PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A regular meeting of the Brown County Library Board was held on **May 22, 2019** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: JOHN VAN DYCK, ANNETTE AUBINGER, KAYLA JACOBSON, MARISSA MELI, KATHY PLETCHER, HECTOR RODRIGUEZ, and DAVID RUNNING

EXCUSED: STEVE TERRIEN and JOHN VANDER LEEST

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

CALL TO ORDER President Van Dyck called the meeting to order at 5:15 p.m.

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

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

LIBRARY BUSINESS

APPROVE FINANCIAL, AND GIFTS, GRANTS, AND DONATION REPORTS Chosa reviewed the financial included in the packet and pointed out that approximately $1500 was collected at Genealogy 101 programs and is designated for Local History programming and purchases for the collection. The library is running on target financially. Chosa reviewed the analysis of bills handout. Graphs depict that the library collects about 70% of bills owed. The cost of lost items is the largest part of amounts owed, followed by overdue fines. Most patrons who have outstanding balances are classified as, "Delinquent," (owing less than $10) and the average bill is $4.00. Other patrons are categorized as, "blocked," owing more than $10 but less than $50. Accounts at collections owe $50 or more for at least 60 days. Collection accounts returned to library were at the collection agency for two years. Van Dyck asked to break down the outstanding fees total into buckets of average amounts. (Example, 1000 people owe $4.00 each, etc.)
Chosa collected information from SDC, the state collection agency, referenced at the last board meeting. Only two libraries are using their services. Social security numbers, collected through a third party, are used to locate patrons. She spoke to one. This particular library's federated library system did not have concerns about collecting social security numbers because the numbers were not saved in the library's integrated library system (ILS). The agency collected $8000 on behalf of the library but the amount submitted to SDC was not disclosed. The library only pays the collection agency if monies owed are collected. SDC uses two collection methods – state tax refunds and garnishing wages which is a more aggressive type of collection. Van Dyck would like a process on how to share and store information using a 3rd party. In doing so, the library would not be involved. Van Dyck requested that Chosa continue her follow-up and share more information at the next meeting.
Motion by Running, seconded by Pletcher, to receive and place on file the financial report and April, 2019 Gifts, Grants and Donation report as follows:

Brown County Library
Gifts, Grants & Donations Report
April 2019

Gifts & Donations			
04/04/19	Genealogy 101 Participants - March 23	105.00	LHG
04/04/19	Genealogy 101 Participants - March 30	215.00	LHG
04/10/19	Genealogy 101 Participants -Pot of Gold	455.25	LHG
04/17/19	Ashwaubenon Lioness Club	300.00	Ashwaubenon
04/17/19	Friends of the Brown County Library	276.50	CC & Postage
04/19/19	Friends of the Brown County Library	30,093.00	Funding Requests
04/30/19	M. Franchino	100.00	General
04/30/19	J. Kostac	10.00	SW Memorial A. P
04/30/19	D. Hanamann	25.00	SW Memorial A. P
04/30/19	J. Kelly-Schultz	50.00	SW Carnival
4/1/2019'	Ashwaubenon	35.95	Donation Box
4/1/2019'	Bookmobile		Donation Box
4/1/2019'	East	25.76	Donation Box
4/1/2019'	Weyers/Hilliard	73.01	Donation Box
4/1/2019'	Customer Service		Donation Box
4/1/2019'	Kress		Donation Box
4/1/2019'	Pulaski	21.95	Donation Box
4/1/2019'	Southwest	24.66	Donation Box
4/1/2019'	Wrightstown		Donation Box
	Total Donations	**$ 31,811.08**	

Motion carried.

FACILITIES REPORT Beyler reported that the Weyers-Hilliard air-cooled chiller is installed and functioning; HVAC controllers at Kress are done and Weyers-Hilliard and Central are next. Related to the Central reorganization, maintenance staff moved 28 computers, staff and service desks, and the DVD collection. Terrien met with Beyler and Sugden to review the Maintenance Mechanic job description and offered input and helpful information related to building code books. The library will purchase a selection for the maintenance staff and are considering purchasing additional copies for circulation.

PERSONNEL UPDATE Rogers reported on the staff development meeting on May 10 in partnership with Nicolet Federated Library System. Its focus was on workforce development. Jim Golembeski, from Bay Area Workforce Development, brought partners to discuss services available in the community.
Related to personnel matters, the library is actively searching for Circulation Services Manager; Adult Services Manager; Collection Development Manager; Technical Services and Circulation Clerks; and Circulation and Adult Services Library Associates. Positions are posted internally and externally and Rogers is looking into how to broadly advertise open positions. It is difficult to attract diverse populations and more difficult to retain.

COMMUNICATIONS/PROGRAMMING UPDATE Lagerman reported that a minimum of 40 organizations, businesses, and city and county departments are contributing to the Summer Reading Adventure. Their generous donations include passes and coupons for a variety of experiences: BC Fair, swimming, bowling, bus rides, museum visits, jumping, sporting events – baseball and soccer, food options and reading!

The Summer Reading Adventure kicks-off with a celebratory event at the Central Library on Saturday, June 8 from 10 am – Noon. About 20,000 promotional bookmarks are distributed to students across all school districts via family packets (GBAPS) or visits made by youth services staff.

In addition to Brown County on the Go, regular community stops and deposit collections, some of the Bookmobile's special events include Breakfast on the Farm, Green Bay Kiddie Karnival, and Fly a Kite Fest.

The June – August event calendar is available online and print copies were just received. The library is very proud to offer a wide variety of educational, literacy-based, and fun (!) programs and opportunities for all ages, all summer long.

The library was gifted $100,000 by the Foundation of a community member. This donation is undesignated and will be deposited at the B.C.L. Foundation.

APPROVE RECLASSIFICATION OF COLLECTION DEVELOPMENT MANAGER JOB DESCRIPTION **Motion** by Jacobson, seconded by Rodriguez, to approve changing the pay grade of the Collection Development Manager from 6.5 to grade 7. There is not a change to the current salary. **Motion carried.**

APPROVE RECLASSIFICATION OF LOCAL HISTORY, GENEALOGY AND SPECIAL COLLECTIONS MANAGER JOB DESCRIPTION **Motion** by Meli, seconded by Pletcher, to approve changing the pay grade of the Local History, Genealogy and Special Collections Manager from H to grade 6.5. There is not a change to the current salary. **Motion carried.**

APPROVE TABLE OF ORGANIZATION CHANGE **Motion** by Running, seconded by Pletcher, to approve the Table of Organization change eliminating a part-time Library Services Clerk and full-time Librarian and creating a Central Manager position, resulting in an annualized budget impact savings of $2350. **Motion carried.**

APPROVE ALL TABLE OF ORGANIZATION CHANGES **Motion** by Pletcher, seconded by Meli, to approve the Table of Organization changes as follows:

1. Eliminating a FT local History Librarian and creating a Local History Manager position, resulting in an annualized budget impact of $0. A Local History Genealogy & Special Services department will be created as a result of this TO change.
2. Moving a Library Services Associate from the Reference department to the Local History, Genealogy and Special Collection Department, resulting in an annualized budget impact of $0.
3. Moving a Cataloging and Archives Librarian from the Technical Services department to the Local History, Genealogy and Special Collection Department, resulting in an annualized budget impact of $0.
4. Moving reporting lines of Adult Services Manager from Deputy Director to Central Manager, resulting in an annualized budget impact of $0.
5. Moving a FT and 2 PT Library Services Associates from the Customer Service department to the Adult Service Department, resulting in an annualized budget impact of $0.
6. Moving reporting lines of Youth Services Manager from Deputy Director to Central Manager, resulting in an annualized budget impact of $0.

7. Moving reporting lines of Circulation Services Manager from Deputy Director to Central Manager, resulting in an annualized budget impact of $0. **Motion carried.**

It was discussed that re-classifications can just be listed. If there is an ADD and DELETE to a position, a Table of Organization change is preferred by the Board.

APPROVE OUT-OF-COUNTY TRAVEL **Motion** by Jacobson, seconded by Aubinger, to approve staff travel to the American Library Association conference in Washington, D.C. and the Association of Rural and Small Libraries in Burlington, VT. **Motion carried.**

DISCUSSION AND POSSIBLE ACTION – BOARD COMPOSITION, MEETING SCHEDULE, AND BY-LAWS REVIEW Lagerman reviewed the results of the Survey Monkey sent to the board. The meeting date and time will not change. Van Dyck suggests leaving the determination of meeting up to the staff (especially during the summer months - is there business to discuss?). A review of the bylaws and State Statute Chapter 43 will be on the next agenda.

PRESIDENT'S REPORT No report.

LIBRARY DIRECTOR'S REPORT Sugden reported that some staff members have been subpoenaed to the County Courthouse regarding an incident that took place at the Central Library resulting in the tazing of an individual. The open records request from the Green Bay-Press Gazette has been responded to. Patrons' feedback regarding Central's re-organization has been positive – indicating it feels safer, quieter and more comfortable. Staff feedback has also been positive.
An inquiry from the County Board level referred to a posted sign banning guns in library. The sign was not a library sign and was actually posted on the former Gnome Games building next door to the East Branch. Library facilities are compliant with county ordinance. Summer Reading Adventure Kick-off June 8 – all invited. Dale Cropper's retirement party will be held at Simonet's Bar on June 6 beginning at 5:15 pm.

OPEN SESSION pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Library Executive Director performance evaluation summary and possible compensation adjustment. Sugden was invited to stay and administrative staff was excused. **Motion** by Running, seconded by Pletcher, to move into closed session at 6:43p.m. Roll Call Vote: Aye: Rodriguez, Meli, Aubinger, Jacobson, and Van Dyck. Nay: None. **Motion carried.**

CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Library Executive Director performance evaluation summary.

RECONVENE IN OPEN SESSION Approve **any action that may have been recommended in Closed Session.** **Motion** by Running, seconded by Pletcher, to return to open session at 7:12 pm. Roll Call Vote: Aye: Rodriguez, Meli, Aubinger, Jacobson, and Van Dyck. Nay: None. **Motion carried.** **Motion** by Pletcher, seconded by Jacobson, to implement the recommendation of the Personnel Committee regarding the six-month performance review of Sarah Sugden. **Motion carried.**

OTHER BUSINESS None.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW.

ADJOURNMENT **Motion** by Jacobson, seconded by Meli, to adjourn the meeting. **Motion carried unanimously.**

Meeting adjourned at 7:16 pm.

NEXT REGULAR MEETING:
June 20, 2019
5:15 p.m.
Central Library

Respectfully submitted,

Sue Lagerman
Recording Secretary