PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **April 16, 2026,** at **5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: JAYME SELLEN, BRIAN ANDERSON, ANNETTE AUBINGER, RICK CROSSON, KIM SCHANOCK, KATHY PLETCHER, and JOHN VAN DYCK.

EXCUSED: MARISSA MELI and WENDY WOODWARD.

ALSO PRESENT: Sarah Sugden, Sue Lagerman, Alaina Morales, Curt Beyler, and Rachel Irish (Administration).

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

1. **APPROVE/MODIFY AGENDA AND MINUTES** **Motion** by Anderson, seconded by Pletcher, to approve the agenda and the March minutes. **Motion carried.**

2. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.

3. **UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY**
The committee meets on Monday, April 20. Tracy Vreeke (NLS Director) and Connie Meyers (NLS Board President) will attend to discuss collaborative/joint systems.

4. **DISCUSSION AND POSSIBLE ACTION REGARDING ASHWAUBENON LIBRARY PROJECT** Beyler distributed Change Order 005 that includes PCIs that have been previously presented and authorized. This is the official document that requires signatures. The Field Order related to PCI 011 Rev.34 - ASI-02 for boxing out beams in meeting rooms, paint, plumbing, boiler vent and fire dampers, and electrical service for AMH and surface mounted devise, and PCI 023 for children's area storefront, stud move and sheetrock, in the amount of $18,430.49, and deemed necessary by Concord and the architect was distributed. Field orders need to be authorized to keep the process going. **Motion** by Anderson, seconded by Pletcher, to approve Change Order 005. **Motion carried.**

5. **DISCUSSION AND POSSIBLE ACTION REGARDING ADDITIONAL OPINION OF PROBABLE COST (OPC) FOR THIRD ON THE SQUARE** A 2024 OPC is on file from Berners Schober that was part of the conceptual design work. County Facilities advise getting a second opinion. One vendor offered to provide this service as accurately as possible at no cost. The point of a second OPC is for comparison's sake. The Board agrees that the project should be further advanced before funding another OPC. Van Dyck commented that the library has done a lot in the last five years. This project will have at least two years of construction resulting in less time focusing on library operations. The Board and staff must continue to be fiscally responsible.

6. **CENTRAL/ADRC/JOB CENTER (THIRD ON THE SQUARE) WORKING GROUP UPDATE** A request to approve a Planned Unit Development for the library and surface parking at 515 S Pine Street and 201 N Monroe Avenue is on the agenda for the City's Common Council on Tuesday, April 21. The County is seeking to remodel the Central Library and add an addition to the building by creating the Grounded Café in conjunction with moving the Brown County Aging and Disability Resource Center (ADRC) and Job Center to the existing Library site. The plan also includes a new, reconstructed surface parking lot across the street from the Central Library to create 54 parking stalls and raze the existing abandoned bank building on the southern portion of the property. Sugden met with Alder Proffit and received support. There is also support from downtown entities. Parking is the issue including proximity, accessibility and access for clients, patrons, and employees. The PUD includes several parking options.

   Crosson still feels the need for board-to-board alignment and would like to meet to work through varying perspectives. Meetings are in the process of being scheduled. Cole Runge is facilitating the work between the ADRC and library. Progress is being made on the development of the memorandum of understanding (MOU), and it will be brought to the Board in May. Pletcher asked how this process would move forward. Crosson feels there should be professional mediation to formalize the details. Van Dyck questioned if this is the right pairing. The ADRC's restaurant is not a guarantee of increased revenue as it is a program for their clients. Aubinger is concerned about the library losing out on programming space. Anderson asked how the library can best fulfill its mission. There seems to be new barriers each month. Schanock wonders how much library the library needs – based on traffic at Central. Van Dyck commented that it is easy to get excited about the big picture, but details must be worked out first. The future of the Central Library and its future role have not been discussed – only assumptions have been made. There is growth in

the county in the suburban areas. It is important to serve the library equitably. The Board can take as much time as needed to make the right decisions. Anderson agreed it is a good idea to "right-size" services. Alignment of future vision is needed.

7. **NATIONAL LIBRARY WEEK PROCLAMATION** A proclamation signed by the County Executive was presented and signed by Sellen. Copies will be distributed to all library locations for display during National Library Week.

8. **DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

A. Finance

i. **2026 YTD Unaudited Financials** Irish reviewed the status of different revenue and expense accounts for the first quarter. Anderson complimented the accompanying document that details these statuses. An annual cash handling review with staff will take place next week, which includes looking at best practices.

B. Facilities Update Central has water issues related to the recent storms. The staff elevator is out of order due to water in the circuit board. The auditorium had a lot of water and a solution to drain the water has been implemented.

i. **Kress CIP Update** The AMH is in and functioning and the project is wrapping up. Smaller projects - swinging doors to provide safety and privacy, building access system, sprinkler system maintenance - are underway.

ii. **Ashwaubenon Project** Construction photos were shared.

iii. **Denmark Project** Construction photos were shared. The library windows are impressive and allow a significant amount of natural light.

iv. **Pulaski Project** The site is being surveyed. Once summary is received, Somerville can move forward on a timeline.

C. Operations Update Morales reported the following:

Branch Services

- Public Services Staff survived Spring Break (March 30-April 3) when the library is visited by families and youth.
- Programs include Family Place Workshop, art programs for teens, themed storytimes, and multiple poetry events to kick-off National Poetry Month during the week of Spring Break. Haiku has been installed on all locations.
- **Programming Highlights**
  - April 1, Southwest hosted E-Bike Essentials: Electrify Your Ride, which adult attendees thought was "excellent" and a "good time"
  - AARP Tax Aide services continue at East and Kress
  - Staff provided Bookmobile coverage for April community stops at Dyckesville and Denmark
  - April 9, Brown County Job Fair at Kress
  - April 10, Peep Diorama judging at Weyers-Hilliard; April 14 winners (Anderson, who was a guest judge, suggested a Board entry next year!)
  - April 11, Weyers-Hilliard hosted NASA Solar System Ambassador Amy Drew who presented on Artemis II mission

Safety/Security

- Severe weather drills were conducted at all locations on Tuesday, April 14 at 11:30 am and 4:30 pm.
- Change to the safety report from a summary of Saturdays to a summary of the entire month. As weather improves, violations of library behavior are expected to continue to decrease. Anderson would like to see emergency calls listed. Van Dyck asked about alcohol and drug-free zones and if they can be implemented.

Personnel & Professional Development

- Staffing Changes:
    - Linda Forbes, Library Service Clerk, retired from Ashwaubenon
    - Mary Krauss, nights and weekends Associate at Central has been hired as the full-time Library Associate at East
    - Library Service Clerk at Kress has been hired
    - Interviews for the Bookmobile Manager and a Library Maintenance Worker were held and offers are being finalized.
- Recruiting:
    - Ashwaubenon Shelver and two clerk positions—additional positions were created to support services at the new branch.
- Continuing Education: Staff attended PLA 2026, Public Library Association Conference, in Minneapolis at the beginning of April. Jay Gerlach attended the Computers in Libraries 2026 conference at the end of March.

D. <u>Community Engagement Update</u> Lagerman reported the following:
As mentioned at the Finance Committee meeting in early March, a transportation survey will be conducted system-wide to aid in 2027 budget planning. It will be made available through paper copies at all locations, the library website, and the library's e-newsletter mailing list. The Friends will be asked to distribute virtually to their membership. Bookmarks prompting the survey will be placed in materials that are on hold for patrons. A paper copy of the survey was distributed.

The graphics of the room names in the lower level of the Central Library were installed last Friday. Samples of the "Zinc Metallic" vinyl were shared. The rooms now bear the names of Madison Room, Monroe Room, Pine Room, and Auditorium.

History map update: a partnership with Discover Green Bay was confirmed. They will be adding the points of interest to their tourist/destination app. A meeting with the Press Times is scheduled for next week. The goal is an early June launch.

Achieve Brown County's Early Literacy Convening takes place at the central Library on Wednesday, May 6 from 9 am – 3:30. A flyer with a QR code to register was distributed. The focus of this event is the impact of early literacy on the workforce and will include potential panelists from NEW North, JBS, and individuals with lived experiences. The day will include the reveal of the marketing initiative that will make all the Early Literacy work public facing. All partners will be equipped with a marketing toolkit to structure and provide consistency in how this work is talked about. Lagerman and Crosson serve on this event's planning committee.

Pamperin Branch fundraising update. Recently, the naming rights for the four remaining 'nooks' were pledged for a total of $8,000. An update pledge and donation report was distributed.

The Friends Annual meeting is scheduled for Monday, April 20 at 5:00 p.m. at the East Branch. The BIG Book Sale at the Central Library is open to the public April 28-30. The members' only day is Monday, April 27.

Downtown Green Bay is coordinating a collaborative community art project to celebrate America's 250 – "A Community Quilt for 250 Years." Quilt square kits are available at the Central Library, and the library is hosting a 'quilting' workshop on April 22. A sample kit was shared.

The library is participating in the statewide State Park Pass program. Park passes are available at no cost at all Brown County libraries (while supply lasts) and give free admittance to parks across the state.

Nicolet Library System's 50th anniversary celebration is June 4 from 5-8 pm at the East Branch. A request for the allowance of the service of beer and wine will be brought to the May meeting for Board approval.

9. **LIBRARY DIRECTOR'S REPORT** Sugden reported that several libraries in Wisconsin are in queue for a JobPod.

   A WILS Merger overview and feasibility report was distributed. Sugden will be on the merger exploration committee, representing the system library. The time is right for this conversation as well as the migration of the ILS.

   Sugden suggested shifting the content of the Board meetings from reports to time for strategic and future planning. Sugden presented introductory content buckets. Pletcher suggested a Board retreat – a focused half day to help build a new structure.

10. **PRESIDENT'S REPORT** No report.

11. **OTHER BUSINESS**

12. **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

13. **ADJOURNMENT** **Motion** by Anderson, seconded by Pletcher, to adjourn the meeting at 7:15 p.m. **Motion carried.**

NEXT REGULAR MEETING:

May 21, 2026 | 5:15 pm | Kress Family Branch Library

Respectfully submitted,
Sue Lagerman | Recording Secretary