \$400 for Hopp needs.

De Pere Area Men's Club donated \$250 for the SOAR summer program plus \$1,000 for Hopp needs.

The NFL Alumni donated \$5,000 for Hopp needs.

De Pere Christian Outreach donated \$6,000 toward "wish list" items.

De Pere Christian Outreach donated 4 packages of youth medium Pull-Ups, one box of magazines and one box of various craft supplies.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, JULY 27, 2011:

Patty Bezecny donated 8 packages of large diapers and 5 packs of Chucks pads.

An anonymous donation of a Convard Cruiser CX-16 was received for the OT/PT Department.

Martell Construction donated \$500 toward the driveway apron project.

TAP It donated the use of one Tap-It device for the 2011-12 school year.

S. King moved to accept these generous donations. B. Clancy seconded the motion. Motion carried.

6. Action Item: Financial Report: M. Greenlaw moved to receive and place on file the financial reports for the period ending May 31, 2011 and June 30, 2011. B. Clancy seconded the motion. Motion carried.

B. Clancy moved to approve the transfer of \$2,687,515.70 from Fund 10, General Fund, to Fund 27, Special Education Fund, in accordance with Department of Public Instruction (DPI) accounting procedures. S. King seconded the motion. Motion carried.

7. Administrators Report:

- a. J. Skenadore reported to the Board regarding the progress of summer cleaning and projects in the building. The three year asbestos inspection has been completed. The new water heater for the kitchen has just been installed. There have been concerns with the air conditioners to the new portion of the building and Tweet-Garot has been contacted to address our concerns.

- b. Ms. Nizzia explained SOAR began Tuesday, July 5th and was in session for three weeks. There were 12 more additional students participating than last year. Samantha Kwaterski volunteered her time to provide a movement class during the three week session which was a wonderful addition to the program.

Ms. Nizzia reported that the Corrigan Tractor Pull event will be held on August 6th. Staff volunteer there time to earn dollars for their classroom from the proceeds.

- c. B. Natelle reports in a conversation with the DePere Parks Director for the DePere Park and Rec Department will continue to offer warm water therapy classes at the Syble Hopp School pool in the fall. This is the fourth year of this partnership and it was very successful with many community members commenting on their happiness to use the pool.
- d. The Board has set Wednesday, August 24th at 4:00 p.m. for its next meeting.
- e. Road construction continues on the Scheuring Road bridge and is expected to be completed by October, 2011. This will affect the transportation of students.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, JULY 27, 2011:

f. A. Nizzia reported to the Board the results of the 7 hour schedule that the High School staff proposed for the 2010-2011 school year. They changed from a 6 hour to 7 hour schedule as a one-year trial only. A. Nizzia presented the evaluation of the change. The High School staff is proposing for the 2011-12 school year to provide a block-schedule for the Independent Living and Vocational Skills classes. The staff from these two areas will report to the Board to give monthly updates on their revised curriculum. The High School staff is also proposing to switch the 4th and 7th hours of instruction so that 7th hour students will be in their homerooms to work on social skills, etc.

B. Clancy moved to accept and place on file the Administrators Report. S. King seconded motion. Motion carried.

8. Room Agreements: M. Greenlaw moved to approve the Room Agreements with the Denmark, DePere, West DePere and Wrightstown school districts. S. King seconded the motion. Motion carried.
9. Action Item: Resignation: B. Natelle read a letter from Kathy Kaphaem resigning her position as instructional aide effective the end of the 2010-2011 school year. Ms. Kaphaem is moving to join her husband in PA as a result of a job transfer. Ms. Kaphaem has worked for 15 years at Hopp School and at many different levels. She will be sadly missed.

Nicole Petersen has resigned her position as instructional aide at Syble Hopp School. Ms. Petersen has decided to take time with her small children. Ms. Petersen has worked with our primary children for many years and will be missed.

Peter DeRuyter has resigned his position as instructional aide at Syble Hopp School. Mr. DeRuyter has accepted a position with a company as he is working toward a job that is closer to his degree. Mr. DeRuyter will be missed but assures us he will continue to volunteer at the school.

Jamie Peterson has resigned her position as a teacher for CD in the Denmark School district. Denmark has hired Ms. Peterson directly. She has worked for Brown County for the past 3 years in Denmark at the Elementary level. Ms. Peterson has done an exceptional job and will be missed.

B. Clancy moved to accept the resignations as presented with regrets. Ms. Greenlaw seconded the motion. Motion carried.

10. Action Item: Retirement: B. Natelle read a letter from G Smith resigning his position to retirement effective June 10th after 13 years of employment. Mr. Smith has most recently worked with children who have multiple needs; drove our school bus on classroom outings and was an asset to our school.

Ursie Thomasma is resigning her position to retirement effective June 10th. Ms. Thomasma has worked at Syble Hopp School for many years initially as a substitute teacher and instructional aide. She most recently worked in the High School which included assisting students at their jobs in the community.

PROCEEDINGS OF BROWN COUNTY CDEB MEETING, JULY 27, 2011:

Mary Brick is resigning her position to retirement effective June 24th. Ms. Brick has worked for the county for 30 years as an instructional aide and most recently working and coordinating the transportation component of the children's IEP's. Ms. Brick has been involved in Special Olympics dedicating her time after hours to chaperone our Olympians.

M. Greenlaw moved to accept these resignations to retirement. S. King seconded the motion. Motion carried.

11. Replacement Positions: The following positions are replacement positions due to retirements approved at an earlier Board meeting

Kate Mathews is being presented to fill the Occupational Therapist position at part-time, 4 days per week, vacated by Rita Last. S. King moved to approve a contract with Kate Mathews for part time Occupational Therapist. B. Clancy seconded the motion. Motion carried.

John Polkowski is being presented to fill the Adaptive Phy Ed position vacated by Lynn Nelson's retirement. B. Clancy moved to approve a contract with John Polkowski for Phy Ed teacher. M. Greenlaw seconded the motion. Motion carried.

Kris Perry is being presented to fill the Teacher of CD/Autism position vacated by Jeannine Dempsey's retirement. B. Clancy moved to authorize the Administrator to issue a contract subject to further verification. S. King seconded the motion. Motion carried.

Rebecca Suess is being presented to fill the part time position vacated by Cathy Glaser's retirement. B. Clancy moved to approve the contract with Rebecca Suess for part time teacher. S. King seconded. Motion carried.

Matthew Klug has been presented to fill the instructional aide position vacated by Kathy Kaphaem. S. King moved to offer Matthew Klug the instructional aide position. B. Clancy seconded the motion. Motion carried.

12. Payment of bills: M. Greenlaw moved to pay the bills totaling \$342,784.65 for the period ending May 31, 2011 and \$147,594.16 for the period ending June 30, 2011. B. Clancy seconded motion. Motion carried.
13. Action Item: Parent Organization: John Driessen, Parent Organization President, updated the Board on events planned by the Parent Organization. August 29th is a get-together for parents only at Pour Daddies. September 10th is the Dash for A Splash event with the Parent Organization selling Booyah. September 21st is the Parent Organization meeting will be held in the evening.
14. Executive Session: The board will move to executive session as allowed by Wisconsin Stats 19.85 (1)(e)(f)(b) to discuss personnel. M. Greenlaw moved to Executive Session and adjourn from Executive session as allowed by Wisconsin Stats 19.85 (1)(e)(f)(b) to discuss personnel. S. King seconded the motion. Motion carried.
15. Adjournment: B. Clancy moved to adjourn the meeting at 5:05 p.m. M. Greenlaw seconded the motion. Motion carried.

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on July 21, 2011 at 6:00 p.m. at the Brown County Central Library, 515 Pine Street, Green Bay, WI

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL

EXCUSED: DON CARMICHAEL, MONICA GOLOMSKI, KATHY PLETCHER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, and Curt Beyler (staff); Vicky Van Vonderen (incoming Board member), Kevin Raye (BC Information Services)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

Remove item 11 – Approve Filling Open Library Positions

Modify item 9 to read “Approve Budget Adjustment for Restroom Upgrades.”

Motion by Kegel, seconded by Bubolz, to approve the modified 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.

OPEN FORUM FOR THE PUBLIC

No members of the public were present.

INFORMATION SERVICES REPORT ON SERVICE RECEIVED

Kevin Raye provided project status updates. EZ Proxy is running; all that remains is for staff to test final configuration. Sarah Evers (I.S.) has tried a couple things at the Pulaski Branch to see if she can get computers to lock down within Sam, and Comprise has now been able to see this issue in other places.

The problem reported with printing pictures at Pulaski does not appear to be the T-1 line or other infrastructure, otherwise, we would be seeing the same problem at Denmark, Wrightstown and East if it is a network issue. Sarah tested some print jobs and determined that the file size is the problem – the file size of a problem image was 20MB when it spooled to the printer, even though it started at 200K. The suggestion is to test some different file types and applications (a .bmp in Paint, as opposed to a .jpg in Word) to see if a software or user solution can be found.

Staff have run into several situations where the security on staff computers intended to prevent files from flash drives from transmitting viruses to the Brown County network has prevented the ability to use staff laptops for presentations by colleagues, including one intended to be part of an interview for a new Teen Librarian. (It was noted that the UW-Extension Office has encountered similar problems.) Any public device should be free of security, but we need to look at the staff machines that are used by staff and public for Library events to come up with a list of things that need to be addressed. An upgraded product is being researched that would give us a way to manage it.

Installation of computers from UWGB are moving forward. As soon as we get the machines from GB, Sarah will be ready to configure and install them at Central and Weyers-Hillyard without delay.

Kevin would like to look at moving the SAM server over to the County’s new server environment, considering the needs wireless printing will put on server configuration and infrastructure.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force

John gave a short overview of the work of the Task Force thus far. Meeting upcoming with Bill Dowell to review the proposal and budget and see if there is any way to trim items in the budget, in addition to a meeting with Sommerville on the same subject. Kathy

and John will be on the agenda for the September meeting of the Brown County Taxpayers' Association. After audiences get over the shock of the price tag, people seem to be pretty receptive.

From Vicky: Are there more opportunities for the Library to gain revenue by offering our space/services to organizations who have lost the ability to maintain their own spaces? Lynn responded that right now meeting rooms are at capacity: recently we've had to turn away the Ed & Rec meeting in August, and don't have space to offer the Library as a cooling shelter in our latest heat wave.

The 2012 County budget includes \$1.9M of bonding for architectural and engineering work and replacement of the elevators, and bonding in 2013 for construction.

We are working toward extending our strategic plan to 2020 that includes facility updates, so that we can sell the repair and renovation as part of a bigger plan for future library service to the community.

b. Solar Energy Projects

SEEDs has enough money to start installing the solar panels and infrastructure at the Kress Branch, and they have applied for permits. A promotional brochure was mailed to people who might be willing to fund the educational component of the project, and Carla will be following up by making phone calls to donors in a couple of weeks. At the Weyers-Hilliard Branch, ground will be broken on August 1, with the two tracking pedestals slated to go up in the last week of August.

c. Other activity

Curt reported that the electrical panel at Southwest will be replaced at the end of July. Wire mold at East will go in starting August 8 to add electrical outlets available for public and staff use. Drawings for bathroom renovations have been approved and sent to purchasing to go out to bid; bids will be due August 15 in time for approval for the August board meeting. The hope is to move the project forward through the County Board in order to start work on the restrooms before colder weather makes port-a-lets undesirable. Terry thanked Curt for his continued work to find efficiencies and savings.

ACCOUNTANT'S REPORT

a. Financial Report May and June financials were distributed. Lori reported that our utility costs are under budget, due to lower consumption and a high estimate of utility rates from WPS, and we are also under budget in fringe benefits and I.S. chargebacks. Motion by Kegel, seconded by Bubolz, to accept the May and June financial reports. Motion carried.

b. Acceptance of Gifts, Grants and Donations

Motion by Bubolz, seconded by Froelich, to accept May, 2011 and June, 2011 gifts, grants and donations as presented below:

May, 2011

Gifts & Donations:

Friends of the Brown County Library	\$ 565.88	WH children's chair
Friends of the Brown County Library	312.30	SW floor mat
Friends of the Brown County Library	2,250.00	Summer Reading Prog.
Friends of the Brown County Library	50.00	Kress performers
Branch Buddies of the Brown County Library	625.00	Kress performers
Bill & Melinda Gates Foundation - earned grant revenue	279.60	Computer equipment
Ashwaubenon	22.36	Donation Box
Bookmobile	8.45	Donation Box
East	70.64	Donation Box
Weyers/Hilliard	33.15	Donation Box
Central Circulation		Donation Box
Kress	44.70	Donation Box
Adult Services	15.26	Donation Box
Pulaski	18.00	Donation Box
Southwest	21.50	Donation Box
Wrightstown	20.04	Donation Box
Total Donations	\$ 4,336.88	

Federal and State Grants:

Nicolet Federated Library System	\$ 11,487.99	Collection development
Nicolet Federated Library System	96.50	Continuing education
Nicolet Federated Library System	495.00	Technology
U.S. Housing & Urban Development	22,500.00	Skylight Project

There may be additional possibilities, such as creating Library satellite "outposts" in Bookmobile stops at staffed locations where we could place deposit collections.

Looking at the carryover as a safety net – implementing some of the other savings possibilities, and use the carryover to cover our shortfall later in the year only to the degree we don't realize the full savings in the first year of changes.

Vicky suggested that we might be able to use the potential long-term savings of possibilities such as moving the Pulaski Branch into the High School as collateral against the shortfall, and ask the County Executive to make up the shortfall in the amount that we took from last year's carryover and folded into this year's revenue. Terry recommended that we make the best possible attempt to implement savings that will come from changes to work rules. Lynn brought up the possibility of reimbursement for library service provided to users who live in parts of neighboring counties and don't pay for local library service as a potential revenue source down the road, and advised that the Board consider this potential when thinking about any possible service reductions.

Carla raised concerns about continuing to work under a structural deficit by relying on the carryover to balance the budget from year to year. Lynn shares Carla's concerns, but wouldn't recommend pursuing this strategy for a second year if she didn't think the Library would be able to make up much of the difference. Without projections for any of these steps, though, the only way to submit a balanced budget at this time is to use carryover.

Paul recommended that we move forward, working toward reducing the amount of 2011 carryover that will actually be needed for operating expenses by a) making a request that the County restore \$130,000 to the 2012 budget, representing the offset to the 2011 Budget made by using 2010 carryover funds that was not taken into consideration in the County Executive's budget target for 2012, and b) charging the Library's administrative team to work during the rest of 2011 and through 2012 to implement cost savings based on projected gains from work rules and staffing structure. Through these steps, the Library might be able to entirely balance the budget without using the carryover.

Motion by Kegel, seconded by Hickey, to approve the 2012 budget, covering the \$186,541 structural deficit with carryover funds from the 2011 budget. Motion carried.

APPROVE BUDGET ADJUSTMENT NOTICE FOR SELF CHECK AT WEYERS-HILLIARD BRANCH

A second self-check station has been approved for funding by the Friends of the Library. Motion by Froelich, seconded by Bubolz, to approve the budget adjustment. Motion carried.

APPROVE BUDGET ADJUSTMENT FOR RESTROOM UPGRADES

Motion by Froelich, seconded by Bubolz, to approve the budget adjustment. Motion carried.

APPROVE TABLE OF ORGANIZATION CHANGE

This action will cover the difference in pay for times when a substitute is required to drive the Bookmobile. Human Resources advised that this was not actually required as a table of organization change, so no action was necessary.

EMPLOYEE TRANSITION

Terry and Lynn attended a meeting with Troy Streckenbach, Ellen Sorensen and Debbie Klarkowski, as well as Fred Mohr, John Luestcher, Vicky Van Vonderen and Jesse Brunette, to discuss the transition for the Library Board to accept library staff as employees of the Library, rather than employees of the County, as allowed by state statute. The Board would want to have contracts with the County to continue administrative services (HR, payroll, purchasing, IS, etc.). Of concern is the partnership between the Library Board and the County Board, and the degree and type of authority the County Board has over expenditure of levy funds at the Library.

Vicky thought this might be a hard sell for the County Board, particularly as it pertains to expenditure of funds, but also in terms of the Library Board's authority to then close branches. A proposal brought up in the meeting included increasing the number of County Board members on the Library Board to two, and developing an agreement with the County Board to maintain branch locations based on a commitment to fund the Library at least at a particular funding level.

Some of the funding that we get from NFLS and from the State is predicated on our compliance with state statutes for library governance. Troy is interested in adhering to the statute, as well as finding the most efficient and effective way to spend funds designated for library services.

One way forward would be to start planning for a transition to take place at the time the unions recertify, and begin to lay out the steps for contracting for services with the County, or to begin setting forth a Memorandum of Understanding with individual county departments to establish expectations for operation for 2012. As a first step, Troy and Fred will be asked to present at the next Ed & Rec meeting the intention to make the Library Board the employer of Library staff at such time as the bargaining units are required to recertify, sometime between January and April, 2012.

NICOLET FEDERATED LIBRARY SYSTEM

a. **Monthly update** Discussion about Maintenance of Effort was lengthy at the last NFLS Board meeting, with five library directors in attendance. Dale Cropper will be serving on a committee to plan for e-book collection at the state level.

PRESIDENT'S REPORT

There was no report.

DIRECTOR'S REPORT

Lynn called attention again to the possibility of collecting reimbursement for library services from neighboring counties. Further discussion will take place at a future Board meeting.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

Chris asked about the concealed weapons law, and its impact on the Library. This will be placed on the agenda for an upcoming Board meeting.

ADJOURNMENT

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

The meeting adjourned at 9:05 p.m.

NEXT REGULAR MEETING

August 18, 2011
Wrightstown Branch Library
615 Main Street, Wrightstown
6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Lynn Hoffman, Recording Secretary