

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on August 15, 2013 at 5:15 p.m. at the Brown County Ashwaubenon Branch Library, 1060 Orlando Drive, Green Bay, WI

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN, TIM NIXON, VICKY VAN VONDEREN, and TERRY WATERMOLEN

EXCUSED: CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler and Anne Mead (staff); Doug Schneider (Green Bay Press-Gazette)

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

CONSENT ITEMS

a. Approve/modify agenda

Motion by T. Watermolen, seconded by C. Buboltz, to approve the agenda. **Motion carried.**

b. Approval of minutes

Motion by D. Carmichael, seconded by V. Van Vonderen, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Anne Mead, Ashwaubenon Branch Manager welcomed the Library Board to the library. She reported that summer was very busy with good attendance at programs for children, teens, and adults. The library's implementation of Community Connect, the interactive software application that analyzes demographic and real-time library statistics identified four major population segments for the Ashwaubenon Branch Library service area. Anne noted that those segments were the exact match to staff perception of the patrons who use the library (Cozy and Comfortable; Mid-life Junction; Green Acres; and Old and Newcomers). Another advantage of Community Connect is the opportunity to improve service to current library users and target those who don't use the library (market potential). D. Carmichael complimented this early implementation by branch staff and encouraged its continued use.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

There was no report as a meeting was not held in August.

STRATEGIC PLANNING DISCUSSION

The fourth section of the strategic plan that concentrates on providing a third place to engage community continues to be worked on. The goal is to finish this section, make suggested changes to other sections, and then start editing. L. Stainbrook reported that the plan will be an agenda item for every Department and Branch Head meeting so supervisors keep familiar with it. A new department and branch highlight form is being introduced. It aligns itself with the priorities of the strategic plan and focuses on successes and challenges as well as the plans for next month. This strategic plan will be effective for about 5 years and will include a 2-year action plan (staff-driven). K. Pletcher commented that the honing of the mission statement was really purposeful as it was put into action last week in response to Supervisor Hopp's communication to the Executive Committee which would have prohibited the library (and other county agencies/departments) from participating in any non-mandated activities related to the implementation of the Affordable Care Act (ACA). V. Van Vonderen complimented L. Stainbrook on her responses to County Supervisors and particularly the fact that the Brown County Library is a trusted place that county residents and taxpayers look to for information assistance and support in using resources. The ACA Navigator role is not a role the library would assume. B. Nielsen commented that the time and effort expended on this topic was dissatisfying as a taxpayer. L. Stainbrook reiterated that the library's role is to be neutral and she is comfortable knowing staff will know what sources to use to find answers to questions that will be asked on this subject. T. Watermolen saw this meeting's dialogue as an opportunity to state what the library is and what it provides. In the end the outcome was positive.

LIBRARY BUSINESS

a. Information Services Report L. Stainbrook mentioned some updates: Bibliotecha installed a RFID self-check at the Southwest Branch for testing before installation takes place at the Kress Family Branch; credit cards are now accepted on Central's check out stations and 3 of 4 coin hoppers now accept dimes; and two patches to correct the Sirsi system from going down will be installed. D. Carmichael asked about cost-effectiveness of using a credit card to pay for a \$2 fine. Reconciliation is easier and start-up cash is tracked and dispenses overage automatically, therefore eliminating staff time.

b. Financial Manager's report, bills and donations Financial reports for July, 2013 were not available since I.S. chargebacks had not been received. There were no bills out of the ordinary.

c. Budget

1. Approve Budget Adjustment Notice for Professional Services and Design Work: Transfer funds for professional services and design work to estimate cost for Ashwaubenon branch main entrance, roof and circulation area remodel project and for Weyers-Hilliard branch drive-up window feasibility study. The costs for the retrofit of fixtures at Central Library came in under budget and funds will be transferred from this account to cover the proposed professional services. These items were in the 2013 Facility Maintenance Plan. **Motion** by T. Nixon, seconded by T. Watermolen, to approve the Budget Adjustment Notice for Professional Services and Design Work in the amount of \$15,500 from Repairs & Maintenance - Building. **Motion carried.**

d. 2014 Budget

1. Approve Budget Initiatives **Motion** by C. Buboltz, seconded by V. Van Vonderen, to approve the 2014 budget initiatives as presented. **Motion carried.**

e. Facilities Report

1. Progress Report on Cellcom Children's Vegetable Garden Martell Construction demolished the concrete plaza. Their services were donated. Remaining work includes securing the utilities (sprinklers and electrical), and installing top soil and screening. Gerry Andrews, a landscape architect from Landscape Associates, is donating his expertise for landscape architecture. A walk-through for the fence took place. Bids are due soon and installation should take place by late September. Many thanks go to Mike Carney from Martell and Tony Cornelius who ran the equipment as well as the other workers. **Motion** by T. Watermolen, seconded by Buboltz, to send a thank you letter from Board and create a resolution of appreciation for Martell. V. VanVonderen suggested that this be done for everyone who donates to this project. **Motion carried to send letters to the four significant donors at this time.**

2. Library Locations T. Watermolen doesn't think the board can act until a recommendation is made by the library/museum co-location Task Force. He feels it is an important topic to review but until more information is known, the board's hands are tied. A communication from John VanderLeest suggested looking at various locations (East in particular due to its crowdedness). There may be opportunity to seek a partnership with the Village of Bellevue. Other opportunities could exist in Ashwaubenon. The Board understands the importance of considering all libraries when discussing potential future locations. It was noted that neighborhoods have life cycles in demographics. Community Connect and County Planning will be useful in answering questions and making projections about population density, driving time, transportation needs, etc. Many towns are restarting their comprehensive plans which look forward ten years (based on census data). K. Pletcher suggested that Chuck Lamine from County Planning be invited to the next board meeting to give advice and guidance on how to approach future library locations as well as learning about the Comprehensive Planning process.

3. Update on Various Projects Due to the Monroe Avenue reconstruction, the Central Library experienced a planned water shut off (4-hours). Another shutoff is planned for next week. A cost estimate to re-do the entrance at Ashwaubenon Branch that would change the change roof lines to address falling ice and snow is expected from Boldt as well a report on the feasibility of a drive-up window at the Weyers-Hilliard Branch. On July 27 the United Way Emerging Leaders installed the Born Learning Trail in the Wood Memorial Garden at the Central Library. A news conference was held as part of the grand opening and was very well attended. The Central Library lighting retrofit is complete and the new lights will use half the energy. A permeable parking lot (or a hybrid version of one) is being explored for the Ashwaubenon Branch. A permeable surface allows water to go back into the ground and keeps suspended solids out of waterways. This has a potential educational role as a learning lab. It would cost an estimated \$16,000 – 17,000 to replace the parking lot "as is" and \$80,000-120,000 for a permeable lot. A combination of both would cost approximately \$25,000- 30,000. It may be worth the investment since storm water reduction will become responsibility of municipality. C. Beyler described a grant opportunity which cover 50% or more of the project cost. The expected life of a permeable lot (using a paver-drain system) is about the same as asphalt. There is also certain maintenance including the possibility of having to blow it out once a year. D. Carmichael suggesting doing more research and visiting local sites that have permeable surfaces and inquiring if they perform as promised. C. Beyler will be visiting a local site and will continue to work with the professor from MSOE.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update L. Stainbrook reported that the consolidation discussion continued and many agree that the process is too slow. There was mention of NFLS consolidating with OWLS. L. Stainbrook and K. Pletcher will attend WLA Legislative and Development committee meeting on Friday. System consolidation is a big topic. Systems should be cost-effective and tax dollars should be earmarked for services. Joint Finance passed a bill that directed Department of Administration to look at improving design, reducing costs and improving services of public library systems. This bill was vetoed by the governor.

OLD BUSINESS

a. Adjacent County Billing No additional update. Brown County plans to turn over the now delinquent Outagamie County bill to collection agency. Outagamie attorney agrees it is a legal bill. Also legislation (not yet introduced) by a representative in Outagamie County proposes the elimination of the ability to bill adjacent counties.

PERSONNEL

L. Hoffman provided latest example of Work Rules Committee – procedures on filling positions. A Maintenance Mechanic has been hired and begins on September 9.

D. Carmichael left the meeting at 7:15p.m.

PRESIDENT’S REPORT

No report.

DIRECTOR’S REPORT

A supplemental funding request for a Security Coordinator at the Central Library will be presented to the County Executive. This position would relieve staff of much of the work related to monitoring behavior at the Central Library. Also discussed was a Public Works project request to move the cooling tower from old mental health building to the Central Library as the current cooling tower presents a health concern. A “Growing Wisconsin Readers” mini-grant of \$250 was received. It will benefit the Wrightstown Branch Library which met the grant criteria. T. Nixon suggested creating a blanket resolution suggesting that the library could apply for grants up to a certain dollar amount if there were not ongoing costs, without Board approval. This would be helpful especially when grant opportunities come up unexpectedly. The Kress Family Branch had a 10th birthday party. There are three potential bidders on the fence for the Cellcom Children’s Vegetable Garden.

CLOSED SESSION (7:25 p.m.) **Motion** by T. Nixon, seconded by C. Buboltz , to move into closed session pursuant to Section 19.85(1)(c) of the WI Statutes for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation. Aye: Buboltz, Nielsen, Nixon, Van Vonderen, Watermolen and Pletcher. Nay: none. **Motion carried unanimously.**

RETURN TO OPEN SESSION (8:15 p.m.) **Motion** by T. Nixon, seconded by C. Buboltz , to return to open session. Aye: Buboltz, Nielsen, Nixon, Van Vonderen, Watermolen and Pletcher. Nay: none. **Motion carried unanimously.**

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY/NEXT MEETING PLANNING

None.

ADJOURNMENT

Motion by T. Watermolen, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:20 p.m.

NEXT REGULAR MEETING
September 19, 2013
Central Library
515 Pine Street, downtown Green Bay
5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary