

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **April 20, 2023** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

PRESENT: ANNETTE AUBINGER, MARISSA MELI, KATHY PLETCHER, DAVID RUNNING, KIM SCHANOCK, JAYME SELLEN, and JOHN VAN DYCK.

EXCUSED: BRIAN ANDERSON and WENDY WOODWARD.

PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Linda Chosa, Curt Beyler (staff).

1. CALL TO ORDER Vice President Sellen called the meeting to order at 5:19 pm.

2. APPROVE/MODIFY AGENDA AND MINUTES **Motion** by Running, seconded by Pletcher, to approve the agenda and the March 2023 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC None.

4. UPDATE AND POSSIBLE ACTION REGARDING NEW EAST BRANCH Beyler referenced the Concord Report that was emailed and asked if there were questions. The only change order was the addition of a 6" sanitary grade sewer cleanout for a cost of \$2100. Concord Group thought this was an appropriate cost. An error was found in the amount for floor boxes. What was previously reported as \$29,000 is now under \$20,000. Beyler displayed construction photos and one from the ceremonial groundbreaking event on April 6. Sugden thanked those who attended including members of the Library Board, County Board and state officials. There were about 50 in attendance overall. Running thanked Van Dyck for everything he did to secure the property. A grand opening/ribbon cutting/block party is being planned for early October.

Motion by Van Dyck, seconded by Running, to approve the change order outlined in the Concord Report as presented. **Motion carried.**

5. UPDATE AND POSSIBLE ACTION REGARDING CENTRAL LOWER LEVEL A few punch list items are left to address. Once accounting is complete, the project is expected to be under budget.

6. DISCUSSION AND POSSIBLE ACTION REGARDING TABLE OF ORGANIZATION CHANGE The East Branch will open this fall. With a larger footprint and expected increase in traffic, the library anticipates an increase in Associate duties; Rogers reviewed the changes that would increase a vacant part-time role to a full-time role at East. To do this, three Shelver positions (vacant) will be deleted from Central. There is a small cost (under \$1,800) to this change that turnover savings will cover. **Motion** by Pletcher, seconded by Aubinger, to approve the Table of Organization changes as presented. The Board appreciates the efforts taken to creatively manage the library's human resources. **Motion carried.**

7. WORK SESSION TO DISCUSS THE DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY Sugden proposes a series of discussions related to this topic. This first discussion will look at maps, components of services, and other data. The goal is to determine ways to move forward. Less than 20,000 population is considered rural. Van Dyck emphasized that the Board has to defend any decision(s) made. The library wants to provide services it can afford and sustain. Strategy to use technology is important. Van Dyck reiterated the opportunities that can happen by thinking creatively. Partnerships are key. A model should be determined and created that can be presented to potential partners. Additional data will continue to be gathered to initiate the formation of a model that can be replicated. This will be a standing agenda item.

8. DISCUSSION AND POSSIBLE ACTION REGARDING NAMING OF LOWER LEVEL FLEXIBLE MEETING ROOM **Motion** by Van Dyck, seconded by Pletcher, to hold to next meeting. **Motion carried.**

9. APPROVAL OF NATIONAL LIBRARY WEEK PROCLAMATION Sugden proposed a proclamation to recognize National Library Week. **Motion** by Van Dyck, seconded by Pletcher, to approve the National Library Week Proclamation. **Motion carried.**

10. PRESIDENT'S REPORT None.

11. OTHER BUSINESS The schedule of future board meeting locations was distributed. Branch Managers will give a short presentation at select meetings.

The County asked for submissions for projects that could be funded with remaining ARPA funds. The library requested automated materials handlers (AMHs) for Central, Kress, and Weyers-Hilliard. The request funnels through County Administration, Ed. & Rec. and the County Board.

The Friends Spring BIG Book Sale will take place May 1-4.

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

13. ADJOURNMENT

Sellen adjourned the meeting at 6:52 p.m.

NEXT REGULAR MEETING:

May 18, 2023 | 5:15 p.m. | Weyers-Hilliard Branch Library

Respectfully submitted,
Sue Lagerman | Recording Secretary