PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **June 16, 2016** at **5:15 p.m.** at the **Brown County Wrightstown Branch Library, 615 Main Street, Wrightstown, WI**

PRESENT: MIKE AUBINGER, CHAD BIANCHI, NATHAN JESKE, DAVID RUNNING, JOHN VAN DYCK and CHRISTOPHER WAGNER

EXCUSED: BOB NIELSEN and JOHN VANDER LEEST

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); Kathy Pletcher, Denmark; Carla Buboltz, Wrightstown; and Beth Lemke (Neville Public Museum).

CALL TO ORDER President Aubinger called the meeting to order at 5:37 p.m.

II. APPROVE AGENDA AND MINUTES

There were no changes to the agenda or minutes. **Motion** by Van Dyck, seconded by Bianchi, to approve the agenda and the May minutes. **Motion carried.**

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

IV. LIBRARY BUSINESS

A. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. The library is still short about $32,000 in meeting its turnover reduction of $65,000. There may be savings in utilities and BCTS chargebacks which could offset turnover reduction. **Motion** by Jeske, seconded by Running, to approve the May 2016 financial report and May, 2016 Gifts, Grants and Donations as follows:

Brown County Library
Gifts, Grants & Donations Report
June 2016

Gifts & Donations

06/01/16	James & Anita Hayes	100.00	Southwest Improvements
06/10/16	Friends of Brown County Library	1,627.94	Program Supplies
06/10/16	Literacy Green Bay	50.00	Summer Reading Adventure
06/15/16	Demco (disc drive)	274.90	Summer Reading Adventure
06/15/16	Anita Sevcik	100.00	Electronic Books
	Ashwaubenon	18.28	Donation Box
	Bookmobile		Donation Box
	East	41.75	Donation Box
	Weyers/Hilliard	27.04	Donation Box
	Central Circulation	32.01	Donation Box
	Kress	41.57	Donation Box
	Pulaski	12.00	Donation Box
	Southwest	7.88	Donation Box
	Wrightstown	13.07	Donation Box
	Total Donations	**$ 2,346.44**	

Motion carried.

V. FACILITIES REPORT

Central Library: lower level is nearly complete; new doors are nearly all hung and the Nanawall will be installed next week. The parking lot is finished and one catch basin was replaced. A storm drain was replaced in the lower level, including 2 wye fittings. Brian and Curt are going to try and trace the lines so future situations/issues might be identified. Cracks form on top of pipes and a

lot of water and pressure causes water to be forced out. Wagner suggested using a camera for some of this exploration. Jeske asked if the building's climate could be adding to the deterioration of the pipes.

Tw0 15x15 areas in front of the East Branch were cleared out and re-landscaped. NEW Lutheran constructed benches and tables; library staff Installed 32 plants, and pavers will be added for accessibility. Credit for this project goes to NEW Lutheran, BCL and Gnome Games (financial support).

Resolution to authorize the use of bonded funds for library Renovation: Public Restrooms
This was approved at full County Board last night. The request was originally for $250,000 for six public bathrooms but after Boldt looked at code more closely, it was determined that eight bathrooms would have to be renovated. This change leaves a shortfall of about $39,000. The resolution was amended on the floor of the County Board Meeting to $289,695 which includes funds for the eight restrooms and the Boldt design fees, plus a 5% contingency. The Library Board will call a special meeting next week to approve the bid and ensure the funds are encumbered by July 1.

VI. DISCUSSION AND POSSIBLE ACTION REGARDING HGA FACILITIES MASTER PLAN Van Dyck suggested a separate meeting to discuss the plan. Simons noted that the plan is what we asked for – it is based on our needs and each need has options. Wagner wondered about safety and security since there was no mention of walkability/bike racks, etc. Simons replied that individual building safety would come into play with next step. Jeske commented that it should be the charge of the person/agency advocating for co-location and not that of the library's. Since the County's spending for 2017 is already committed, the library should start planning for 2018. Much of the August Library Board meeting will be dedicated to discussing the HGA report. The report will be emailed to County Supervisors so that they have the opportunity to review it before the August meeting.

VII. PRESIDENT'S REPORT None.

VIII. LIBRARY DIRECTOR'S REPORT Simons reported that the Governor's Archives Award for Advocacy will be presented to Mary Jane Herber on October 6 with a reception to follow prior to a Local History Series program. Another $10,000 match gift for Ashwaubenon was received. The Einstein Project gifted an art sculpture for the children's edible garden. BC Library was Wisconsin's Library of the Month through Badgerlink.

A process for preparing the 2017 budget was proposed as follows: Library builds an acceptable budget with Board's direction prior to receiving the levy amount. The Board would approve what the library needs. Adjustments to that budget would then take place to meet the levy. Then the next step would be for Ed & Rec to approve one or the other or somewhere in between. This process is very similar to the one used by municipal libraries. The Board advised to base the budget on what is needed to maintain operations coupled with additional needs and not necessarily hold to an overall percentage increase. The Board would like to review three years of actuals; current budget (approved); 12-month estimate; and the 2017 budget.

Staff and Lemke left the meeting at 7:00 p.m.

CLOSED SESSION:
IX. OPEN SESSION: DISCUSSION AND POSSIBLE MOTION TO COVENE IN CLOSED SESSION
Motion by Running, seconded by Jeske, to move into closed session at 7:01 p.m. Roll call vote: Aye: Bianchi, Van Dyck Running, Jeske, Aubinger, and Wagner. Nay: None. **Motion carried.**

X. CLOSED SESSION PURSUANT TO WIS. STAT § 19.85(1)(C) FOR THE PURPOSE OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY – STAFF COMPENSATION AND PERFORMANCE EVALUATION OF DIRECTOR

XI. RECONVENE IN OPEN SESSION: APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION
Motion by Bianchi, seconded by Running, to move into open session at 8:43 p.m. Roll call vote: Aye: Bianchi, Van Dyck Running, Jeske, Aubinger, and Wagner. Nay: None. **Motion carried.**

Motion by Van Dyck, Seconded by Bianchi to retroactively award B. Simons the pay raise as defined by his employment agreement. **Motion carried unanimously.**

XII.OLD BUSINESS

XIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW