PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **January 21, 2016** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: CHAD BIANCHI, NATHAN JESKE, DAVID RUNNING, JOHN VAN DYCK, and JOHN VANDER LEEST

EXCUSED: MIKE AUBINGER, BOB NIELSEN, and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff)

CALL TO ORDER

Financial Secretary Chad Bianchi called the meeting to order at 5:17 p.m.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda. **Motion** by J. Vander Leest, seconded by J. Van Dyck, to approve the agenda. **Motion carried.**

B. Minutes There were no changes to the minutes. **Motion** by J. Vander Leest, seconded by D. Running, to approve the December 17, 2015 and January 11, 2016 minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

Since new board members were in attendance, the Board introduced themselves.

IV. ANNUAL ELECTION OF OFFICERS

B. Simons indicated that the election could take place but because several board members were absent it might be better to defer it to February.

Motion by J. Vander Leest, seconded by N. Jeske to defer the election to the February meeting. **Motion carried.** Due to the board make-up, C. Bianchi and C. Wagner became the nominating committee.

V. LIBRARY BUSINESS

A. Technology Report BCTS has given us better wireless adapters to test and they have been a big improvement. A meeting was held to continue exploring fiber possibilities for the Denmark library and high school. One such possibility would be two 1 GB connections – one for the county and one for Denmark High School. Pulaski is getting a fiber connection of 1GB (negotiated by BCTS) and is slated to go live in July. **Motion** by J. Vander Leest, seconded by J. Van Dyck, to receive and place the Technology Report on file. **Motion carried.**

B. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. There was not a financial report since the 2015 books are not yet closed.

C. FACILITIES REPORT Southwest: shelving rearranged; sheetrock, windows and exterior doors installed; exterior masonry is underway; interior painting, ceiling and furnace due to be complete in the next week. Central: theatrical lighting in auditorium is installed and complete; Auditorium and Meeting room upgrade slated for completion in mid-May. The auditorium will include hearing loops. The projector and screen will be installed mid-February. The Green Bay Press-gazette will be one of the first organizations to use new equipment when they host their Kids in Crisis live streaming town hall event. Specs, from Boldt, on the meeting rooms and auditorium project should be received and ready for posting in a couple weeks. New desks are in place at check out and in the Reference Department. Cost and design for a commercial kitchen at Central will be explored.

VI. BUDGET There were no changes to the budget. Staff response to additional money for programming and continuing education has been overwhelmingly positive. **Motion** by J. Vander Leest, seconded by J. Van Dyck, to receive and place on file. **Motion carried.**

VII. OLD BUSINESS

A. Approve 2016 Pay for Performance Structure B. Simons reviewed the 2016 Pay for Performance structure including the wage percentage allocated and the number of staff affected.

23 employees/positions were not eligible (LTE, new hire, or a recent position transfer resulting in promotion);

Needs Improvement, 2 employees 0%; Developing (making progress), six employees 1.5%; Excellence, 77 employees 2.5%; and Distinguished, nine employees (4.35%).

Motion by J. Vander Leest, seconded by D. Running to approve the 2016 Pay for Performance structure. **Motion carried.**

VIII. NICOLET FEDERATED LIBRARY SYSTEM

A. APPROVE 2015 COLLECTION DEVELOPMENT GRANT EVALUATION REPORT **Motion** by J. Van Dyck, seconded by D. Running, to approve the 2015 Collection Development Grant ($25,326) Evaluation Report. **Motion carried.** J. Vander Leest asked about relationship with NFLS. BCL is resource library for NFLS and the library feels like the amount of money received is good, but what we get is different from other member libraries. If we weren't in the system, NFLS would receive different funding. A reform effort among library federated systems that would result in consolidation is going on through the Department of Public Instruction.

B. APPROVE 2016 COLLECTION DEVELOPMENT GRANT APPLICATION **Motion** by J. Van Dyck, seconded by N. Jeske, to approve the 2016 Collection Development Grant Application in the amount of $25,368. **Motion carried.**

C. RESOURCE LIBRARY AGREEMENT (RLA) UPDATE A draft copy was distributed and suggested changes were discussed. The Board directed B. Simons to move forward on proposed changes.

IX. PRESIDENT'S REPORT **None**.

X. LIBRARY DIRECTOR'S REPORT B. Simons reported one budget decision was made to exclude a library vehicle. A van would have been used for outreach. Because of that decision, the options for delivery of outreach collection to senior housing became the library vehicles or county vehicles (Prius or van). Library vehicle are used by the Maintenance staff and filled with their supplies. The county's Prius is too small and the county minivan died with no intention of replacement. As a solution the library is renting a van from U-Haul. This will cost ~$1,200 annually. A vehicle could be a consideration for the 2017 budget. Ideas were shared for obtaining a vehicle – a possible grant through the Greater Green Bay Community Foundation, affordable used vehicle, and seeking previous supporters.

A Lean Six Sigma project focused on materials collection selection. The number of selectors was scaled from 19 to 8. The result will not only be that selectors have a greater focus, but other staff will also have a more dedicated role where a greater level of expertise can be developed. Monetarily, there will likely not be a reduction of cost, but there will be a more efficient use of the funds we are currently spending by more efficiently using staff time. Additionally, a better, more timely acquisition of materials will benefit the patrons.

Associated Bank has presented an opportunity for staff workspace furniture.

The recent HGA meeting with staff focused on the current state at each location followed by a meeting with attending Board members. The next session on February 9 will be structured in a similar manner but focused on the library's future state.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW N. Jeske asked about the policy review timeline. This will be included on the March meeting agenda.

XV. ADJOURNMENT

Motion by N. Jeske, seconded by J. Vander Leest, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:20 p.m.

NEXT REGULAR MEETING
February 18, 2016
Central Library
515 Pine Street, downtown Green Bay
5:15 p.m.

Respectfully submitted,

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