

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **June 20, 2024**, at **5:15 p.m.**
Southwest Branch Library, 974 Ninth Street, Green Bay, WI 54304

PRESENT: KATHY PLETCHER, MARISSA MELI, DAVID RUNNING, KIM SCHANOCK, and JOHN VAN DYCK.

EXCUSED: JAYME SELLEN, BRIAN ANDERSON, ANNETTE AUBINGER, and WENDY WOODWARD.

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, Curt Beyler, Karla Giraldez, and Danielle Zeamer (staff).

1. **CALL TO ORDER** Kathy Pletcher called the meeting to order at 5:15 pm.
2. **APPROVE/MODIFY AGENDA AND MINUTES Motion** by Running, seconded by Schanock, to approve the agenda and minutes. **Motion carried.**
3. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** None.
4. **PRESENTATION BY KARLA GIRALDEZ, ASHWAUBENON AND SOUTHWEST BRANCH MANAGER** Giraldez will have been with the library 25 years in September - spending 10 years at East as a Children's Librarian and four years at Southwest as a Children's Librarian and manager. She went to Ashwaubenon as a manager. The Southwest staff includes two part-time Library Associates and two part-time clerks. This is the right-sized staff for the neighborhood branch. Two cover the morning and two cover the afternoon and evening. The branch is a gem in the neighborhood. It is a summer lunch program stop, a great place to bring the kids to play and read, it has a nice yard space for the annual carnival, and it will host a summer concert this year. Staff can offer one-on-one help. The popular study rooms have new glass whiteboards.

High-interest items check out well. All the Large Print was moved into an area with a cozy chair. Wall shelving now acts as a marketplace that allows for face-out displays and browsing. Due to this reorganization, circulation has already improved. Southwest Branch is the only location that offers a Saturday storytime on Saturdays. Whole families attend. Demographics are changing since COVID. The branch serves a diverse population – African Americans, Afghani, Hispanic, and Hmong. Giraldez noted that younger families are moving into the area and the library's location is walkable and bikeable. The library is used for job searching, computer use, tech help, and reading the newspaper. Loyal users support the branch as demonstrated by the donated bench at the entrance that is often used. The hours have changed to 10 am – 6 pm and this has improved usage.

The Summer Reading Kickoff with Pete the Cat had 45 in attendance. The Carnival took place on Tuesday. Blow up costumes were a hit with the kids. The Juggler with the Yellow Shoes entertained and about 175 attended.

Giraldez share photos from when the branch was new in 1958 and others that show the transformation as it adapted to changes over the year including the transition to RFID tags in materials. A team of volunteers RFID tagged the entire collection in a month!

Ongoing work includes hiring and training a new clerk, getting a monitor for the meeting room, adding another table for adult area and another armchair; adding more early literacy features (rotate the toy collection) and lunches with the ADRC. Schanock asked about the number of kids taking lunch. It's not a large group. Those that come linger at the library. The branch experiences some security issues but are not many.

Schanock complimented the marketplace wall and Giraldez credited Clare Kindt, the Collection Development Manager, for the idea and implementation. Giraldez is always willing to try something new and appreciates the efforts of her staff to keep things neat and tidy – it's a full team effort and the staff really cares.

Sugden would like to extend the marketplace style to more locations. Sugden thanked Karla and appreciated her leadership. Many people hold a special place in their hearts for the Southwest Branch. Running also complimented Giraldez on an outstanding job.

5. **UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY** Pletcher gave the following OneDenmark summary: In relation to the Flexible Facilities Program (FFP) grant – Pletcher and Sugden met with County Supervisor and Ed. and Rec. Chair, Ron Antonneau, then County Administration and Corporation Counsel to discuss in more detail. Brown County will submit two grant applications in two categories – one for the Ashwaubenon Branch and one for the OneDenmark community center project which

includes a library space. The County Board does not need to approve the process or application. If the library is awarded grant funds, there would be a process to move through Ed & Rec and the County Board. The submission deadline is July 11. Pletcher and Sugden will meet prior to that to review and finalize the applications.

Somerville Architects are working on the building renovation design. On May 28, a visioning session with residents was held. Aubinger, Lagerman, and Beyler also participated. The library was on every participant's vision board. Last week, the first draft of floorplans was presented. A meeting to review the revised plan and renderings is next week. These documents will be helpful for fundraising. The sustainability of the project relies on sponsorships and individual donations. There will be a focus on other grants that could support operations and there will be income from rental spaces. OneDenmark is fortunate to have a solid structure in place.

Sugden reported that she and Schanock met with Stacey Von Busch and a Pulaski group is being organized. This group is interested in supporting and putting effort into a Pulaski library. A potential opportunity has arisen related to a different site. There are concerns with the condition of the current site. Sugden wants a cost-effective way to provide library service. Therefore, there is a need to determine what the future looks like. A new option/opportunity has arisen. Van Dyck suggested a separate meeting with a closed session to discuss options. Schanock commented that is important to mitigate any leaks so as not to offend any village partners since they have been very good to work with.

But as previously agreed, the Board feels obligated to consider any potential options.

Wrightstown was also interested in a FFP grant to create a community center in the former St. John School, which the Village has purchased. Rogers attending a community meeting to learn more about the project. The building is under 6000 sq ft with two stories and a lift. They are interested in study rooms, space for tele health, an open space for fitness, a meeting room, and a warming kitchen. A renovated outdoor space could include splash pads and a soccer field. Rogers attended and asked if there would be space for the library. Travis Coenen said someone from the Parks Department would oversee the building and provide security. Additional parking spots would be included. It is an interesting opportunity but, being in a neighborhood, it isn't very visible. The Village is moving ahead with a grant application for this multi-purpose facility. The Egg Harbor library model, inside the Kress Pavilion, might work well in this project.

6. DISCUSSION AND POSSIBLE ACTION REGARDING ESTABLISHMENT OF BOARD FINANCE COMMITTEE

Staff put forth a request to form a finance committee that will work with staff and the County. Running commented that this is important, especially in helping to assess the future. Members include Woodward, Anderson, Meli, and Van Dyck. Having a committee will make the full Board meetings more efficient since the finances will already have been vetted.

Motion by Running, seconded by Meli, to establish a Board Finance Committee who will provide oversight and monitoring of the financial operations of the library and modifying the language of the charter to read, "Minimum of three, **but no more than four**, Library Board members..." **Motion carried.**

7. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- A. Financial Update** Sugden reported that staff is working with the County Finance Department on month-end closeouts. There is a substantial body of work that needs to be done and considerable cleanup to get the financials in order. Before posting the Finance Manager position, staff want to discuss the duties of the role. It has been told from two former staff in that position the Finance Manager responsibilities do not equate to a full-time position. There are opportunities to contract with the County for financial services. Schanock cautioned about the potential loss of local control. Van Dyck commented that there is potential concern, but the library is already very much integrated in the county structure. This scenario could be done and result in a higher caliber person. There are pros and cons, but it could work and there is no harm in trying. Running expressed concerns about outside personnel. Van Dyck stated that the county knows what monies the library has and reminded that the Library Board has autonomy to control money. Sugden noted that 92% of library's money comes from County and this type of arrangement might be beneficial and timesaving (ensure transfers, etc.)

The 2025 budget planning process gets underway soon. The levy amount will be announced on July 1. Sugden expects to bring draft budgets to the next Board meeting.

- B. Facilities Update** Beyler reported that Central HVAC project, awarded to Hurckman has been approved at all levels. Purchasing will have the contracts ready for signatures next week and the kickoff meeting is being scheduled. Lead times are 23 weeks which will give time for planning. Work will begin in January and the library will maintain occupancy.

The Ashwaubenon Branch drawings and specs are being finalized and Beyler hopes to present them to the Board at the August meeting. The first meeting with Stevens, the builder of the core and shell, took place. The plan is to take occupancy at the same time as Woodside – in July 2025.

C. Personnel Update Rogers reported the following:

Hired: Caitlyn Croake, Central Youth Services Shelver; Brenda Kollell, Kress Youth Services Librarian; Nafatina Vang, Kress Shelver; Mary Conard, East Branch Shelver

Recruiting: Kress and Ashwaubenon Clerk, East Associate

Resignations: Lisa VanHandel, Finance Manager; Alejandro Ayala, Kress Clerk; and Jace Diemel, Ashwaubenon Clerk.

Rogers thanked the Board for granting a half-day closure for a staff Summer Reading Training. It was a nice opportunity that brought staff together to get on the same page prior to kickoff. She received very positive feedback from all levels of staff. Rogers thanked Lagerman for putting all the pieces together for the day's presentation.

Work with the Aging Disability Resource Center (ADRC) continues to move forward. The library will host lunches to address senior loneliness and isolation. Partnerships with the Brain Center, Veterans, and Foster Care are also being forged. These community organizations will be part of the programs the library offers in 2025.

Quarterly meetings with Brwon County Parks, Public Health, UW Extension, N.E.W. Zoo and the ADRC have commenced for the purpose of cross collaboration for programming.

D. Community Engagement Update Lagerman reported the following:

Summer Reading Program kicked off on Saturday, June 8 and was followed by other "Sign-up" programs at the branches. To date, registrations are over 4,300 but not all locations have reported their progress yet.

Somerville interviewed Sugden and produced a video about the East Branch project that will be publicly posted next week.

Bookmobile Jenn and library staff participated in a new event at Bay Beach organized by the Weidner Center along with The Children's Museum of Green Bay on June 15.

The new Bookmobile is nearing completion and inspection is scheduled for early July.

E. Library Safety Officer Update

Hughes distributed a report listing meetings that have taken place or scheduled with public safety, and staff training opportunities that are being explored and scheduled. A Safety Survey, tailored to include potential Central partners, was distributed to staff and is currently in progress. Schanock asked if there was new information about 911 calls and response time. This is still being worked on. Sugden feels positive that progress is being made. Running asked if there is a report that illustrates staff reaction, response times and situations. Rogers mentioned appeals and how a patron entered a sobriety program after getting banned and staff holding him accountable for his behavior. Giraldez mentioned that staff are very compassionate, and it takes time to work with, and help, individuals. The Board would like to hear from Hughes directly. She will be invited to the next Board meeting.

8. LIBRARY DIRECTOR'S REPORT

The teen volunteer program for summer is a great opportunity. It's a great experience for them to interact with the kids.

The NFL Draft has created football fever! Sugden shared mockup items of the library's projects. A great asset of Green Bay is Packers history. One project is an online photo exhibit on the library's website. The other consists of large-scale banners for downtown buildings. The library will focus on county buildings. Working on this project are Mary Jane Herber, Jeff Gilderson-Duwe, Cliff Christl, Sue Lagerman, Lauren LaPlant, the Neville Museum and Downtown Green Bay, Inc.

A third JobPod launched in Niagara, WI, and community feedback has been positive. Sugden commented that a

funding request has been submitted to the Department of Workforce Development. This grant would assist staff and resources, including Danielle Zeamer's support role. Sugden thanked Zeamer for her commitment to the success of this program. A trademark for JobPods is being pursued by Nicolet Federated Library System. A budget request is for up to six additional pods throughout the state including another Brown County.

Sugden reported that the Central Library was a venue on the FLOTUS, Jill Biden's, "Seniors for Biden," campaign trail on June 13. It was an intense couple of days for Sugden and Beyler and his staff who worked non-stop with the Secret Service to make this event possible. Rental fees were collected for the use of the meeting spaces.

Beyler sent Sugden a very important email – it conveyed that the library would be mentioned on tonight's episode of Shark Tank! and the revolutionary toilet seat - Cleana. Inventors from MIT, who were concerned about germs on public toilet seats, developed an 88% cleaner option. "Cleana" seats are an innovative and revolutionary toilet seat that is the world's first non-electric automatically closing seat. The company reached out to the library and the library agreed to install them in the new Ashwaubenon Branch!

9. PRESIDENT'S REPORT None.

10. OTHER BUSINESS Van Dyck referenced a communication submitted at the County Board meeting to: Request that the library consider the possibility of offering passport issuing and tax collection services at the Central Library and the 4 regional branches to give our citizens improved access to these services. This will be added to the July Library Board agenda.

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

12. ADJOURNMENT Motion by Meli, seconded by Running, to adjourn the meeting at 7:43 p.m. **Motion carried.**

NEXT REGULAR MEETING:

July 18, 2024 | 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary