

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **February 19, 2015 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, NATHAN JESKE, JOHN VAN DYCK, and CHRISTOPHER WAGNER

**EXCUSED:** BOB NIELSEN, TIM NIXON, and VICKY VAN VONDEREN

**ALSO PRESENT:** Lori Denault, Sue Lagerman, and Curt Beyler (staff). Jim Krol, Account Representative, Trane.

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

### **II. APPROVE CONSENT ITEMS**

**A. Agenda Item V. (A) Adjacent County Billing** will be deferred to the March meeting. There were no other changes.

**B. Minutes** There were no changes to the minutes and they stand approved. **Motion** by J. Van Dyck, seconded by C. Bianchi, to approve the January meeting minutes. **Motion carried.**

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

No one from the public was present to address the Board.

### **IV. LIBRARY BUSINESS**

**A. Information Services Report** The January Information Services Report was presented and there were no questions.

#### **B. Financial Manager's Report, Bills and Donations**

There were no bills out of the ordinary. Financial reports were not presented since the books were not closed for December, 2014.

##### **1. Approve 2014 Annual Report**

There is a requirement that the annual report be approved by the Library Board prior to its due date of March 1. L Denault reviewed the data contained in the report. **Motion** by J. Van Dyck, seconded by C. Buboltz, to approve the 2014 Annual Report while giving the Board President discretion to add a statement concerning public library system effectiveness including verbiage regarding Brown County representation on the NFLS Board and also that the amount of revenue returned to the library has not been adequate in relation to the revenue generated by Brown County residents; and giving the accountant authority to make minor changes to the report if necessary. **Motion carried.**

#### **C. Facilities Report**

C. Beyler reported that the exit, emergency and exterior lighting was completed at the Central Library by Eland Electric; the Ashwaubenon and Pulaski Branches will have their check-out desks modernized with new countertops and a reduced footprint; the furnace and lighting retrofit in the leased space at Kress was completed; the lighting retrofit, fan installation and the AMH project was completed at Weyers-Hilliard; the Denmark Branch received a new 'never rust' book drop and the Ashwaubenon Branch's electrical service was updated.

**1. Trane Preliminary Energy and Facility Assessment Presentation** Jim Krol, an account representative from Trane, has worked on a number of projects for the city and surrounding area over the years. He has met with and discussed deferred maintenance as well as making improvements and using the savings realized from the improvements to pay for the improvements with County Administration. He presented the findings of a preliminary analysis report recently composed and noted that library facilities have withstood years of use. The executive summary outlined the following regarding the library system:

- o Currently spending \$170K annually on utilities
- o Administration has been a good steward of resources
- o Facility improvements could realize 15-25% reduction in annual utility costs generating between \$25K and \$42K in annual energy savings
- o Savings could yield self-fund infrastructure upgrades between \$500K and \$1M

The report outlined electrical and gas usage per location; determine an energy use index by facility and charted the findings. Also included was energy cost by square foot and source. Furthermore, the report outlined potential facility upgrade projects and included such things as asset preservation, comfort/safety, and building/efficiency.

The Trane report further outlined the financial feasibility of these projects and indicated that it is budget neutral, leverages energy and operational savings to secure funding, and offers the ability to fund over \$1M in facility improvements. The savings will pay for the improvements. A funding example cited a municipal lease plan in which payments don't start until projects are completed. The County Board would have to approve the project and the funding (similar to a bond).

The next steps in this plan would be to share the report's information with Public Works and County Administration; identify a path to accomplish a project through the County's purchasing and approval requirements; gain internal approval and move forward per State Statutes; select a performance contractor to do an in-depth audit; obtain County Board approval and implement the project(s).

J. Van Dyck asked, in addition to this concept, what the real next steps are - how do items get identified? Jim Krol replied that this report is a preliminary step created from other available information and a tour of the building. This engineers' compilation is very preliminary and doesn't indicate cost or savings. If the county sees this as a positive means of funding the project, then an in-depth audit would take place to determine projects.

J. Van Dyck asked, using the Central Library as an example, what the approximate cost would be for the audit. J. Krol replied that the larger the footprint the smaller the cost per sq. /ft. and it would probably be in the area of \$20,000 for all libraries (not including SW) but including the museum. The audit would take about three months.

C. Wagner noted that this proposal is only about infrastructure. K. Pletcher added that the library still has to be put back together and asked if that component was part of the project. J. Krol answered that this type of contracting is done in a manner that it doesn't disrupt the environment. C. Wagner asked what makes the most sense. J. Krol replied that if the intent is stay in the building for 15 years or more that it makes sense to do something but if there is consideration to build a new facility then it would be best to just keep going along as is being done.

## **2. Update from Facilities Committee**

- a. Central Library Third Floor. T. Nixon has an intern working on gathering research on an "idea incubator" that incorporates flexible and designated spaces.

## **V. OLD BUSINESS**

**A. Adjacent County Billing** This was deferred to the March Library Board meeting.

**VI. APPROVE BUDGET ADJUSTMENT REQUEST Reallocate Library tax levy dollars transferred to the Central Library Renovation Capital Project fund in 2012 for the purpose of Design and Engineering costs associated with the expansion of the Southwest Branch Library.** Because the approval of the budget adjustments was denied at the January Board meeting, the project was stopped. This action was not the Library Board's intention. The Library Board supports the project under the presumption that the County Board will fund it from other sources and not the funds that were intended for Central Library repair. K. Pletcher also voiced concern regarding operating costs as additional staffing may be needed and the library has a structural deficit. **Motion** by J. Van Dyck, seconded by C. Bianchi, to approve the budget adjustment request in the amount of \$5,500.00. **Motion carried.**

**VII. APPROVE BUDGET ADJUSTMENT REQUEST Reallocate Library tax levy dollars transferred to the Central Library Renovation Capital Project fund in 2012 for the purpose of Architect costs associated with the expansion of the Southwest Branch Library.** **Motion** by J. Van Dyck, seconded by C. Wagner, to approve the budget adjustment request in the amount of \$2,300.00. **Motion carried.**

## **VIII. ANNUAL ELECTION OF OFFICERS**

The following slate was recommended and nominated: President, Kathy Pletcher; Vice-President, Carla Buboltz; Secretary, Chris Wagner; and Financial Secretary, Chad Bianchi. Additional nominations were called for three times. There were no other nominations. **Motion** by J. Van Dyck, seconded by N. Jeske, to approve the following recommended slate: Kathy Pletcher as President; Carla Buboltz as Vice-President; Chris Wagner as Secretary; and Chad Bianchi as Financial Secretary. **Motion carried unanimously.**

**IX. BUDGET** No update.

**X. PERSONNEL COMMITTEE** The committee's next meeting is scheduled for April.

**XI. NICOLET FEDERATED LIBRARY SYSTEM** NFLS' strategic plan is being drafted with input from three other systems - Milwaukee, Waukesha and Winding Rivers - and using information from the COLAND report, WILs documents and the Division's Lean study. Each library will get one survey, exploring services provided, to complete and one consolidated report will be created from the responses received.

## **XII. PRESIDENT'S REPORT**

**a. Board representation at mandated meetings** Ed & Rec (first Thursday). C. Bianchi will attend April 2 meeting. C. Buboltz will attend the May meeting.

**XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** C. Buboltz reminded the board about the “Evening in Tuscany” fundraising event for the Wrightstown Branch Library on Saturday, March 14, 2015.

**XIV. MEETING SUMMARY/NEXTMEETING PLANNING**

**XV. ADJOURNMENT**

**Motion** by C. Wagner, seconded by N. Jeske, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:30 p.m.

**NEXT REGULAR MEETING**  
March 19, 2015  
Central Library  
515 Pine Street, downtown Green Bay  
5:15 p.m.

Respectfully submitted,

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