

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **November 21, 2024**, at **5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: JAYME SELLEN, ANNETTE AUBINGER, KATHY PLETCHER, DAVID RUNNING, and JOHN VAN DYCK.
MARISSA MELI and WENDY WOODWARD attended virtually.

EXCUSED: BRIAN ANDERSON and KIM SCHANOCK

ALSO PRESENT: Sarah Sugden, Emily Rogers, Sue Lagerman, and Curt Beyler (Administration).

1. **CALL TO ORDER** President Sellen called the meeting to order at 5:15 pm.
2. **APPROVE/MODIFY AGENDA AND MINUTES. Motion** by Van Dyck, seconded by Running, to approve the agenda and minutes. **Motion carried.**
3. **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC** No public present.
4. **UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY**
Pletcher reported that OneDenmark closes on the future community center building on Monday.
5. **DISCUSSION AND APPROVAL OF DENMARK BRANCH RFP for ARCHITECTURAL AND ENGINEERING SERVICES** The Request for Proposal (RFP) includes commissioning by a third party to ensure all systems are working. Cost estimates will be done by the architect and engineer. Since grant funds can only pay for a non-profit project, the costs for the non-profit and for-profit portions are separated. Construction needs to start by July 1, 2025. **Motion** by Running, seconded by Aubinger, to approve the Denmark Branch RFP as presented. The square footage of the library is ~6,100 square feet. **Motion carried. Pletcher abstained.**
6. **DISCUSSION AND APPROVAL OF PULASKI BRANCH RFP for ARCHITECTURAL AND ENGINEERING SERVICES** This Request for Proposal (RFP) does not include commissioning since the systems are simple. Cost estimates will be done by the architect and engineer rather than owner's rep. The building is ~8,000 square feet. Van Dyck is concerned that work with an architect would start before there is a commitment from the Village of Pulaski for funding. He would like to know if the village voted on the bond package. **Motion** by Van Dyck, seconded by Running, to hold until December meeting. **Motion carried.**
7. **DISCUSSION AND POSSIBLE ACTION REGARDING FUNDRAISING EFFORTS FOR ASHWAUBENON BRANCH**
Sugden noted that conversations continue, and some spaces have been funded. She expects to have more to report next month. Expectations for naming the building need to be clarified.
8. **CENTRAL LIBRARY HVAC ARPA/SALES TAX PROJECT UPDATE** Beyler reported that five holes were cut into roof and curbing and insulation were installed. In January, the air handler for the Pine Room will shut down and its replacement will be complete before the February County Board meeting.
9. **DISCUSSION AND POSSIBLE ACTION REGARDING 2025 CLOSURES FOR HOLIDAYS AND STAFF DEVELOPMENT** **Motion** by Van Dyck, seconded by Pletcher, to approve the 2025 closures for holidays and staff development. **Motion carried.**

2025 Library Schedule – Closures for Holidays & Staff Development

January 1, 2025 (Wed)	New Year's Day
May 26, 2025 (Mon)	Memorial Day
July 4, 2025 (Fri)	Independence Day
September 1, 2025 (Mon)	Labor Day
November 27, 2025 (Thu)	Thanksgiving Day
December 24, 2025 (Wed)	Christmas Eve

December 25, 2025 (Thu) Christmas Day

December 31, 2025 (Wed) New Year's Eve (Close at 5 pm)

2026

January 1, 2026 (Thu) New Year's Day

Staff Development Closures 2025

- Friday, February 28
- Friday, May 16 (Open at Noon)
- Thursday, September 25
- Friday, December 5 (Open at Noon)

10. DISCUSSION AND POSSIBLE ACTION REGARDING 2025 RESOURCE LIBRARY AGREEMENT

This agreement with Nicolet Federated Library System is unchanged from last year. **Motion** by Running, seconded by Meli, to approve the 2025 Resource Library Agreement. **Motion carried.**

11. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS

- A. Financial Update** Sugden reported that the library has been assigned a new junior accountant with the county – Lucy Branch. She has audit experience and is working diligently to get the library updated. The YTD budget performance report was distributed. Entries are still being made and Branch doesn't anticipate any issues. Spending and revenue are on track for the year. Sugden is not expecting any large year-end expenditures.

A budget adjustment related to the FFP Denmark grant was reviewed. The library is the trustee of the grant money and will distribute it as construction occurs. This paperwork will move on to the county for formal approval of the grant. It was prepared by a senior accountant, Erica Bendickson. It reallocates the money originally assigned to Denmark Branch (\$750,000) since the grant covers all costs. It makes sense that it is assigned to the Library Improvement/Renovation Fund. The Library Board directed the Library Director to move the budget adjustment through the appropriate channels.

- B. Facilities Update** Beyler reported that he received a notice that 314 and 330 N. Broadway, (two properties across the street from the Kress Family Branch) are seeking rezoning from small-scaled Neighborhood Mixed Use District (MX-2) to mid-scale Office Residential Mixed District (GX-1).

- C. Personnel and Public Services Update** Rogers reported the following:
Hires: Dana Walsh, Kress and Wrightstown Manager; Zoe Mayne, Kress Clerk; and Harley Jackson, Wrightstown Clerk.

Open: 20-hour Maintenance Worker, 20-hour Central Circulation Clerk; Central Adult Services Associate LTE (through September 2025).

Two dozen staff attended the recent Wisconsin Library Association conference held in Green Bay. On the last day, a tour of the East Branch ended the conference with 40 attending.

Work has begun on the Spring (March – May) event calendars. Programming includes tie-ins to the NFL Draft, bird migrations, kayaking, and more.

The Scheduling Committee is updating the current Excel format. A new, cohesive schedule is coming soon!

The December 13 Recognition Breakfast will acknowledge ten employees who have reached employment milestones this year.

Rogers took a call recently from a local care facility. The caller explained that they have a resident of the month, and that resident gets to make a wish. This resident's wish was to be a librarian! Her wish to be "Librarian for a Day," will be fulfilled at the Weyers-Hilliard Branch.

The library has Curative Connections potential placements for two more employees.

- D. Community Engagement Update** Lagerman reported that the Friends fall BIG Book Sale took place at the

Central Library November 4-7 and netted over \$24,000.

The downtown Holiday Parade is Saturday. The library's entry will feature the Bookmobile and promote Give-A-Kid-A-Book. A Barnes & Noble book fair to support this program is also this Saturday, November 23 from 10 am – 4 pm. A portion of the sales benefit Give-A-Kid-A-Book. Other ways to shop include through an Amazon Wishlist and at the Lion's Mouth Bookstore in downtown Green Bay. Books are being collected through December 10 and will be distributed December 17-19. A flyer containing all these options was distributed.

As part of role of being the NFLS liaison to the State and Youth Services Team, Lagerman is on the planning committee for the N.E.W. Summer Library Program Workshop held in January. One workshop will be held in Oshkosh and the other in Green Bay at the Central Library. The day-long workshop features keynote speakers, breakout sessions, and more. Topics will include the power of art in youth development, public libraries and the science of reading, storytimes for all, show and tell, and a scavenger hunt. It's a good opportunity for youth services librarians from across northeast Wisconsin to meet, network, and share all things related to summer library programs!

- E. Safety Officer Update** Hughes' safety presentation reviewed the status of different safety initiatives throughout the library system in the past five years, focusing on the Safety Officer position, feedback from staff, the effectiveness of safety projects, better identification of ongoing concerns, and outlining the safety plan moving forward. The priority is physical safety – and mitigating real risks – but the well-being of staff and community context are also considerations.

Hughes stated that library staff are flexible, motivated, and passionate about our libraries and our patrons. They are constantly innovating and exploring new ways to deliver ever-evolving library services to our community. They are the information superhighway workers and community navigators. They are doing the work – and she wants to facilitate that work with intentional safety measures, strategies to insulate themselves to reduce burnout, and produce policies and procedures that support them.

Hughes distributed a written summary of her recent activity. Safety training updates include Safety Manual & Safety Signage (Winter), Active Shooter Response Training (Dec 2024?), Compassion Fatigue & Trauma Informed Care (Jan 2025), Anti-Human Trafficking Panel (Feb/Mar 2025), and CPR/AED, First Aid (Ongoing, next step: confirm with County Risk Manager). Ongoing and future operations include ADRC/DWD/BCL updates (from a safety perspective), and day-to-day operations: prioritize violation response/processing time.

Van Dyck suggested signage that indicates that drugs and alcohol are prohibited versus drug and alcohol-free zones signs. He also suggested a physical presence to reinforce the rules. Sugden expressed gratefulness for Hughes' work.

- 12. LIBRARY DIRECTOR'S REPORT** Sugden updated on the work in the Local History and Genealogy department. The work being conducted by the Local History LTE for succession is progressing. Sugden is pleased that scaffolding documentation is being created. Gilderson-Duwe is also conducting competency training for other staff. It is a lot of training to get staff up to speed to provide competent service. This department is different from others that involves true research – it requires a different body of work. Training modules establish a base of knowledge of the department – people, places, and institutions. He is also working on NFL Draft initiative in response to the County Board's request. This work includes an online exhibit of the history of the Packers and large-scale banners on county buildings (Instagram opportunities). A big event for football fans will be held the weekend before the Draft.

Staff are working on the process for moving the Local History archives due to the HVAC project. Additional money was added to the 2025 budget for archival containers. Van Dyck suggested the Resch Expo document storage area as an option.

The Business News Review featured a story on JobPod written by Sugden and Kate Owens from the Bay Area Workforce Development Board. Wild Rose, WI will be the next recipient of a Job Pod. Six more JobPods are expected to be installed before the end of the year including the Weyers-Hilliard Branch. The new Ashwaubenon, Denmark and Pulaski branches will have them as well. The JobPods are now powered by Microsoft, who acknowledges the scalability of the JobPod.

The next board meeting will be on December 12 to review conceptual test fit of ADRC and Job Center. The partnership is very strong. The County Executive supports this partnership. The Job Center's mobile lab is arriving to the library soon since the space they use for parking is no longer available. Corp Counsel is working on a lease for Job Center's interim move-in.

13. **PRESIDENT’S REPORT** None.

14. **OTHER BUSINESS** Van Dyck thanked Pletcher for the nomination for WLA’s Trustee of the Year – the event was interesting and made him appreciate the staff greatly. Van Dyck commented that staff “gets” the community, and he is grateful to work with us.

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

16. **ADJOURNMENT Motion** by Running, seconded by Van Dyck, to adjourn the meeting at 7:48 p.m. **Motion carried.**

NEXT REGULAR MEETING:

December 12, 2024 | 8:30 am | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary