

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **April 18, 2024 at 5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: WENDY WOODWARD, ANNETTE AUBINGER, MARISSA MELI, KATHY PLETCHER, and DAVID RUNNING. BRIAN ANDERSON attended virtually.

EXCUSED: KIM SCHANOCK, JAYME SELLEN and JOHN VAN DYCK.

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, David Snyder, Grace Grocholski, and Danielle Zeamer (staff).

1. CALL TO ORDER Vice President Woodward called the meeting to order at 5:15 pm.

2. APPROVE/MODIFY AGENDA AND MINUTES Motion by Pletcher, seconded by Meli, to approve the agenda. **Motion carried.**

Motion by Anderson, seconded by Pletcher to modify #6 of the March 28 minutes from, "The project cost is comparable to that of the East Branch," to, "The funds initially allocated in the planning of the East and Ashwaubenon branches were comparable." **Motion carried.**

Motion by Pletcher, seconded by Running, to approve the amended March 28 minutes. **Motion carried.**

Motion by Pletcher, seconded by Running, to approve the April 11 minutes. **Motion carried.**

3. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC None.

4. PRESENTATION BY DAVID SNYDER, LIBRARY TECHNICAL SERVICES MANAGER Sugden introduced Snyder and commented how lucky the library is to have him on staff. During Snyder's presentation, he walked the Board through the role of the Technical Services (TS) department and its staff that includes one Cataloging Associate and two Technical Services Clerks. Department statistics collected for 2023 show ~24,380 items catalogued (children's picture books are outsourced), and 26,715 items processed. The journey of a library item includes cataloging (copy cataloging, original cataloging, re-cataloging, and catalog maintenance), processing (labels, RFID tags, taping, dust jackets), and distribution to the item's location. TS also repairs items that have loose spines, rips, tears, broken hinges, etc. Staff have created training guides and documentation for different repair procedures.

TS has projects with goals of improving access for library patrons. The graphic novel project will create uniformity across branches making them easier to locate. The digital items project will reduce duplicate records and remove redundant work. Video game storage project is using space more efficiently that makes processing go more quickly. Finally, a county-wide inventory will be starting soon! All items are scanned and run against reports.

While most of their work is behind-the-scenes, TS staff does help with other library functions. Examples include the Southwest Branch carnival, PopCon; helping at public service desks, working on holds lists, and shelving during busy times.

Into the future there should be a clear, logical cataloging path – condense and reduce exceptions; create clear documentation; maintain uniformity and consistency among locations. Other topics that need attention are the concept of book neighborhoods, if digital items should be in the catalog or not, and cataloging standards, including digitization for the Local History and Genealogy Department.

Woodward thanked Snyder and Sugden who reiterated that the library is very lucky that David is part of the team.

5. DISCUSSION AND POSSIBLE ACTION REGARDING FUNDRAISING STRATEGIES Sugden, library staff and members of the Library Board (Schanock and Aubinger) met to discuss this topic. Sugden and Schanock would like to meet, collaborate, and seek counsel from key members of the community with the intention of working collaboratively with them to secure funding.

Motion by Anderson, seconded by Pletcher, to direct staff form an advisory group of staff, board, and members of the community to develop a fundraising strategy for the Ashwaubenon Branch. **Motion carried.**

6. **DISCUSSION AND POSSIBLE ACTION REGARDING NEW ASHWAUBENON BRANCH**

Sugden thanked Corporation Counsel Hemery, John Van Dyck, Jeff Flynt, Chad Weininger (County Administration), and Brian Anderson for negotiating the changes to the offer to purchase. Negotiations concluded that the library's funds would be distributed as the project progresses. Anderson thanked Sugden for getting the library so close to the finish line. Everything came together just in time for the County Board meeting on Tuesday morning. The resolution passed unanimously with one abstention due to conflict of interest. Van Dyck made it clear to the County Board that the building and renovation fund makes cash flow more flexible but does not change the Library Board's commitment to other locations.

Motion by Aubinger, seconded by Running, to approve amended Offer to Purchase in the amount of \$3,347,638.00.

Motion carried. Pletcher abstained.

It will be a couple of months before documents are ready to go out to bid. Woodward paused the meeting for the Board and staff to take a moment to celebrate the purchase of the new Ashwaubenon Branch!! Ashwaubenon Village President, Mary Kardoske, was key in making this happen and the Board should think about how she can be thanked. An upcoming groundbreaking will be for the total project.

Anderson reminded that a closing date is needed. Sugden will follow up with County Finance.

7. **UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY**

Pletcher updated the Board on the recent walkthrough of the Early Childhood Center on April 10 with Matthew Schachtner, principal architect at Somerville. The One Denmark Board wants to start moving forward on conceptual design. One Denmark Board member, Heather Nor, also works at Somerville. Rogers, Beyler, Lagerman, Kuehn, Sellen, and Aubinger also participated in the walkthrough.

One Denmark is expecting a design proposal. Running asked about renovation and if that included the inside only, or an expansion. Redesign will be considered first. The library doesn't necessarily have to provide shared services (copiers, meeting rooms, etc.) since it is a community center.

An option for a vending library was presented. These units are much more affordable than they once were. They could be a good choice for rural locations and other areas. Opens new opportunities. These would require staff maintenance so a placement strategy would have to accompany their placement.

8. **DISCUSSION AND ACTION ON TABLE OF ORGANIZATION CHANGE** Rogers explained the outline included in the packet. Based on previous year budget cuts, the Research & IT Librarian role was no longer a fit for a part-time role. This new position is a reimagining of the position into a Library IT Technician. It aligns with similar County positions. This further allowed a review of Bookmobile Operator position. Bookmobile service has slowed. With a new bookmobile on the horizon, those services can be revamped. Responsibility changes for Bookmobile position allow for serving in the full capacity of a mobile branch library.

Motion by Running, seconded by Meli, to approve the proposed Table of Organization changes to eliminate the Research & IT Librarian and replace with a Library IT Technician; and eliminate the Library Service Associate Bookmobile Operator and replace with a Bookmobile Manager. **Motion carried.**

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

A. Financial Update No report.

B. Facilities Update Beyler reported that the Central HVAC bids were reposted, and bids are due May 14. The mechanical, electrical, and plumbing drawings, and value engineering options for the new Ashwaubenon Branch are being reviewed. Construction documents will be reviewed before being brought to the Board in a couple of months. It was noted that only Library Board approval is needed to go to bid.

C. Personnel Update Rogers reported the following:

Resigned: Elizabeth Zorb, Kress Clerk; and Judy Ryan, Southwest Clerk.

Hired: Gwen Hilbert, Weyers-Hilliard Clerk; Jessica Pyrek Central Youth Services Librarian; Cindy Vang, Central Circulation Services Associate; and Becky Buell, Central Circulation Services Clerk.

Hiring: Youth Services Librarian, Kress; and East, Kress Family and Central Shelves.

Trainings:

The Wisconsin Association of Public Libraries (WAPL) takes place in early May and there will be staff attending.

The East Branch will host the Wisconsin Libraries Talk About Race (WisLibIDEA) workshop, "Navigating the Terrain of Change," with Dr. Alonzo Kelly, who is recognized as one of the nation's leading experts on leadership development, strategic thinking, and planning, on April 25.

Internal staff training in May will focus on the Summer Reading Program.

Performance Ranking Workgroup, comprised of Rogers, Pletcher (Personnel) and Woodward will meet to create strategies related to evaluating employee performance. Rogers will set up meetings to move this forward.

2. Community Engagement Update Lagerman reported the following:

The National Library Week news conference with the County Executive went well and was the cover feature of The Press Times' City Pages. A copy was shared.

The library was the Volunteer Center's Affiliate of the Week during National Library Week. Sugden was interviewed via Zoom and the Volunteer Center shared the interview on their social media channels. The affiliate partnership was also noted in the 4/14/24 edition of the Green Bay Press-Gazette.

An event with antiques expert Mark Moran takes place this Saturday at the Weyers-Hilliard Branch. Sponsored by the Friends of the Brown County Library, attendees can have up to 3 items appraised for \$15 each and a portion of the fee benefits the Friends. Registration remains open!

Twelve student volunteers from Notre Dame Academy helped maintenance staff with outdoor spring cleanup (raking, laying mulch, etc.) and others helped sort craft supplies and counted and boxed prize books for the Summer Reading Program as part of their service day, NDA Serves.

SpectrumOne news ran a story on JobPod, and the first job fair held at the East Branch Library.

10. **LIBRARY DIRECTOR'S REPORT** Sugden reminded the Board of the rules surrounding the use of the library's various meeting rooms. The library has spaces available for the public to book. Non-profits can use the rooms at no charge and others pay a nominal fee. Programs that take place in meeting spaces are not sponsored by or endorsed by the library. If the meeting policy is adhered to, there is no restriction of use. To be fair, reservations may be made up to 60 days in advance. There are very few exceptions. Running asked about programs that could cause a protest. If content violates policy, access would be restricted.

Sugden's meeting with the Brown County Sheriff was productive. The Sheriff recommended the use of a form that will allow staff to be prepped and ready for an arrest. There are models on which to base the form. Sheriff Delain will talk to the Green Bay Police Chief about lack of clarity as to who responds to library calls. The library's Safety Officer, who returned to work this week, will resume work with the drug task force and refresh procedures in dealing with different situations. During the meeting, Sugden was reminded of the scope of the Sheriff department's enforcement operations. Woodward asked what is being done to keep the conversation going. The Sheriff's oversight committee is the County Board and supervisors are very helpful in getting things going. A follow-up report will be given next month.

11. **PRESIDENT'S REPORT** None.

12. **OTHER BUSINESS** Anderson complimented the OWL for a virtual meeting (it worked great!)

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

14. **ADJOURNMENT Motion** by Pletcher, seconded by Running, to adjourn the meeting at 6:59 p.m. **Motion carried.**

NEXT REGULAR MEETING:

May 16, 2024 | 5:15 pm | Pulaski Branch Library

Respectfully submitted,

Sue Lagerman | Recording Secretary