

# PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **October 20, 2022** at **5:15 p.m.** at the Central Library, 515 Pine Street, downtown Green Bay, WI, 54301

**PRESENT:** BRIAN ANDERSON, ANNETTE AUBINGER, DAVID RUNNING, MARISSA MELI, KATHY PLETCHER, KIM SCHANOCK, JAYME SELLEN, JOHN VAN DYCK and WENDY WOODWARD.

**EXCUSED:**

**ALSO PRESENT:** Sarah Sugden Emily Rogers, Sue Lagerman, Linda Chosa, and Curt Beyler (staff). Ryan Lent, Concord Group, and WLUK-Fox 11.

**1. CALL TO ORDER** President Anderson called the meeting to order at 5:18 p.m. Introductions were made to Kim Schanock. Ryan Lent from the Concord Group was also introduced.

**2. APPROVE/MODIFY AGENDA AND MINUTES** Anderson proposed deleting agenda item 7. B. i, Pulaski Branch due to the tragic accident that has disrupted the community. This conversation will resume next month. **Motion** by Pletcher, seconded by Running, to approve the modified agenda and the September and October special meeting 2022 minutes. **Motion carried.**

**3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC** The topic of Local History Series program tonight at 6:30 pm is the historic dugout canoe discovered at Lake Mendota.

## **4. DISCUSSION AND POSSIBLE ACTION REGARDING MODIFIED CAPITAL PROJECTS PLAN**

A revision of the plan was distributed. Costs were increased to reflect inflation. Revisions were also made to the timing of the phases. Chosa commented that this is the same document distributed last month. It illustrates the original \$20M sales tax and an increase of 25% inflation for some projects. There are now years affiliated with phases and some projects have been re-prioritized. Running reiterated that the East and Ashwaubenon branches are priorities and he would like to maintain the initial amounts for projects. Pletcher asked if we expect to receive additional monies from the sales tax to cover the inflationary costs. This document was created in preparation of an ask. Van Dyck suggested removing increased costs from projects where money has already been committed (Wrightstown and Pulaski) the lower level at the Central Library since bids are already being received. Denmark should remain at original allocation as well. The purpose of the document is for internal planning.

The Library staff would like the Board's endorsement of this plan, taking into consideration suggestions made. It was suggested that an accompanying narrative would be helpful in understanding the spreadsheet and keeping the total sales tax needed in a different bucket (cumulative amount). Anderson directed staff to keep working on it and bring it back to the Board next month.

### **A. Cotter Family/Wrightstown Partnership**

This is still in process and staff working with the Cotter family. This is a unique (non-county) partnership.

## **5. PRESENTATION, DISCUSSION, AND APPROVAL OF NEW EAST BRANCH DESIGN**

Beyler shared the final drawings for the new East Branch that include outside areas and gardens, floor plans, and images of the façade and interior spaces.

Shelving was determined after an analysis of the collection (current and future). Change in collections size was anticipated. Van Dyck questioned the amount of space allocated for staff. Discussion took place and it was stressed that the materials handling space was important to the operation of the library and its day-to-day business.

Timeline: If the plans are approved tonight, the project would be posted early next week, 10/25; a site visit would take place on 11/3; construction documents/estimates would be presented at the Library Board meeting on 11/10; and bids would be due on 11/22. Board approval of low bid & alternates would take place in late November at a special meeting of the Board. It would move on to Ed & Rec on 12/7 and the County Board on 12/21. A finished contract would be available in the New Year.

**Motion** by Woodward, seconded by Running, to approve the new East Branch design as presented. **Motion carried.** Schanock expressed that the Board will be impressed by the energy the new space will create. Lent thinks the library will receive great bid coverage.

**6. APPROVAL OF PROJECT 2545 – CENTRAL LIBRARY FLEXIBLE MEETING ROOM AV SYSTEM, OPTION 2 – 4K 10 GB TO BE AWARDED TO ARROW AV GROUP IN THE AMOUNT OF \$197,432.75 OF ALLOCATED ARPA FUNDS**

**Motion** by Van Dyck, seconded by Pletcher, to approve Project 2545 and award to Arrow AV Group in the amount of \$197,432.75. **Motion carried.**

**7. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

**A. FINANCIAL MANAGER UPDATE**

**I. Financial, and Gifts, Grants, and Donation Reports** Chosa distributed the September financials. Personnel costs are 5% under budget; turnover savings has been met with benefits savings; and operating expenses are 3% under budget. Fines and fees revenue has a 30% shortfall. Met turnover savings for personnel under budget. Operating under 3%. Utilities are currently over budget but Chosa anticipates making up any differences from other accounts that are under budget.

The donations report has been modified to show gifts segregated into Gifts and Donations, Sponsorships (programmatic and reimbursements), and Donation Box.

**B. FACILITIES UPDATE** None.

**I. Pulaski Branch** - Struck from agenda.

**C. PERSONNEL UPDATE** Rogers reported the following personnel changes:

**Exits:** Conrad Kamschulte, Kress Clerk and David Bobka, Circulation Clerk.

**Successful Candidates:** Mallory Shefchik Southwest Clerk and Eileen Metzler, Ashwaubenon Associate.

**Open Searches:** two Kress Clerks, a Pulaski Associate, and a Research Librarian in Central Adult Services.

The recent Staff Development Day took place in partnership with NFLS and the day's speaker was from NWTC. The WI Library association (WLA) conference takes place the first week of November in Lake Geneva. Two staff, Amy Greatens and Katie Boettcher are presenting and many staff are attending. Al Hughes presented on safety training – in-library and for NFLS libraries.

**D. COMMUNICATIONS/PROGRAMMING UPDATE**

Lagerman reported that the Friends Fall Book Sale is scheduled for November 8-10 during library hours at the Central Library. An advanced sale and reception for members only will take place on Monday, November 7. Join the Friends online or at any library location: \$20 for a one-year membership or \$85 for a five-year membership.

A new StoryWalk® at Barkhausen was introduced to the community at a news conference. County Executive Streckenbach attended and offered his comments. A StoryWalk® merges literacy, physical activity, and fun for all ages. It encourages children and adults to enjoy the outdoors and follow the pages of a book installed on panels installed along a path or trail.

The Friends' Give-A-Kid-A-Book 34<sup>th</sup> annual campaign kicks off with a media event on Wednesday, November 2 at the Central Library. Again this year, Packers wives, Molly Crosby and Aiyda Cobb, are honorary chairpersons. The number of children who will served this year is not yet known but last year it was over 5,000. Campaign materials including information on ways to support Give-A-Kid-A-Book were distributed.

Lagerman shared the materials distributed at the Reading Success Summit including the packet attendees received, and a summary of the community questions and the post-it activity that asked each attendee why they attended. The event was very well received. The speakers were engaging. The community questions/table discussions revealed thoughtful perspectives and opinions. The responses to the call to action show that there is an eagerness to be involved and participate in making a change. Achieve Brown County and the Library continue to meet to move this initiative forward by developing a timeline and determining workgroups to strategize both short and long-term goals. Summer Reading Adventure will include an early literacy component.

The library will participate in the downtown Holiday Parade on November 19. The Board is welcome to participate in the library's unit!

A social media campaign in November will feature, "Thankful Thursdays." Many thanks to the Board for posing for a group photo!

**8. PRESIDENT'S REPORT** Anderson reported that the Staff Development was fun (taco bar!) The Reading Success Summit was excellent! It was a great opportunity for the library to show how important it is in the community. Anderson complimented Sugden and Lagerman and other staff that helped for their work in making the summit happen.

**9. LIBRARY DIRECTOR'S REPORT** Sugden thanked the Board for their commitment to early literacy. She reported that NFLS and OWLS are conducting a strategic survey about library systems and invited the Board to participate. Sugden and Hughes are continuing conversations with partners about behavior issues and are mapping assets that can be shared during the winter months. They are working to understand gaps and determining where the library fits in and how gaps can be filled. Anderson asked about a daytime warming center in downtown. That is yet to be discovered. Syble Hopp storytimes have started and the library is sharing materials to refresh their library collection. Sugden and Rogers meet with the Youth Services consultant tomorrow. The five months of work with the youth services team will culminate in a strategic plan and support reading success and positive youth development.

**12. OTHER BUSINESS** The Library Board will meet to review bids for the East Branch and approve the staff performance evaluations in order to meet county deadlines at 5:15 pm on Tuesday, November 29. The meeting scheduled on November 10 is canceled.

**13. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

#### **14. ADJOURNMENT**

**Motion** by Schanock, seconded by Pletcher, to adjourn the meeting. **Motion carried.**  
The meeting adjourned at 6:43 pm.

#### **NEXT REGULAR MEETING:**

**November 29, 2022 | 5:15 p.m.**

**Central Library**

Respectfully submitted,  
Sue Lagerman | Recording Secretary