

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **September 18, 2014** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** CARLA BUBOLTZ, CHAD BIANCHI, NATHAN JESKE, BOB NIELSEN, TIM NIXON, JOHN VAN DYCK, VICKY VAN VONDEREN and CHRISTOPHER WAGNER

**EXCUSED:** KATHY PLETCHER

**ALSO PRESENT:** Lynn Stainbrook, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff); Kristin Hooker (BC Corporation Counsel was available by phone); Mr. Lyle Wilquet (GB Resident); and Stephanie Wichlacz (student).

**CALL TO ORDER** Vice-President Carla Buboltz called the meeting to order at 5:19 p.m.

### **APPROVE CONSENT ITEMS**

**a. Agenda** The agenda was amended to insert the agenda item, "Such Other Matters as Are Authorized by Law", between items 14 and 15. J. Van Dyck asked to move item 5c to follow item 12.

**b. Minutes** There were no changes to the minutes and they stand approved.

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

Lyle Wilquet was present to address the Board regarding an R-rated DVD that is in the library's collection. He noted that the Library Board in 2010 found that the selection of the DVD met the policy that guides selection of materials. He wanted to know what the current Board thinks and if a decision was made in response to his request to remove it from the collection. C. Buboltz indicated it was on the meeting's agenda and the Board would review the policy and make sure the policy was followed. C. Wagner suggested that a process to review the Collection Development Policy every two years be implemented. Wilquet objects to the movie and encouraged its withdrawal. C. Buboltz thanked Mr. Wilquet for expressing his opinion and reiterated that the Library Board would carefully review the selection process and determine if this movie met the criteria used to purchase items for the collection.

### **STRATEGIC PLAN**

L. Stainbrook shared the binders that contained the Community Connect materials used recently at the two-day staff training. She feels that there is a much better understanding among library personnel regarding the Community Connect software as a result of the training. The next step will be to take what is known about market segments and determine how it relates to the library's strategic plan. She will send these materials to the Board electronically. J. Van Dyck asks where the segment data comes from. L. Stainbrook replied that it is obtained through several sources as well as census data which is updated annually. The usage data is from the library's automated system. J. Van Dyck and V. Van Vonderen both noted that a large amount of data was represented and asked if it was going to be divided up into something useful. That was exactly what the two-training was about and ultimately each location will have an individual service plan. The materials and training was well-received by staff.

### **LIBRARY BUSINESS**

- a. Information Services Report** The August and September Information Services Reports were presented. There was an update on the Automated Materials Handler (AMH) at the Weyers-Hilliard Branch. The installation has been pushed back 4-8 weeks.
- b. Financial Manager's Report, Bills and Donations** There were no bills out of the ordinary. L. Denault distributed the August financial statement including a narrative on the statement, and the June, July and August Gifts, Grants and Donations reports. Motion by J. Van Dyck, seconded by V. Van Vonderen to approve the August financial statements the June, July, and August Gifts, Grants & Donations as follows:

#### **Brown County Library Gifts, Grants & Donations Report June 2014**

#### **Gifts & Donations**

06/01/14	Central Donation Box (various donors)	43.92	Children's Garden
06/12/14	Friends of the Brown County Library	1,336.23	Supplies
06/26/14	Friends of the Brown County Library	8,745.00	Evanced Software
06/26/14	Friends of the Brown County Library	960.00	AutoCad Software
06/26/14	Friends of the Brown County Library	106.49	Kress Supplies
06/26/14	Festival Foods	5,000.00	Children's Garden

06/01/14	Ashwaubenon	25.67	Donation Box
06/01/14	Bookmobile	6.70	Donation Box
06/01/14	East	26.41	Donation Box
06/01/14	Weyers/Hilliard	17.10	Donation Box
06/01/14	Central Circulation		Donation Box
06/01/14	Kress	14.84	Donation Box
06/01/14	Pulaski	10.10	Donation Box
06/01/14	Southwest	7.76	Donation Box
06/01/14	Wrightstown	16.76	Donation Box
	<b>Total Donations</b>	<b>\$ 16,316.98</b>	

#### Federal & State Grants

06/30/14	Nicolet Federated Library System	\$ 16.20	Continuing Education Collection
06/30/14	Nicolet Federated Library System	12,739.82	Development
06/30/14	Nicolet Federated Library System	6,242.46	Technology Grant
	<b>Total Grants</b>	<b>\$ 18,998.48</b>	

### Gifts, Grants & Donations Report July 2014

#### Gifts & Donations

07/01/14	Central Donation Box (various donors)	20.17	Children's Garden
07/03/14	Brown County Library Clerk's Union	100.00	Children's Garden
07/10/14	Richard & Helen Herlache	500.00	Weyers-Hilliard Shelving
07/10/14	MJ Knox/Aluminum Can Drive	160.00	Weyers-Hilliard Shelving
07/24/14	Friends of the Brown County Library	136.75	Leadership Program Wrightstown Operating Exp.
07/24/14	FBCL/Wrightstown Area Library Committee	2,717.46	Central Cooling Tower
07/24/14	Focus on Energy	2,000.00	
07/01/14	Ashwaubenon	11.16	Donation Box
07/01/14	Bookmobile	8.50	Donation Box
07/01/14	East	36.05	Donation Box
07/01/14	Weyers-Hilliard	19.65	Donation Box
07/01/14	Central Circulation		Donation Box
07/01/14	Kress	29.13	Donation Box
07/01/14	Pulaski	16.40	Donation Box
07/01/14	Southwest	14.03	Donation Box
07/01/14	Wrightstown	12.00	Donation Box
	<b>Total Donations</b>	<b>\$ 5,781.30</b>	

#### Federal & State Grants

07/31/14	Nicolet Federated Library System		Continuing Education
07/31/14	Nicolet Federated Library System	(2,460.14)	Collection Development
	<b>Total Grants</b>	<b>\$ (2,460.14)</b>	

### Gifts, Grants & Donations Report August 2014

#### Gifts & Donations

08/01/14	Central Donation Box (various donors)	48.75	Children's Garden
08/07/14	Brown County Library Clerk's Union	9.61	Children's Garden

08/07/14	BCCWC-In Memory of Bonnie Brosteau	16.50	Adult Materials
08/07/14	Anonymous	5.00	Denmark Programming
08/14/14	Ann Kapitz	500.00	Southwest Improvements
08/21/14	Branch Buddies of Brown County Library	1,506.15	Programming
08/21/14	Friends of Brown County Library	64.86	East Summer Reading
08/21/14	Friends of Brown County Library	129.76	Leadership Program
08/21/14	Nicolet Federated Library System-In Memory of Paul Kegel	100.00	Adult Materials
08/21/14	American Legion-In Memory of Dorothy Heinrich	20.00	Genealogy Materials
08/28/14	Wochinske Family Foundation	5,000.00	Early Literacy
08/01/14	Ashwaubenon	26.85	Donation Box
08/01/14	Bookmobile	5.25	Donation Box
08/01/14	East	31.38	Donation Box
08/01/14	Weyers/Hilliard	18.02	Donation Box
08/01/14	Central Circulation		Donation Box
08/01/14	Kress	32.83	Donation Box
08/01/14	Pulaski	13.26	Donation Box
08/01/14	Southwest	18.45	Donation Box
08/01/14	Wrightstown	19.10	Donation Box
	<b>Total Donations</b>	<u>\$</u> <u><b>7,565.77</b></u>	

**Federal & State Grants**

	Nicolet Federated Library System		Continuing Education
08/31/14	Nicolet Federated Library System	<u>1,111.42</u>	Collection Development
	<b>Total Grants</b>	<u>\$</u> <u><b>1,111.42</b></u>	

**Motion carried**

**d. Wrightstown Branch Hours of Operation**

L. Stainbrook recommended that the Library Board approve a change in the hours of operation for the Wrightstown Branch on Wednesdays from being open 1-4 pm & 5-8 pm to being open from 1-8 pm. No additional staffing is needed and the current staff members are in favor of this change. This change will provide an additional hour of service weekly to Wrightstown community residents, at no additional cost. **Motion** by V. Van Vonderen, seconded by C. Wagner, to approve the change in the Wrightstown Branch's hours of operation. **Motion carried.**

**NICOLET FEDERATED LIBRARY SYSTEM (NFLS)**

**a. Lease Negotiation**

C. Bianchi and L. Stainbrook are scheduled to meet with NFLS Director Mark Merrifield to gain information on what new sites NFLS is looking at and what the price points are. C. Bianchi noted that they should be prepared with what the Library Board is willing to offer - minimum square feet, cost per square foot, etc. The current lease is not a triple-net lease. With permission granted by BCTS, they utilize the library's broadband fiber. Their rent also includes taxes, utilities, and trash. They pay for their own custodial services.

C. Wagner reminded to compare apples to apples. There are several available properties but what does their cost include/exclude?

*Tim Nixon joined the meeting at 5:45 p.m.*

The lease has to be approved by the NFLS Board and the BCL Board. The Board advised C. Bianchi and L. Stainbrook to have additional information in order to continue their negotiating. A closed session will be scheduled at the October Board meeting to discuss this matter further.

**PERSONNEL COMMITTEE**

**a. Library Leadership Line-Up**

K. Young described the internal staff development plan as consisting of several classes that will offer staff training and growth opportunities and create an environment of change that will move the library and its service into the future. Additionally, the Library Leadership Line-Up class has begun accepting applications. This new, annual leadership program selects staff members via an application process to actively participate in a year-long training and project development process. Participants will 1. Learn what leadership is; 2. Work to explore libraries (others in the state and nationally); and 3. Develop a project that builds library leaders. Applications are under review and six will be selected to participate. Monthly meetings (about a half day) will be held and will last up to a year depending on the project. The Board would like to be kept informed of progress.

### **APPROVE LIBRARY POLICIES**

#### **a. Approve Changes to Meeting Rooms and Surrounding Grounds Use Policy**

**Motion** by J. Van Dyck, seconded by C. Wagner, to approve changing the language in the Meeting Rooms and Surrounding Grounds Use Policy to align with the meeting room contract language. **Motion carried.** This topic led to a discussion about evacuation procedures during an emergency. The library has emergency procedures in place and regularly participates in fire and tornado drills. Staff has also been trained in using AEDs and fire extinguishers.

#### **b. Review and Approve Changes to Collection Development Policy**

The proposed change is to update the library's mission statement in the Collection Development policy.

Further discussion about the Collection Development policy was prompted by Mr. Wilquet's request for review. A number of staff members are involved in the selection process for library materials. The policy defines responsibility for collection development among librarians and ultimately the Collection Development Manager and the Library Director. Choices are made based on selection criteria. If a complaint is lodged it is reviewed (staff may read, watch and make a recommendation) for inclusion in the collection as it relates to the library's overall objectives, the Collection Development Policy, the Library Bill of Rights and the American Library Association's guidelines on intellectual freedom. Conclusive information is then communicated to the person asking for reconsideration of the material. The person who filed the complaint has the option of referring their objection to the Library Board who determines if the policy was followed. In regards to Mr. Wilquet's complaint, C. Buboltz asked if policy was followed and the selection policy was. The library uses the motion picture standard as a guideline for purchasing movies. The library does not purchase X-rated films and only those who are 18 years or older may check out R-rated films. The DVD in question is R-rated.

N. Jeske asked about how the Internet filter compares with collection policy. The Board agreed that choices are personal and if you don't approve of something, you should not search for it or watch it. The Collection Development Manager reviews materials that are questioned. C. Wagner noted his uncomfortableness with one person making these types of decisions. J. Van Dyck indicated that there is not a similar rating for books and thinks there is a difference in impact when one hears or reads something versus viewing it. The review process should demonstrate sensitivity. V. Van Vonderen reiterated that we are using an industry standard with objective criteria. C. Wagner asked to include a review of the industry standards as well as a review of the process and Internet filter on the November Library Board agenda. He also added that if there are subsequent changes to policy the challenge should be reviewed again.

**Motion** by V. Van Vonderen, seconded by C. Bianchi to approve the update of the mission statement in the Collection Development policy. **Motion carried.**

### **BUDGET**

No update.

### **OLD BUSINESS**

None.

### **PRESIDENT'S REPORT**

No report.

### **DIRECTOR'S REPORT**

No additions to report included in packet.

- c. Facilities Report** Central Library's emergency lighting is almost complete. A heating source option has been added to the Kress lease space. This will separate the rental spaces' heating sources from the library space and allow for separate tracking. A main disconnect is being considered for the Ashwaubenon Branch. WPS would replace the transformer and wiring to meter socket at no cost. It will be safer and more efficient.

The lighting retrofit at Weyers-Hilliard and Kress branches has started. Test lamps are installed to monitor lighting levels. The wiring is in place for a ceiling fan at Weyers-Hilliard. The fan is on order. The parking lots at Kress and Weyers-Hilliard will be re-stripped in the upcoming weeks.

**1. Update from Facilities Committee** This committee, comprised of T. Nixon, B. Nielsen, and J. Van Dyck met for the first time with K. Pletcher, L. Stainbrook, and C. Beyler. During this initial meeting discussion took place about how to structure their work. It was agreed to first document what is needed from a safety and structural standpoint followed by a programmatic standpoint. A total cost will be figured, presented to the Library Board and upon approval, presented to the County Board. A six-month timeline was set and the committee will meet again in a couple weeks.

J. Van Dyck reported on the recent Ed & Rec meeting. K. Pletcher and T. Streckenbach had met with the Village of Ashwaubenon in regards to the village's desire to build a new community center and, in particular, if the library could be included in that center rather than continue as a stand-alone branch. The village is really too far along in the process to consider this option but it came to light that there is a developer who is looking to build a high rise and certain funding is available if public space is included in the plan. It is estimated that the high rise could offer the library up to 10,000 sq. ft. on the first floor and would also offer 50 parking spaces. The library would have to build it out. When questioned about what would happen to the current library it was told that interest has been expressed in the building. This project is in the very early stages.

J. Van Dyck also reported that Harold Kaye had attended the September Ed & Rec meeting and presented drawings of an expansion of the Southwest Branch Library. A communication to the County Board was made in August. J. Van Dyck had made a motion to refer it to Library's facilities committee and explained to Kaye that it would have to be considered with everything else - as a whole.

At County Board level, Supervisor Zima pulled the item from the agenda. A motion was made indicating the County Board's support of the addition to the Southwest Branch with a referral back to Ed & Rec (on October 1) suggesting the facilitation of finding a funding source for the proposed amount of \$150,000. J. Van Dyck made an appeal to the County Board asking them to consider giving the Library Board time to review since they had not yet seen the proposal. That consideration was not given and it was pointed out that jurisdiction of building belongs to county - not the Library Board. J. Van Dyck advocated for approving the concept only. V. Van Vonderen asked about the rule on building authority. L. Stainbrook replied that it is her understanding that the county owns the building. The interior is the Library Board's responsibility.

Paul Van Noie and Public Works have been asked to come up with a cost (working with Boldt). This cost-estimate will likely lead to discussion about the differential between an estimated \$150,000 and actual costs. The equation has to include cost of putting things and people in the addition. John Vander Leest put in a communication that half of the funds have to come from the public. In order to facilitate this discussion the Library Board has requested that staff look at the additions from a required safety and operational perspective.

The Library Board is most concerned with public safety. The proposed expanded areas do not offer any sight lines and they could impose a danger to children in particular, as well as adults. Additionally, the additional spaces would require more staff, technology reconfiguration, furniture, equipment, etc.

Other updates: The Boldt plans for the Ashwaubenon roof remodel would eradicate the issue of snow build-up on the split roof line. Public Works and County Administration suggested the roof be replaced for ~\$470,000. Some minor changes to library would take place but the plan mostly changes the structure of roof. The plan was included in the capital improvement projects for 2017. Approval to be included in the plan does not a guarantee that it will happen. In the meantime, appropriate measures are taken to make the branch as safe as possible in the winter season.

The children's bathrooms at the Central Library are problematic and currently pose a safety issue. This can be resolved by constructing new, airport-style, bathrooms and would also allow the Library to move and expand the size of the Children's Department. The proposed new location is on the east side of the building and would require relocating two staff offices. The County Executive has seen the plans and hopes to use the money bonded for Central Library. The project cost for new children's bathrooms is ~\$110,000.

**CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(g)** for the purpose of conferring with legal counsel rendering oral or written advice concerning strategy to be adopted by the Library Board with respect to litigation in which it is likely to become involved - overdue payments from adjacent county for library services provided.

**The Library Board agreed that a closed session was not required.**

Discussion took place about the settlement offer from Outagamie County that proposes payment of 60% for the bills due for 2011, 2012 and 2013. Since the amount billed is already a portion of the total cost owed, the Library Board agrees that a minimum of 75% should be paid. All future years' bills would have to be paid in full. **Motion** by T. Nixon, seconded by C. Wagner, to make a counter offer requiring 75% payment of the 2011 and 2012 bills due with payment by December 31, 2014 and all future bills paid in full going forward and on time. This is the Library Board's final offer. **Motion carried.**

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

C. Wagner asked about providing service at the new homeless shelter. The library will look at possibilities.

**MEETING SUMMARY/NEXTMEETING PLANNING**

**ADJOURNMENT**

**Motion** by V. Van Vonderen, seconded by C. Bianchi, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:30p.m.

**NEXT REGULAR MEETING**  
**October 16, 2014**  
**Central Library**  
**515 Pine Street, downtown Green Bay**  
**5:15 p.m.**

Respectfully submitted,

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