



**"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  
MARCH 30 – APRIL 3, 2026**

**MONDAY, MARCH 30, 2026**

(No Meetings)

**TUESDAY, MARCH 31, 2026**

(No Meetings)

**WEDNESDAY, APRIL 1, 2026**

*5:00 pm	Education & Recreation Committee	Room 200, Northern Building 305 E. Walnut Street
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**THURSDAY, APRIL 2, 2026**

*5:30 pm	Administration Committee	Room 200, Northern Building 305 E. Walnut Street
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**FRIDAY, APRIL 3, 2026**

(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 Ron Antonneau, Chair  
Supervisor Dan Theno, Vice Chair  
Supervisor Tom De Wane  
Supervisor Kathy Lefebvre  
Supervisor Dixon Wolfe

### **EDUCATION & RECREATION COMMITTEE**

**WEDNESDAY, APRIL 1, 2026**

**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. Approve/Modify Minutes of March 11, 2026.

#### **Consent Agenda**

1. Review Minutes of Library Board of February 19, 2026.
2. Museum – Budget Performance Report for February 2026.

**Communications** – None.

#### **Comments from the Public**

##### **Library**

3. Library Director's Report.

##### **Museum**

4. Museum Director's Report.

##### **Golf Course**

5. Golf Course Superintendent's Report.

##### **NEW Zoo**

6. NEW Zoo Director's Report.

##### **Parks**

7. Parks Director's Report.

#### **Action Items, Including Proposed Resolutions, Ordinances and Budget Adjustments**

8. NEW Zoo – Discussion and possible action re: Resolution Regarding Table of Organization Change for the NEW Zoo – Organizational Changes (26-049R).

9. Parks – Review and Possible Approval of low bid for Project 2796 – Brown County Fairgrounds Phase 2 Trail and Campground Development (bids to be provided at meeting).

**Other**

10. Such other matters as authorized by law.
11. Adjourn.

Ron Antonneau, Chair

**MEETING MINUTES AND AGENDAS:** May be found at [https://www.browncountywi.gov/government/minutes\\_and\\_agendas/](https://www.browncountywi.gov/government/minutes_and_agendas/)

**ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability should contact the County Clerk's office at (920) 448-4016 at least 48 hours before the scheduled meeting time so that arrangements can be made.

**QUORUM:** Please take notice that a majority or quorum of the County Board and/or Committee's will attend this meeting and will constitute a meeting of the County Board for the purposes of discussion and information gathering relative to this agenda.

# 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

### ADMINISTRATION COMMITTEE

Supervisor John Van Dyck, Chair  
Supervisor Devon Coenen, Vice Chair  
Supervisor Ross Toellner, Supervisor John Vander Leest  
Supervisor Richard Van Lanen

### ADMINISTRATION COMMITTEE

THURSDAY, APRIL 2, 2026

5:30 p.m.

Room 200, Northern Building  
305 E. Walnut St., Green Bay, WI

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

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of March 5, 2026.

### Comments from the Public

#### Child Support

1. Child Support Director's Report.

#### Treasurer

2. Treasurer's Report.

#### County Clerk

3. County Clerk's Oral Report.

#### Administration & Human Resources

4. Departmental Report(s)

#### Information Technology

5. Departmental Report.
  - a. BugTussel Report.

#### Corporation Counsel

6. Oral Report.

#### Action Items including Proposed Resolutions, Ordinances, and Budget Adjustments

7. Discussion and Possible Action regarding projects funded by the Tourism Grant Program. *Held until April meeting.*
8. Budget Adjustment Request (25-089): Any allocation from a department's fund balance.
9. Resolution Designating County Depositories for the Deposit of County Funds, as Required by Wisconsin Statutes Section 59.61(2)(A) (26-052R).
10. Approve Payment of Bills.
  - a. Legal Bills - Review and Possible Action on Legal Bills to be paid.

b. Other County Bills –

<https://www.browncountywi.gov/departments/administration/finance/paid-bills-report/>

### **Communications**

11. Communication from Supervisor Coenen re: To no longer separate payment of legal bills out from all other county bills to be paid. *Referred from March County Board.*

### **Closed Session**

12. CLOSED SESSION (deliberating potential contract terms and conditions, and discussing negotiation strategy and options, regarding Open-Meetings Software):
  - a. Open Session: Motion and **Recorded Vote** pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating potential contract terms and conditions, and discussing negotiation strategy and options, regarding Open-Meetings Software.
  - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(e), the Committee or Board shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating potential contract terms and conditions, and discussing negotiation strategy and options, regarding Open-Meetings Software.
  - c. Reconvene into Open Session: The Committee or Board shall reconvene into open session for possible action regarding matters discussed in Closed Session (Open-Meetings Software), and/or for possible action on other Agenda items.

### **Other**

13. Such Other Matters.
14. Adjourn.

John Van Dyck, Chair


Meeting Minutes and Agendas: May be found at

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Quorum: Please take notice that a majority or quorum of the County Board and/or Committee's will attend this meeting and will constitute a meeting of the County Board for the purposes of discussion and information gathering relative to this agenda.



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Ed & Rec 5:00 pm	2 Admin 5:30 pm	3	4
5	6 Public Safety 6:00 pm	7 	8	9	10	11
12	13	14 Land Con 5:00pm PD&T 5:10 pm Municipal Mtg Approx 6pm	15	16	17	18
19	20	21 County Board Organizational Mtg - 9:30 am	22 Human Services 5:30 pm	23	24	25
26	27	28	29	30		

# BROWN COUNTY COMMITTEE MINUTES

- Library Board of Trustees (February 19, 2026)

**To obtain a copy of Committee minutes:**

[https://www.browncountywi.gov/government/minutes\\_and\\_agendas/](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 **February 19, 2026**, at **5:15 p.m.**  
Central Library, 515 Pine Street, Green Bay, WI 54301

**PRESENT:** JAYME SELLEN, ANNETTE AUBINGER, KIM SCHANOCK, and JOHN VAN DYCK. MARISSA MELI, WENDY WOODWARD, and KATHY PLETCHER attended online.

**EXCUSED:** BRIAN ANDERSON and RICK CROSSON.

**ALSO PRESENT:** Sarah Sugden, Sue Lagerman, Alaina Morales, and Curt Beyler (Administration). Jay Gerlach, Sandy Kallunki, Eric Kuzma, Danielle Zeamer, Rachel Irish, and Jodi Angeli (BC Library staff). Benita Mathew, (Green Bay Press-Gazette).

**CALL TO ORDER** President Sellen called the meeting to order at 5:18 p.m.

- 1. APPROVE/MODIFY AGENDA AND MINUTES** Sellen proposed striking agenda #6 from the agenda and addressing at a later date. **Motion** by Schanock, seconded by Van Dyck, to approve amending the agenda. **Motion carried.** **Motion** by Schanock, seconded by Van Dyck, to approve the modified agenda and the January 15 and 20 minutes. **Motion carried.**
- 2. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.
- 3. PRESENTATION BY JAY GERLACH, IT MANAGER** Jay Gerlach introduced himself and thanked the Board for their time. The Library's IT department has a two person staff – Jay and Dareios Moore, IT Technician. Together, they maintain 91 public desktops, 31 in-house use public laptops, 13 self-checkout machines, 10 public multi-function printers, 7 pay stations, 4 public microfilm readers, 3 Local History and Genealogy computers, and 2 auditorium PCs for lighting control and presenter use.

Jay and Dareios support staff by troubleshooting library-specific hardware and software running on those devices. They are the first point of contact for staff issues. They will troubleshoot but if a problem cannot be resolved, Jay acts as liaison to Brown County Information Technology (BCIT). He works closely with vendors and their products - Lorensburg, Mobile Beacon, SirsiDynix, Tech Logic, Bibliothecha, Library Market (Events calendar and meeting and study room reservations), Assabet Interactive (book club kits), Quipu (online library applications), and PageCrafter (website host), Teletask (Circulation messaging), DeepFreeze (prevents changes to computers), Faronics, and PaperCut (pay for printing/scanning, etc.)

Library IT is responsible for making all these systems work together.

Statistics were shared: in 2025, there were 517,449 views of the library's homepage; 616,508 items were borrowed/issued at self-checkout machines; 56,569 public desktop computers reservations; 357 in-house-use laptop circulations, and 215,679 pages were printed on public printers.

Computer use is a critical resource for many. Library technology empowers patrons by providing tools for professional development, learning new skills, applying for jobs, and printing resumés and cover letters. Internet access provides information and entertainment and helps connect patrons to the resources that they are looking for, either through the library's catalog or various online sources, including BadgerLink. It also provides convenient methods for self-checkout, room reservation, and program registration.

Jay shared that he, Lagerman, and Lauren La Plant started working on making the library's website compliant with WCAG 2.1 AA. There is an April deadline to have all accessibility issues resolved. A plug-in, Ally, scans the website and identifies issues. Accessibility certification will be sought once issues are resolved. PDFs will also need to be compliant.

Gerlach and Moore are planning for the future. Their work includes developing/formalizing guidelines for how the library approaches adopting new technologies and finding ways to automate routine tasks (Moore is currently working on adding automation to pull in people counts each month). They are also helping navigate disruptive technologies, including Artificial Intelligence, through staff training and public presentations and exploring new options for services in

new and re-imagined spaces.

Planned projects for 2026 and 2027 include replace the aging self-checks at Central, AMH installation and configuration at Kress and Pamperin Branch Libraries, public printer replacement (along with Pay Stations –the print release and payment platform), and laptop replacement.

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

The committee met on February 16. Schanock reported the following:

- A. New Pulaski Branch Update.** Work continues to move the plan forward. Beyler is working with Somerville and the state inspector.
- B. Denmark Branch Update** Construction is well underway and is making significant progress. Federal grant reporting is on track.
- C. Bookmobile Update** Services paused for February. Staff is reviewing the position and developing a strategy for building community partnerships in areas of growing population that don't have easy access to libraries.

**5. CENTRAL/ADRC/JOB CENTER (THIRD ON THE SQUARE) WORKING GROUP UPDATE** Sugden reported that the team is getting ready to dive into memorandum of Understanding (MOU) governance work at their meeting on Tuesday. The goal is to have drafts and structure documents in May. A survey will be sent to the Library Board so each member can articulate top concerns. The team wants to move forward in a way that addresses all concerns. It is very important that both parties share top concerns going into the work.

**6. DISCUSSION AND POSSIBLE ACTION REGARDING CAPITAL PROJECTS CHANGE ORDER APPROVALS** **Motion** by Van Dyck, seconded by Schanock, to authorize the Library Executive Director to approve capital project change order requests up to \$10,000 in emergency situations with the consent of the Library Board President and Library Board Facilities Officer. **Motion carried.**

**7. REVIEW, DISCUSSION, AND POSSIBLE ACTION REGARDING CASH HANDLING PROCESS** **Motion** by Van Dyck, seconded by Woodward, to approve the Cash Handling Procedures. **Motion carried.**

**8. DISCUSSION AND POSSIBLE ACTION REGARDING 2026 LIBRARY SERVICES GRANT** **Motion** by Woodward, seconded by Aubinger, to approve the 2026 Library Services grant application. **Motion carried.**

**9. DISCUSSION AND POSSIBLE ACTION REGARDING 2026 YOUTH SERVICES SUPPORT GRANT** **Motion** Aubinger, seconded by Woodward, to approve the 2026 Youth Services Support grant application. **Motion carried.**

**10. DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGE** Sugden prefaced the discussion commenting that these changes are a continuation of work that staff has been doing for some time and regularly reporting to the board. The effective date for the changes is March 29, 2026. Morales reviewed the documents included in the Board packet. Van Dyck suggested adding "Centralized," to Operations on the Table of Organization to be more descriptive.

Woodward expressed concern over the fact that the Deputy Director has 10 reports and that is a lot. Pletcher agreed. Pletcher has been working with Sugden and Morales and needs to figure out a reconfiguration. At this point, she would like to move forward with this arrangement and look at what accommodation can be arranged. Woodward likes the focus of the Executive Director – working to remove daily operational activities to give time for fundraising and external relationships.

Aubinger asked confirming questions about financial impact. Dollars saved on personnel salaries are earmarked for accounting services with Brown County Administration. The change from Cataloging Associate to Cataloging Librarian includes the responsibility of creating original cataloging, maintaining cataloging standards, and other related responsibilities. **Motion** by Pletcher, seconded by Woodward, to approve the Table of Organization change as presented and the Cataloging Librarian job description. **Motion carried.**

**11. DISCUSSION AND POSSIBLE ACTION REGARDING 2025 CARRYOVER** There was not anything to report. The County is still working on chargebacks. **Motion** by Van Dyck, seconded by Schanock, to hold. **Motion carried.**

**12. DISCUSSION AND POSSIBLE ACTION REGARDING 2025 ANNUAL REPORT** Sugden commented that the library

continues to be very busy and the data changes from year to year. Time will be spent looking at usage trends and trying different strategies to connect with community members. People are visiting less and reading less than 10 years ago. This reflects national trends. The numbers will help inform future actions including how to reach non-users. **Motion** by Woodward, seconded by Pletcher, to approve the 2025 Annual Report. **Motion carried.**

### **13. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

**A. Finance** Sugden reported that year-end processes are still ongoing, and she hopes to have a full year-end report and current financials next month. A request was sent to the Library Board Finance Committee to schedule a meeting.

#### **B. Facilities Update**

- i. **Ashwaubenon Project** Beyler shared several pictures of the construction progress.
- ii. **Denmark Project** A few progress pictures were shared.

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

#### **Public Services**

Public Service managers approved the portfolio of summer programs last month. Staff are now working on finalizing details for summer programming and events.

Friday, March 6 - All BCL locations will be closed for an all-staff development day. The Training Committee planned a mini conference day with BCL staff presenting their expertise. United Way will be attending to present on ALICE population data for the community (**Asset-Limited, Income Constrained, Employed**).

A new record was set for the Valentines for Veterans drive this year –BCL collected 509 cards!

Staff toured NWTC's Welcome Center and Student Involvement Spaces to plan 2027's PopCon®. The library, UWGB and NWTC are the collaborating partners.

#### **Personnel**

##### **Resignations**

Nolan Pacheco, Library Service Associate at East, effective 1/30/2026

Gillian Little, Shelver at East, effective 2/6/2026

##### **Hiring**

Lauren LaPlant, Communications Manager, was hired as the EA/DK manager, effective March 2.

Central LTE Library Service Associate will start March 3.

Recruiting for two clerk positions—one each at Weyers-Hilliard and Kress Family branches.

##### **Safety**

Saturdays at Central

- 10am opening time is serving staff well to have pre-public service time
- Saturday capacity at Central is much more manageable due to additional sites being open to the public on Saturday, plus the visible presence of Security, and the continued enforcement of new rules and scheduling the Greeter role.
- Tri-Bolt security staff are addressing suspicious activity, working with staff on policy enforcement, and building rapport with our patrons. Great partnership thus far.
- Continue to partner with Brown County Health and Human Services, Behavioral Health team. HHS staff have made themselves available for referrals, work with patrons who may need services, and assist if there is a mental health or crisis situation. Great partnership thus far.

Woodward appreciates the updated report and thanked the staff for the prompt attention given.

**D. Community Engagement Update** Lagerman reported the following:

An updated donation report for the Pamperin Family Branch Library was shared.

The Spring, March – May events calendar was distributed.

A new Federal ADA Standard/ Web Content Accessibility Guidelines (WCAG) 2.1 Level AA refers to a specific set of digital rules that ensure websites and mobile apps are accessible to people with disabilities. Level AA is the "middle ground" and the standard most businesses and governments must hit to be legally compliant. To meet this standard, users must be able to see or hear the content.

**Captions:** All videos must have accurate captions for those who are deaf.

**Contrast:** Text must be easy to read against its background (a ratio of at least 4.5:1).

**Alt Text:** Images need text descriptions so **screen readers** can describe them to blind users.

**Operable:** Users must be able to navigate the site easily.

**Keyboard Only:** Everything must work without a mouse.

**Focus Visible:** When you "Tab" through a page, there must be a clear outline showing where you are.

**No Traps: Users shouldn't get "stuck"** in a menu or pop-up with no way to exit.

**Understandable:** The site must make sense.

**Consistent Menus:** Navigation links shouldn't move around when you go to a new page.

**Error Help:** If a user makes a mistake on a form, the site must clearly explain the error and how to fix it.

**Robust:** The site must work on different devices (phones, tablets, desktop) and with assistive tech like screen readers

The library has been using an accessibility checker that scans our website and detects issues. The law goes into effect at the end of April, but the County has declared an end-of-March deadline.

Several projects are in the works related to our early learning initiatives and America's 250<sup>th</sup>. The Brown County History Tour Map project has begun. This printed map will be organized around thematic content areas. The library will also assist the County Executive's office on a youth initiative.

- 14. LIBRARY DIRECTOR'S REPORT** Sugden has received compliments from County Board supervisors who have attended library programs on how much they enjoyed them.

Sugden attended Library Legislative Day in Madison and talked with Senator Eric Wimberger, Senator Jamie Wall, Representative David Steffen, and Representative Amaad Rivera-Wagner. Sugden also attended SRRLAW and was able to discuss library safety and security issues.

The Brown County employee picnic planning is underway. Scheduled for July 14, Sugden is proposing to close the library at 5 pm so library staff can attend the picnic.

An MOU for the Denmark project is being drafted.

New JobPod sites include Iron River, Larsen Family Public Library in Webster, Dodgeville, and Beaver Dam.

From the staff's perspective, the use of the Pine Room for County Board meetings has been going well.

Job Center reports increased usage and are working on a report as they approach one year operating within the library. BCL and Job Center staff are working on shared tech tutoring and training.

A county supervisor reported that they saw rodents in the Edible Garden near the garden shed. There have been possums, rabbits, and ducks. The county may still have traps.

#### **15. PRESIDENT'S REPORT**

- 16. OTHER BUSINESS** Aubinger has visited the library twice on Saturday and really likes the visitor liaison. She noted that they are very interactive and positive with patrons. The staff seem happier and calmer.

#### **17. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

- 18. ADJOURNMENT Motion** by Schanock, seconded by Woodward, to adjourn the meeting at 6:37 p.m. **Motion carried.**

NEXT REGULAR MEETING:

**March 19, 2026 | 5:15 pm | Central Library**

Respectfully submitted,  
Sue Lagerman | Recording Secretary