PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **October 18, 2012** at **6:00 p.m.** at the **Brown County Ashwaubenon Branch Library, 1060 Orlando Dr., Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, DON CARMICHAEL, CHRIS FROELICH, JOHN HICKEY, VICKY VAN VONDEREN and CHRISTOPHER WAGNER

EXCUSED: KATHY PLETCHER and PAT WILLIAMS

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Anne Mead (staff); Tasha Saecker (Appleton Public Library Assistant Director); Elizabeth Timmins (Muehl Public Library Director); Tony Wieczorek (Kaukauna Public Library Director) and Mary Wieczorek (public); Doug Marsh (Brown County Public Works).

President Terry Watermolen called the meeting to order at 6:00 p.m.

NOV 2012
Received
Board of
Supervisors

APPROVE/MODIFY AGENDA
Motion by Van Vonderen, seconded by Buboltz, to approve the agenda. **Motion carried.**

MINUTES, INFORMATION SERVICES REPORT, BILLS AND COMMUNICATIONS
There were no modifications to the September 20, 2012 minutes and they stand approved.

There were no questions or discussion related to the Information Services Report.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

The County Executive received letters from the libraries represented at this meeting.

OPEN FORUM FOR THE PUBLIC
Anne Mead, Ashwaubenon Branch manager, welcomed the Board to the branch and gave a brief report. At present, the branch has 3.5 full-time staff, 5 clerks, and one open clerk position. The bathrooms were recently remodeled from two into three to meet ADA compliancy and to offer a family bathroom. The branch has seven public Internet computers and seven laptops for public use that are utilized often. A portion of their adult programming focuses on technology – how to use devices (Nooks, Kindles, etc.), Internet and email support classes, and an eBook support group. This location has been the recipient of many generous donations from the Friends of the Brown County Library – one being a portable projection screen. C. Wagner asked if there was much after school traffic and Anne responded that the branch sees a lot of students from the nearby schools. Asked if there was anything the Board could do to assist the branch and Anne replied, "Help fill open positions." L. Stainbrook commented that Anne serves on work rules committee and provides good feedback. The checkout and sorting area is in need of updating. The Friends approved architectural drawings that suggest major reconstruction is needed. Funds for such a project are also needed. T. Watermolen thanked Anne for a pleasant library experience and for serving on the work rules committee.

Anne Mead left the meeting at 6:25 p.m.

Representatives from Outagamie Waupaca Library System (OWLS) member libraries were present. Tasha Saecker, Appleton Public Library's Assistant Director; Elizabeth Timmins, Muehl Public Library's Director; and Tony Wieczorek, Kaukauna Public Library' Director took turns addressing the Board. T. Saecker was also representing Kimberly-Little Chute Public Library's Director, Beth Carpenter.

Each read a letter, composed by their respective library boards, conveying a mutual message that these libraries, located in Outagamie County, would cease (terminate) service to Brown County residents effective January 1, 2013 unless the bill sent by Brown County Library to Outagamie County seeking reimbursement for library use is withdrawn. If termination of service does takes place, Brown County residents would still be welcome to use the libraries but would not be able to check out or place holds on materials. Furthermore, service would resume if the bill is withdrawn or if Brown County would pay a similar bill sent from the Outagamie County libraries that was sent to offset expenses incurred by OWLS. They hope for an agreeable resolution.

Their collective position is that Brown County Library is failing to recognize reciprocity, and while legal, Brown County Library's action is not in the best interest of the taxpayers and they have no alternative but to take this action. They support the idea of a billing when inequity exists but believe that equity does exist and therefore, the bill is unwarranted. They urged the Library Board to

consider the impact on Brown county residents as a result of this request and to thoughtfully consider the consequences and the larger picture.

They continued that equity can be proved by considering the usage of check-outs back and forth between Outagamie and Brown County. It was noted that the 19,616 check-outs from Outagamie County represent 1,437 different Brown County residents. The Library Board's stance is that Brown County Library has the right, under state law, to be reimbursed for the cost of serving county residents who live in areas of an adjacent county without public library service. T. Watermolen noted that he wants to be fair but is obligated to seek payment from municipalities that are not paying taxes that maintain a library. Further discussion on possible action will take place at the November Library Board meeting.

The Outagamie Library representatives left the meeting at 7:10 p.m.

FACILITIES REPORT

C. Beyler reported that the Kress and Weyers-Hilliard boiler projects are done; painting at Kress and Southwest is complete; lighting efficiency project at Kress is done; an additional demand control for ventilation at Kress is installed; and the installation of security cameras is being finished. An upcoming project is the reorganization of the Circulation area at the Central Library to accommodate RFID.

Doug Marsh presented an update on the Central Library projects. There were three active POs issued for the engineering work that needs to be completed on 1) the main disconnect switch and switch gear, 2) the elevators and 3) replacing the roof top condenser. 4) The proposal for the arc flash study – originally proposed to complete first, can now wait until main disconnect is finished. Since the arc flash can't be funded from bonding (testing or cleaning are not allowable expenses) a letter is being drafted by the County Executive authorizing the transfer of funds ($359,000) from bonded funds allotted for the elevator replacement to the library fund. The letter, which will be sent to the Library Board, will allow for the legal transfer of funds. Once the transfer is complete the PO will be issued for the projects. Raasch Engineers holds a county contract for architectural engineering services under $5000 and will conduct the arc flash study that tests primary electrical equipment to analyze condition, potentials for hazard (spontaneous arcing) and recommends procedures to reduce risks. The 5) replacement of exterior flat concrete will be put on hold until spring. The RFP for engineering services for these projects, approved by PD&T and the County Board, was issued and responses were received from 4 of 5 firms. RFPs are due and will be reviewed in December by a cross-section of county employees. Interviews will follow before selection takes place. This process usually takes about 3 months.

B.C. Facilities will continue to coordinate and schedule projects in a way to limit disruptions and with the goal of getting as much done as possible with the available funding. Weekly updates will be submitted to L. Stainbrook to keep her informed of progress.

In other news, D. Marsh reported that the $25,000 grant energy teams met and reviewed the project list for library and facilities; some are already completed. Some grant criteria requires the set up and maintenance of a portfolio that tracks energy usage, and monitor and reports energy performance – all necessary to qualify for an Energy Star rating. On October 24, the Wisconsin Green Building Alliance's steering committee meeting will be held at Kress. C. Beyler will present on ECMs and photo-voltaic solar panels and D. Marsh on the natural step approach to sustainability.

ACCOUNTANT'S REPORT

a. **Financial Report** L. Denault presented the September, 2012 financials. Lori is working on projections of expenditures for 10 cost centers. **Motion** by Buboltz, seconded by Hickey, to approve the September, 2012 financial reports. **Motion carried.**

b. **Acceptance of Gifts, Grants and Donations** **Motion** by Buboltz, seconded by Van Vonderen, , to approve the September, 2012 Gifts, Grants and Donation reports as follows:

Brown County Library
Gifts, Grants & Donations Report
September 2012

Gifts & Donations

09/06/12	The Celebrate Committee, Inc.	250.00	Kress Children's Materials
09/13/12	Various Donors - In Memory of Lynn La Plant	1,044.00	Materials
09/13/12	Cobina St. Martin - In Memory of Lynn La Plant	50.00	Southwest Materials
09/13/12	John Bettinger	50.00	Films
09/01/12	Ashwaubenon	30.57	Donation Box
09/01/12	Bookmobile	3.80	Donation Box
09/01/12	East	82.69	Donation Box
09/01/12	Weyers/Hilliard	10.91	Donation Box
09/01/12	Central Circulation		Donation Box
09/01/12	Kress	11.41	Donation Box

09/01/12	Pulaski	14.91	Donation Box
09/01/12	Southwest	14.80	Donation Box
09/01/12	Wrightstown	8.58	Donation Box
	Total Donations	**$ 1,571.67**	

Motion carried.

BUDGET

K. Pletcher and L. Stainbrook gave the budget presentation to Ed & Rec on Monday night. There is little money in maintenance budget – only $66,000 for 8 buildings. After itemizing how it is spent, there is approximately $6,600 left for departmental requests. The addition of $35,000 from the benefits line to the Maintenance budget line was approved. L. Stainbrook thought the meeting went well. There was reaction from John Van Dyck about being below standards and suggested additional funds.

The budget hearing date has been changed from Monday November 5 to Wednesday November 7. K. Pletcher will attend as well as L. Stainbrook, L. Denault and L. Hoffman. Should the idea of closing branches or cutting services arise, it will have to be the result of County Board decision since they control funding.

APPROVE BUDGET ADJUSTMENT NOTICE

Motion by Buboltz, seconded by Hickey, to approve the budget adjustment notice that reallocates funds from the Kress Family Branch building repair and maintenance account to the capital outlay accounts of the Kress and Weyers-Hilliard Branches. **Motion carried.**

APPROVE BUDGET ADJUSTMENT REQUEST

Motion by Wagner, seconded by Van Vonderen, to approve the Budget Adjustment Request to use insurance recovery revenue to offset expenses resulting from fire and water damage sustained at the Weyers-Hilliard Branch. **Motion carried.**

APPROVE BUDGET ADJUSTMENT REQUEST

Motion by Carmichael, seconded by Froelich, to approve the Budget Adjustment Request for the purpose of reallocating Grant and Technology Funds. **Motion carried.**

LIBRARY BOARD RETREAT

Stainbrook is working on scheduling a date. Lora Warner (UWGB) and Sally Langdon (NWTC) have both agreed to assist.

COUNTY BOARD SURVEY

L. Hoffman distributed possible survey questions for the County Board and gave information on the future of libraries and library futurists. Suggestions for other questions and how to roll out the survey were also discussed including how the Library Board and the County Board can work together to support the library of the future.

REPORT OF WORK RULES COMMITTEE

a. Approve Updated Policies.

Motion by Van Vonderen, seconded by Froelich, to approve the Staff as Patrons Policy. **Motion carried**.

Approval of the Collection Development Policy was tabled until the November meeting.

b. Approve New Policies

Motion by Froelich, seconded by Wagner, to approve the Employee Conduct Policy. **Motion carried**.

Motion by Froelich, seconded by Hickey, to approve the Work Hours, Schedules Policy. **Motion carried.**

The Work Rules committee is working to determine the appropriate amount of time for funeral leave and agrees that 3 days is sufficient; L. Hoffman distributed a memo for the Library Board's information.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update

C. Wagner gave the update from the NFLS Board meeting: discussion of other consolidated libraries that are billing adjacent counties; NFLS' budget includes a placeholder for 3% pay increase for NFLS staff; and no bonuses will be given. L. Stainbrook also mentioned conversation about consolidated libraries becoming a system on their own. Legislation would be needed to allow that to happen.

PRESIDENT'S REPORT

Traditionally, a Library Board slate of officers is prepared for the December meeting for election in January. A recommended slate will be presented at the November meeting.

DIRECTOR'S REPORT
The topic of adjacent county reimbursement came up again at the County Board meeting. L. Stainbrook reminded that they have been receiving information on this since July. The billing was supported by Ed & Rec. and the County Executive.

It was decided to eliminate the December Board meeting. The Board will meet on November 15 beginning at 5:15 p.m. The next regular meeting will take place on January 17, 2013.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW
None.

ADJOURNMENT
Motion by Carmichael, seconded by Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 9:02 p.m.

NEXT REGULAR MEETING
November 15, 2012
Central Library
515 Pine Street, Green Bay
5:15 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary