

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **October 16, 2008 at 6:00 p.m.** in the **Board Room** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** TERRY WATERMOLEN, DENISE BELLMORE, JOHN HICKEY, PAUL KEGEL, KIM LAPLANTE, KATHY PLETCHER, TONY THEISEN and PAUL SCHIERL

**ABSENT:** CARLA BUBOLTZ

President Terry Watermolen called the meeting to order at 6:00 p.m.

### AGENDA

There were no modifications to the agenda. **Motion** by Pletcher, seconded by Hickey, to approve the agenda. **Motion carried.**

### MINUTES, BILLS and COMMUNICATIONS

There being no changes or modifications, the September meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

No communications were received.

### OPEN FORUM FOR THE PUBLIC

No one from the public was present.

### FACILITIES REPORT

**FGM Arch update** Architect Lonn Frye asked to have until the November meeting to prepare his final report. Board input will be considered in the final report compilation. Based upon the draft report, Lynn identified and discussion was held on the following 10 areas: Popular/Teen Collection; Audio-Visual Collection; Special Collections; Meeting Rooms; Friends/Book Sale Space; Drive-Up Book Return; Toilets; Café/Social Space; Circulation Workroom; and Staff Lounge. Discussion included flexibility in space; moving forward with improvements that could be done now that are pertinent to the operation of the library; examining the needs of library users and having a good understanding of their future needs; and prioritizing the suggested improvements. Paul Schierl also suggested following through on the recommendations that could be accomplished now without a significant outlay of funds. Lynn will pass on the Board's comments to Lonn Frye.

Bob Rocque reported that Central Library HVAC bearing repair was about \$5000; a drain in the Kress parking lot was sinking and due to a shortage in salt, we could see an increase in cost. The HVAC at the Ashwaubenon Branch is complete.

### ACCOUNTANT'S REPORT

**a. Financial report** Lori Denault reported that the I.S. chargebacks were not yet posted and noted that the Building, Repair and maintenance line item did not yet reflect the approximate \$14,000 transfer for the elevator repair. **Motion** by Pletcher, seconded by Kegel, to approve the financial report. **Motion carried.**

#### **b. Acceptance of gifts, grants and donations**

**Motion** by Kegel, seconded by Pletcher, to accept the gifts, grants and donations as follows:

#### **September, 2008**

##### **Gifts & Donations**

Friends of the Brown County Library	1,039.41	SW Shelving
Friends of the Brown County Library	1,434.24	Ash Shelving
Friends of the Brown County Library	1,430.59	Wri Display Case
Sandy & Jay Walters - In Memory of Phyllis Hall	40.00	SW Materials
John Hall - In Memory of Phyllis Hall	715.00	SW Materials
Peggy Welsh - In Memory of Phyllis Hall	25.00	SW Materials
Nancy Stimart - In Memory of David L. Hall	1,000.00	Large Print Materials



hwaubenon	28.41	Donation Box
Bookmobile (donations were received at the end of Aug)		Donation Box
East	34.72	Donation Box
Weyers/Hilliard	59.25	Donation Box
Central Circulation (donations were received at the end of Aug)		Donation Box
Kress	23.00	Donation Box
Adult Services	21.82	Donation Box
Pulaski	62.90	Donation Box
Southwest	8.75	Donation Box
Wrightstown	11.67	Donation Box
<b>Total Donations</b>	<b>\$ 5,934.76</b>	

**Federal & State Grants**

Nicolet Federated Library System	\$ 329.80	Continuing Education
Nicolet Federated Library System	2,266.91	Collection Development
<b>Total Grants</b>	<b>\$ 2,596.71</b>	

**Motion carried.**

**NICOLET FEDERATED LIBRARY SYSTEM**

**a. Monthly update** Library Board members that serve on the NFLS Board will resume presenting updates from the NFLS board meetings to the Library Board. Lynn passed around a survey she received from NFLS regarding interest and desired topics of discussion for the Trustee Day NFLS is planning in the spring. She will also email it to the Board so they can reply. Paul Kegel commented that the communication process continues to be positive. Paul Hickey and Denise Bellmore agreed that Brown County representatives are getting to know other county reps better. Terry commented that communication with NFLS has steadily improved and that it needs to keep building and progressing. Lynn will organize 3-5 select board members to assemble the Library Board's expectations to present to NFLS on a regular basis.

**b. Lease** Lynn is waiting to receive the lease back from NFLS which they have had since May. Mark has indicated that there were going to be major changes to the lease and he had attorneys reviewing the language. Timing is becoming critical because the lease expires at the end of the year and the timetable is such that the NFLS Board still has to review and approve the lease before it is returned to the Library Board for review and acceptance or revision. Mark wanted a qualified real estate attorney that was not working for a firm or doing business in any way with Brown County involved to sort out questions that remain on square-footage prices. Mark is looking for all alternatives to be spelled out even further. The expectation was that the lease was in good form, barring minor changes. It concerns Lynn that the lease is being dragged out. The lease has not been shared with the NFLS board and they don't meet again until December. The lease expires December 31, 2008.

**c. Resource Library Agreement (RLA)** There seems to be agreement regarding some items in the Resource Library Agreement. Additional language regarding commitments to potential migration to OWLSNET could be included. Discussion took place on exploring merging with another library system.

**2009 Budget**

In addition to the increased funding for the book budget, supervisor reclassification and utilities, and per the facilities' budget, \$250,000 was earmarked for bonding. Based upon Information Services' recalculations, the I.S. chargebacks increased significantly. According to Bill Dowell, \$100,000 is held for the engineering assessment, and some monies designated for emergency repairs related to the future infrastructure of the Central Library. Also, \$100,000 would be applied for automation but there are questions on bonding for an ILS in general. Terry, Kathy, Lynn, Mary and Lori are meeting with the County chair and vice-chair to explain what those increases are and why they are important. Lori Denault distributed a financial overview of the budget numbers. The same information will be presented to the Ed & Rec committee as well. The bonding process was discussed and further explained.

**President's Report**

No report was presented.

**Director's Report**

Lynn distributed her monthly activity report. FGM Arch is planning on attending the November meeting and it was suggested that it would be a good idea to keep Mayor Schmitt informed of the plans as they progress because of the potential impact on the city's development plans. The city has a planning meeting every Wednesday morning and the architects are welcome to present there. The Board felt that waiting until there was a finished project/proposal would be more beneficial than using the draft that is currently available. FGM will provide renderings which will prove useful in presenting the space needs analysis to individuals and organizations. It would be equally important to keep the Redevelopment Authority informed. The PC Reservation contracts have been signed and the next step will be pre-install testing. Language will be written into the engineering assessment RFP indicating that service proposals are negotiable. The open Librarian III position will be posted and will include system-wide responsibilities.

**Such other matters as are authorized by law**

None.

**Adjournment**

**Motion** by Pletcher, seconded by Schierl to adjourn the meeting. **Motion carried.** The meeting adjourned at 8:50 p.m.

**NEXT REGULAR MEETING**

November 20, 2008

Central Library

Board Room

6:00 p.m.

Respectfully submitted,  
John Hickey, Secretary  
Sue Lagerman, Recording Secretary