

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **January 19, 2023** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

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

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, Curt Beyler, and Mary Krauss (staff). Mary Kardoskee, Aaron Schuette, Joel Gregozeski, (Village of Ashwaubenon) and John Van Dyck (County Board Supervisor, District 17).

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

2. APPROVE/MODIFY AGENDA AND MINUTES Motion by Sellen, seconded by Aubinger, to approve the agenda and the November 2022 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

4. DISCUSSION AND POSSIBLE MOTION TO CONVENE IN CLOSED SESSION Motion by Running, seconded by Sellen, to convene in Closed Session at 5:25 pm. Roll call vote: Aye: Running, Sellen, Anderson, Aubinger, and Woodward. Nay: None. **Motion carried.** Schanock and Pletcher were excused from the closed session. Supervisor Van Dyck, Library Leadership, and Village of Ashwaubenon representatives were invited to stay.

5. CLOSED SESSION Pursuant to Wis. Stats. Sec. 19.85(1)(e), the Brown County Library Board shall convene into closed session for the purpose 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 – Village of Ashwaubenon RFP. **Motion** by Running, seconded by Woodward to reconvene in open session. **Motion carried.**

6. RECONVENE IN OPEN SESSION FOR POSSIBLE VOTING AND/OR OTHER ACTION WITH RESPECT TO THE CLOSED SESSION MATTER MENTIONED ABOVE.

Schanock and Pletcher rejoined the meeting.

Motion by Woodward, seconded by Running, to approve the recommendation to engage with the Village of Ashwaubenon and prospective developer on the redevelopment of 2305 San Luis Place as discussed in closed session. **Motion carried.**

7. DISCUSSION AND POSSIBLE ACTION REGARDING CAPITAL PROJECTS CHANGE ORDER APPROVALS Regarding the East Branch, a county policy outlines that change orders less than \$10,000 and less than 25% of total cost can be approved, in an emergency situation, by Sarah Sugden. If change orders exceeded those thresholds, Sarah Sugden, the County Executive, and the County Board Chair collectively would have to approve.

8. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 RESOURCE LIBRARY AGREEMENT Sugden pointed out additional funding for delivery costs. There were no other substantial changes. The Brown County Library continues to serve as the resource library for the system and appreciates the partnership. **Motion** by Running, seconded by Sellen, to approve the 2023 Resource Library Agreement. **Motion carried.**

9. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 CLOSURES FOR HOLIDAYS AND STAFF DEVELOPMENT **Motion** by Sellen, seconded by Woodward, to approve the 2023 closures for holidays and staff development days. **Motion carried.**

10. DISCUSSION AND POSSIBLE ACTION REGARDING CENTRAL LIBRARY HVAC DESIGN AND ENGINEERING RFP The County allocated \$2.1M AARPA funds to replace the Central Library's HVAC system. The base project scope includes evaluation of the entire HVAC system, pre-design, schematic design, design development, assisting with the RFB process, construction administration, and commissioning for the HVAC system upgrades for the replacement of six air handler units, conversion of VAV system, cleaning/sealing/insulating of existing ductwork, boiler replacement, addition of energy recovery ventilation, humidification, IAQ improvement measures, incorporating all systems into the library's DDC, and the replacement and/or addition of various associated equipment as well as determining which select air handlers should be relocated to the roof

for a design and construction budget of \$2,000,000 maximum. The Alternate scope would be added for schematic design, design development, construction documents, assisting with the RFB process, construction administration, and commissioning for the relocation of air handlers IF it is determined that it in the Library' best interest to move select air handlers to the roof.

Motion by Meli, seconded by Woodward, to approve the Central Library HVAC Design and Engineering RFP as presented.
Motion carried.

11. DISCUSSION AND POSSIBLE ACTION REGARDING LIBRARY BOARD BY-LAWS AND BOARD MEMBERSHIP Van Dyck distributed suggested edits to the by-laws to address the difference in board terms v. elected County board terms. County representation is important for continuity. County appointments sometimes conflict with board appointments. Terms on board could run co terminus to elected term. Van Dyck's Library Board term ended in December and he will ask to be reappointed in February. The Library Board is governed by WI State Statute Chapter 43. Lagerman had previously compared the Board's by-laws with the State Statute. Those documents will be sent to the Board for review and further discussion in February.

12. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

A. FINANCIAL MANAGER UPDATE

I. Financial, and Gifts, Grants, and Donation Reports No financials this month due to the books not being closed but they should be ready for next meeting. Both the November and December donation reports were reviewed. Un-sponsored donations were less, but in alignment with 2021 general donations. The Local History and Genealogy Department, and Mary Jane Herber, was recognized by a \$5000 check from the Green Bay Packers.

B. FACILITIES UPDATE

I. Central Lower Level Flexible Meeting Room The space is completely empty and construction starts a week from Monday. The expected completion date is April.

II. East Branch Demolition has begun and substantial construction should be complete by August. A ceremonial celebration will take place.

C. PERSONNEL UPDATE Since October:

Resigned: Ashwaubenon Associate, Eileen Metzler; Youth Service Shelver, Merry Xiong; Kress/Wrightstown manager, David Koh; IT Manager, Mick Petzold; East Associate, Tori Younk; Circulation Clerk, Kari Kerver; and Ashwaubenon Youth Services Librarian, Sharon Verbeten.

New Hires: Ashwaubenon Associate, Aaron Trager, (Internal); Pulaski Associate, Sheng Lor (Internal); Clarissa Vanden Elzen and Katey Charles, Kress Clerks; Adult Services Research Librarian, Mary DuBoulay, and Ashwaubenon LTE, Nicole Platkowski.

Open Positions/Recruiting: Kress/Wrightstown Manager; IT Manager; and Weyers-Hilliard, Ashwaubenon, and Circulation Clerks.

The first Staff Development day is scheduled for Friday, March 31. Rogers is working with NFLS for the fall day that will be something bigger to attract more of the NFLS member libraries.

The Brown County Seed Library, a collaborative project of Brown County Community Gardens Program, Brown County Library, Green Bay Botanical Garden, New Leaf Foods, Inc., Northeastern Wisconsin Master Gardeners, University of Wisconsin – Green Bay, and UW-Madison Extension Brown County launches on March 4, 2023. The library's role will be distribution.

D. COMMUNICATIONS/PROGRAMMING UPDATE

Lagerman reported that the Friends' Give-a-Kid-A-Book campaign was a success. About 12,000 books were made available to gift over 5400 children. Nearly 5500 of those books were donated by individual and organizations in the community. Cash donations are used to purchase additional books.

The library is a campaign partner of Be Safe that seeks to share resources for those dealing with domestic violence by calling 920-212-SAFE. Golden House serves as the call center. We are participating in marketing effort for the

campaign – printed materials and social media posts. Other partners include Brown County, Green Bay, public safety, Prevea Health, Bellin Health, St. Norbert, Cellcom, and others.

Staff is hoping to participate in the Brain Center's Brain Awareness Week in March at the Botanical Garden by having a resource table to share resources about brain health and cognitive stimulation.

Also in March, Youth Services librarians and the Bookmobile will participate in Time Out for Reading, sponsored by the Packers and held at the Lambeau Field Atrium. A family event, children will receive free books to read. Library staff will perform continual stories, puppet shows, guided songs and movement activities, and more. The library will also offer library card sign up.

The original music concert series, Stacks & Steeple is back! Four concerts (listed on shared flyer) are scheduled on Sundays beginning February 19 in the Central Library's auditorium. The series is sponsored by the Friends of the BC Library and admission is free.

Plans are underway to celebrate National Library in Week the end of April. Details will be shared at a later date.

13. PRESIDENT'S REPORT The annual election of officers will take place at the February meeting. Rotation of locations for board meetings and reports from staff will resume. The April meeting will be schedule in the new space at Central Library.

14. LIBRARY DIRECTOR'S REPORT The provision of tax forms is an important community service and Sugden commented that the library team does an amazing job keeping up with public demand and communications from the IRS. Leah Liebergen, Adult Services staff, oversees the organization of tax forms.

The library is experiencing staffing issues system-wide. Credit to Rogers and team for maintaining service hours. The library continues to have challenges keeping service levels steady due to flu and cold season affecting staff. While Central is closed to in-person visits on weekends, the pickup window and phone service continues. Scheduled programs take place in the lower level.

Staff is attending the County drug task force meetings held at the library. Participation is important for distribution of information.

Aubinger asked about proposed partnership with UWGB. The scope of the project to house part of their library's collection has changed due to readiness of different project aspects and priorities of space. Their design work needs to be completed by March, which is too aggressive for the library. This does not change BCL's commitment to share resources. The library still wants to create a space to house the local history collection that is accessible to the community. Van Dyck asked if the loss of opportunity with the university is due to the library's inability to act fast enough or is it a change in their philosophy. Sugden thinks it is a combination. There may not have been the same shared interest among staff and university leadership. Van Dyck noted if it is a matter of money, the library should know how much so the county can be petitioned. Sugden will contact the Chancellor and suggest a conversation with the County Executive to bridge this disconnect of vision. The Board is disappointed that barriers remain that prevent the library to collaborate with the university that will benefit and help the community grow. Rogers commented that not all collections belong to UWGB, a significant portion belong to the State Historical Society (WHS). This third partner also contributes to the slowness of progress. WHS has a 60-year old memorandum of understanding (MOU) with the university that keeps collection on university campus. Van Dyck noted that the County has a huge involvement on the success of campus and a strategy should be figured out to stay involved and keep the project alive.

Work continues with the BC Homeless and Housing coalition. There has been no change in the pace of the work of the partners. A full continuum of care does not exist but there is some interest in making something happen.

15. OTHER BUSINESS None.

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

14. ADJOURNMENT

Motion by Meli, seconded by Running, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:56 pm.

NEXT REGULAR MEETING:

February 16, 2022 | 5:15 p.m. | Central Library

Respectfully submitted, Sue Lagerman | Recording Secretary