PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **May 14, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, TIM NIXON, JOHN VAN DYCK, and CHRISTOPHER WAGNER

EXCUSED: CHAD BIANCHI, NATHAN JESKE, BOB NIELSEN, and VICKY VAN VONDEREN

ALSO PRESENT: Brian Simons, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff). Ben Schenkelberg, architect; Harold Kaye (Brown County Supervisor); Bill Meindl (Green Bay Development News).

CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:20 p.m.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda. **Motion** by T. Nixon, seconded by C. Buboltz to approve the agenda. **Motion carried.**

B. Minutes There were no changes to the minutes. **Motion** by J. Van Dyck, seconded by T. Nixon, to approve the April meeting minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

IV. LIBRARY BUSINESS

A. Technology Report Wireless printing remains an issue. Connectivity may be tested by having staff disable wifi on their personal devices. B. Simons spoke with August Neverman (BCTS) and there may be a bigger issue that will need to be addressed. If the library is trying to attract people they have to be able to get online and the network has to be reliable.

eResource Central is installed and awaiting final configuration. This product allows the patron to download an e-book directly from the catalog instead of going to the vendor's website.

Unspent e-rate funds will be used to purchase technology for all branches, usable by the public, such as large screens, smart boards, HD projectors, etc.

B. Financial Manager's Report, Bills and Donations

No financial report.

C. FACILITIES REPORT

1. Facilities Committee Update The committee, together with administrative staff, met with Jeff Kanzelberger from Performa, Inc. to share ideas about process as it relates to the Central Library. Discussions suggested focusing on services and programming and then concentrate on the building. The Facilities Committee directed the administrative team to develop a timeline and determine the library's programming needs.

2. Southwest Branch Addition Update C. Beyler walked the Board through plan revisions with architect, Ben Schenkelberg. The plan includes increasing public computers by 6 for a total of 20; adding two small study rooms (4-person) and one larger meeting room; increased storage; and a patio with fence. Other additions include a 7-foot wide sidewalk along building up to parking lot and extending around to the front. A new mechanical room will house its own HVAC system. C. Wagner asked about the current office windows. The infrastructure of the existing building will stay the same and the windows will be blocked in. Discussion took place about carpeting and if this would be an opportune time to update the entire building. **Motion** by T. Nixon, seconded by J. Van Dyck, to approve the basic design and concepts as presented including one-time costs, and bid separately for carpeting in the existing building. **Motion carried.** Ben Schenkelberg commented that the whole addition can be built with very little disruption to library – no dust and no noise. Other concerns expressed by C. Wagner included parking for contractors and what length of time parking for library patrons would be impeded. Being part of the actual bid and unknown at this time, it could only be estimated at 3 months. H. Kaye commented that he looks forward to moving forward on this project.

C. Beyler reviewed a spreadsheet of one-time and recurring costs associated with the expansion. Further discussion took place over who has jurisdiction over this project – the library or Public Works? It is a Public Works project but C. Beyler will work with Dale Denamur (BC Purchasing) on the bid process. J. Van Dyck asked if the City of Green Bay had been contacted about the number of required parking spots. Schenkelberg didn't think there would be an issue. B. Simons will confirm with the Mayor.

V. BUDGET

Work on the 2016 budget is underway. There are a few opportunities for savings related to digital magazine subscriptions depending on a decision the OverDrive state consortium makes. Additionally, NFLS is considering purchasing certain databases which could also result in savings if the library is currently purchasing the same ones. Other cost-saving measures were discussed. Brian's goal is to deliver a balanced budget with tough decisions outlined as well as the associated impact.

A "Donate Now," button was added to the library's website. It was suggested to list specific items that are needed and the associated price.

C. Wagner asked what the costs were for the East Branch, whose lease expires in February 2018, and if other options should be considered – like the GB Education Association building. There is a lot of property on the east side. B. Simons, C. Beyler and K. Young met with Bellevue's administrator and planner to discuss the potential of a library in Bellevue. B. Simons reported three sites were mentioned and conversations will continue to take place. The Facilities Committee would like to know the terms of the East Branch lease.

Discussion about the capital improvement plan (CIP) and what project would meet the threshold ($250,000 minimum). One project, that would fill in the roof at the Ashwaubenon Branch would cost ~ $450,000 – 475,000, but C. Beyler has options to do it for less. This would reduce or eliminate ice slides and prevent further deterioration of one of the staircases. Currently, the concrete slabs are drifting away from the building resulting in gaps up to and inch and a half. C. Beyler will see what repairs are necessary for safety reasons and see if it meets the CIP threshold.

The parking lot at Central will not be redone but it can be striped. The maintenance staff is patching it as needed. While it is in need of much repair, it doesn't meet threshold of the CIP. J. Van Dyck suggested talking to Public Works about asphalt. The reduction of grassy island and moving transformer near the Central Library's drive –up bookdrop will be included in the budget.

VI. APPROVE APPROPRIATE LIBRARY BEHAVIOR POLICY

B. Simons gave background on the modifications made to the policy. The new policy moves toward consistency, simplicity and clearly defines consequences for violation. Staff will be coached on dealing with behavior issues and corresponding incident reports. Sarah Krouse, managing librarian from the Wisconsin Resource Center who interacts with inmates from the DOC, worked with Central Library staff on strategies and techniques to deal with behavior problems. Individuals can be banned from the library because of problem behavior. There is an appeal process as well as opportunity to have privileges reinstated after 6 months.

The revised policy also allows food and drink in library but not at the computers. J. Van Dyck feels that policy won't stop inappropriate behavior.

Motion by T.Nixon, seconded by C. Buboltz, to approve the modified behavior policy. J. Van Dyck – nay. **Motion carried.** C. Buboltz noted that this is really a change in procedure.

VII. APPROVE ALL DAY CLOSURE ON FRIDAY, SEPTEMBER 25, 2015 FOR STAFF DEVELOPMENT DAY

Motion by T. Nixon, seconded by J. Van Dyck, to approve an all-day closure on September 25, 2015 for Staff Development Day. **Motion carried.**

VIII. APPROVE TABLE OF ORGANIZATION CHANGE RENAMING LIBRARY DIRECTOR TO EXECUTIVE DIRECTOR **Motion** by T. Nixon, seconded by C. Wagner, to change the Table of Organization renaming Library Director to Executive Director. **Motion carried.**

IX. OLD BUSINESS None.

X. PERSONNEL COMMITTEE The Personnel Committee met with B. Simons to establish expectation goals and performance, based on the position description, for his first six months. A formal review will be conducted at six months. K. Pletcher had discussed a 360 review with the Administrative Team and will initiate the process in early June.

XI. NICOLET FEDERATED LIBRARY SYSTEM No meeting. B. Simons attended the Advisory meeting and reported that the County Executive is looking for one or two new NFLS board members.

XII. PRESIDENT'S REPORT K. Pletcher recognized K. Young and Kim Decur (Weyers-Hilliard Branch staff) for their presentation on Leadership Line-Up at the WAPL conference. Andrea Stepanik and Chad Robinson (Central Library staff) also presented on the online reader's advisory tool they developed - Future Favorite Reads.

XIII. LIBRARY DIRECTOR'S REPORT B. Simons reviewed a list of prioritized projects and mentioned that some are happening naturally. He recently met with Supervisors Lund and Katers. Supervisors Zima and Kaye are scheduled for a library tour. He also attended the Rotary Foundation dinner and met several people. C. Wagner suggested contacting and getting to know local service clubs. Brian and staff from the Research Department will present on business resources to Green Bay Chamber staff. A recent tour of NWTC with the Administrative team is driving the changes at the Central Library – staff offices were transitioned into Think Tanks (4 person study rooms) and one conference room on second floor (8-12 person). Long-time staffer, Chad Robinson is taking new position at Elkhorn. The open position creates opportunity to review the Table of Organization.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW
J. Van Dyck suggested that it might be advantageous to meet with Pat Webb, David Steffen, and John Macco regarding the excess revenue from the sales tax.

XV. MEETING SUMMARY/NEXT MEETING PLANNING

XVI. ADJOURNMENT
Motion by J. Van Dyck, seconded by T. Nixon, to adjourn the meeting. **Motion carried.**

The meeting adjourned at7:08 p.m.

NEXT REGULAR MEETING
June 18, 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