PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **February 18, 2016** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: MIKE AUBINGER, NATHAN JESKE, BOB NIELSEN, DAVID RUNNING, JOHN VAN DYCK, and CHRISTOPHER WAGNER

EXCUSED: CHAD BIANCHI and JOHN VANDER LEEST

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

CALL TO ORDER

Secretary Christopher Wagner called the meeting to order at 5:15 p.m.

II. APPROVE CONSENT ITEMS

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

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

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

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

IV. ANNUAL ELECTION OF OFFICERS

C. Bianchi and C. Wagner, acting as the nominating committee, recommended and nominated the following slate: President, Mike Aubinger; Vice-President, Nathan Jeske; Secretary, Chris Wagner; and Financial Secretary, Chad Bianchi. Additional nominations were called for three times. There were no other nominations. **Motion** by B. Nielsen, seconded by D. Running, to approve the following recommended slate: Mike Aubinger as President; Nathan Jeske as Vice-President; Chris Wagner as Secretary; and Chad Bianchi as Financial Secretary. **Motion carried unanimously.**

V. LIBRARY BUSINESS

A. Technology Report Printing on the wireless network continues to be experimented with. BCTS is exploring the possibility of using a print server which would allow the printers to be connected to the wired network.

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.

i. **Approve 2015 Annual Report** A draft of the report was distributed and B. Simons described and reviewed the various sections with the board. There were no suggested changes. **Motion** by J. Van Dyck, seconded by C. Wagner to approve the 2015 Annual Report. **Motion carried.** L. Denault will finalize the report and submit it.

ii. **Approve Financial Secretary's Report**

In C. Bianchi's absence, L. Denault reported and reviewed the following Special Library Funds as of 12/31/15:

Lester Wood Trust Fund $ 19,099 designated for the maintenance of the Central Library Wood Memorial Garden:
Principle balance $13,432 and interest balance: $5667; $170 interest income was earned in 2015.

Fredericka Crane Trust Fund $ 8848 designated for the purchase of art and music books:
Principle balance: $8,604 and interest balance: $244; $79 interest income was earned and $43 was expended for books in 2015.

Coin-Op Fund $102,726 established as a special fund for public use copy machines and printers.
Copy and print revenues in 2015 were $41,808, and expenditures totaled $18,081. It was recommended that if there were projects, this fund could be used for those projects to spend it down.

Monies held at the Greater Green Bay Community Foundation are for library improvements.

Motion by N. Jeske, seconded by B. Nielsen, to approve the Financial Secretary's report. **Motion carried.**

C. **FACILITIES REPORT** Progress continues at the Southwest Branch, and bids for the Central Library auditorium remodel are due in early March. Raasch has been contracted with for design and engineering of the Central Library parking lot.

i. **Proposed 425 Bonded Fund Allocations** A list of project ideas that could be funded from the 425 fund was distributed. These projects varied in amounts from $32,000 to over $200,000. The Board asked B. Simons to rank and prioritize them, taking into consideration how they may align with the Facilities Master Plan being drafted by HGA.

VI. BUDGET No report.

VII. OLD BUSINESS None

VIII. NICOLET FEDERATED LIBRARY SYSTEM

A. RESOURCE LIBRARY AGREEMENT (RLA) UPDATE B. Simons is waiting to receive the NFLS board-approved agreement back from Mark Merrifield and expects to have it at the March meeting for Library Board approval.

IX. PRESIDENT'S REPORT None.

X. LIBRARY DIRECTOR'S REPORT

The recent HGA meeting with staff focused on the future state of each library location followed by meeting with attending Board and about a dozen community decision makers. A draft of the final report is expected in late March.

The week long Food for Fines Amnesty was very well received. While $3,307.25 were forgiven, an additional $2,044.28 were paid, which is within range of what a typical month for fine payment would be. The amnesty generated a lot of good will with our patrons and it was overwhelmingly appreciated. Patrons also felt good about being able to clear their library card of fines and help the food pantry. Over 1500 pounds of non-perishable goods were collected and donated to Paul's Pantry.

A patron told us that because of going to the library's Intro to Computers and Internet class, he has now made the investment of getting Time Warner Internet access at his home.

The Learning in Retirement technology classes we are facilitating for UWGB are at capacity with a waiting list of over 130.

Technically, March is supposed to be when the Director's annual review from the Board is to take place per the employment agreement B. Simons signed. However, because the entire Personnel Committee is no longer on the Board, Simons will provide the 6 month review materials to the Board so the review process can be scheduled soon.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

XV. ADJOURNMENT

Motion by N. Jeske, seconded by J. Van Dyck, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:05 p.m.

NEXT REGULAR MEETING
March 17, 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

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A special meeting was held on **February 9, 2016** at **5:00 p.m.** at the **Brown County Kress Family Branch Library, 333 N. Broadway, De Pere, WI**

PRESENT: NATHAN JESKE, BOB NIELSEN, DAVID RUNNING, JOHN VAN DYCK, and CHRISTOPHER WAGNER

EXCUSED: MIKE AUBINGER, CHAD BIANCHI, and JOHN VANDER LEEST

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); David Lang and Jane Dedering (HGA); Garritt Bader, Jeff Mirkes, Perry Sieber, Wa Yia Thao, Allyson Watson, Craig Beyl, Dennis Rockhill, Kevin Vonck, and Adam Hardy (community leaders).

CALL TO ORDER

The meeting convened at 5:00 p.m.

I. APPROVE/MODIFY AGENDA

There were no changes to the agenda.

II. FACILITIES MASTER PLAN WORKSHOP FACILITATED BY HGA, INC.

David and Jane presented on their brainstorming session with staff. Discussion was held among HGA, board members, staff, and community leaders about the library's relevance in the future; their locations; and defining the library's identity.

III. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

XV. ADJOURNMENT

The meeting adjourned at 7:30 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