

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **January 16, 2025**, at **5:15 p.m.**
Central Library, 515 Pine Street, Green Bay, WI 54301

PRESENT: ANNETTE AUBINGER, KIM SCHANOCK, JAYME SELLEN and JOHN VAN DYCK. KATHY PLETCHER and WENDY WOODWARD attended virtually.

EXCUSED: BRIAN ANDERSON and MARISSA MELI

ALSO PRESENT: Emily Rogers, Sue Lagerman, Curt Beyler, and Al Hughes (Administration), County Board Supervisor Jim Pyle (District 26), and Leah Liebergen (Staff).

1. **CALL TO ORDER** President Sellen called the meeting to order at 5:15 p.m.
2. **APPROVE/MODIFY AGENDA AND MINUTES. Motion** by Schanock, seconded by Van Dyck, 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**
The OneDenmark newsletter was distributed. This publication goes to every resident within the Denmark School District. Pletcher reported that the Denmark Community Center is open for pickleball, walking, open gym, and basketball. The FFP grant's first quarterly report was submitted on January 6. It was filed without any concerns. The next report is due April 1. Erica Bendickson (Brown County) submitted the first audit report and that was accepted and filed.

Members of the team met with County Admin and Corp Counsel on the draft contract for the project. The terms were agreed upon and it will be managed by the county. OneDenmark will compose a lease agreement for the library before construction starts. Pletcher indicated she would like that work to start now. There will not be rent but there will be other fees.

OneDenmark contracted with a web designer and will launch a new website at the end of January or early February. A fundraising plan will also be launched with new website. Sellen asked if the center is open for members only (is there a membership?) or to the public. There is a fee for pickleball and a donation box for walkers. Users must complete a waiver form to participate in any activity and the space is supervised.

After consultation with the Greater Green Bay Community Foundation, OneDenmark chose not to apply to Give Big Green Bay since they are in a capital campaign. They could apply next year for equipment or programming.

5. **DISCUSSION AND POSSIBLE ACTION REGARDING LEASE NEGOTIATIONS AND RENTAL RATES FOR JOB CENTER SPACE AT CENTRAL LIBRARY** Van Dyck reminded that Board agreed to engage with Ryan Krumrie, legal counsel, for professional services. Sugden and Van Dyck spoke with Krumrie this morning. The MOU that will be drafted will be more in-depth than the lease. Insurance is provided by both Bay Area Workforce Development and the WI Department of Administration.

Motion by Van Dyck, seconded by Aubinger, to direct the Executive Director to work with the outside legal counsel to draft lease agreements with Bay Area Workforce Development and the State of Wisconsin Department of Administration with an initial lease term of three years, with an option of two one-year lease extensions, at a lease of \$18/square foot, plus 50% of the cost (estimated at approximately \$8,000) of constructing a temporary wall to separate the proposed lease space in the northwest corner of the first floor of the Central Library, and all other lease terms deemed appropriate and necessary by outside legal counsel. **Motion carried.**
6. **DISCUSSION AND POSSIBLE ACTION REGARDING DENMARK ARCHITECTURAL AND ENGINEERING SERVICES RFP AWARD** Beyler distributed a summary of the proposals. Somerville led in total scores. Dale De Namur (County Purchasing) recommended accepting the Somerville proposal and the scoring team agreed. Schanock commented on the high quality of the vendors that submitted proposals. Beyler noted that Somerville was the least expensive overall for both projects (community center/library) together. **Motion** by Schanock, seconded by Woodward, to approve the RFP award to Somerville Architects and Engineers. **Motion carried. Pletcher abstained.**

7. **DISCUSSION AND POSSIBLE ACTION REGARDING RENAMING THE ASHWAUBENON BRANCH LIBRARY TO PAMPERIN FAMILY BRANCH LIBRARY OF BROWN COUNTY LIBRARY** Aubinger gave a brief history of how the proposal came to be. Mary Kardoske, Village of Ashwaubenon President, had initial conversations with Dan and Lori Pamperin. They offered a donation of \$250,000. The Village Board approved a resolution that requested the Library Board name the Ashwaubenon Branch, "Pamperin Family Branch Library of Brown County", to recognize the contribution of land the Village made for this project, and in recognition of the personal pledge of the Pamperin family. **Motion** by Aubinger, seconded by Schanock, to accept the donation from the Pamperin family and approve the renaming of the new Ashwaubenon Branch to Pamperin Family Branch Library of Brown County. **Motion carried.** Pletcher noted that this project would not have happened without the advocacy of the village leaders.

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

A. **Financial Update** Lagerman reported year-end figures were submitted to the county per their schedule and year-end deposits were made. Sugden and staff recently met with Lucy Branch (Brown County Finance) to discuss carryover. The annual report is the next project in line to complete.

B. **Facilities Update**

1. **Central HVAC Update** Beyler reported that the work has begun. The air handler in the Pine Room will be removed next week; the unit will be replaced by mid-February.

C. **Personnel and Public Service Update**

Hires: Vanessa Sanchez, Central Circulation Clerk; and Kristine Schiman, Central Adult Services LTE Associate

Recruiting: Shelver at Ashwaubenon; Shelver at Central; 20-hour Maintenance Worker

A new Curative Connections volunteer started at the East Branch. The library will be a host agency for the Department of Vocational Rehabilitation and Weyers-Hilliard will have a Shelver for 12 weeks as part of the program.

The next staff development day takes place on February 28 at NWTC. It is being planned with NEWI who serves Winnefox, Outagamie Waupaca (OWLS), Nicolet Federated (NFLS) and Manitowoc/Calumet library systems. Topics include bystander training and human trafficking presented by InnerShift.

Summer programming schedule planning is underway.

Rogers shared a heartwarming story about a NICU nurse who was caring for a baby whom she was very concerned for. She learned about foster care through a library program led by Courtney Thorne from BC Human Services. She is now authorized as a foster parent and is fostering the baby she cared for in the hospital.

Resignation: Emily Rogers' last day will be February 12. She expressed how much she enjoyed her time at the library and how much she will miss everyone. She looks forward to staying in touch with the library's projects. The Board gave Rogers their best and wished her well in her new endeavor.

D. **Community Engagement Update** Lagerman reported that the Friends recently funded new shelving units for the Youth Services department, and the Kress and Wrightstown branches. The Friends also approved funding to have the large, screen-printed canvases at the Central Library cleaned, and to mat and frame three original pieces by Isabel Beaudoin.

United Way's HubCAP vehicle will park in the library's lot overnight on January 22 to be a resource for the unhoused during their Point-in-Time count.

The budget for the Miracle of Green Bay banners is due to be submitted to the County by Friday. Van Dyck recommended submitting the entire cost for consideration. A total of five banners will be installed – three on the Central Library, one on the Northern Building, and one on the Courthouse lawn. Lagerman spoke with the city who indicated these banners will be art installations and can be hung for the desired time period (barring any hazard) of April through the entire 2025 football season.

Fintan Mullen and Gillian Hunt from the Ulster Historical Genealogical Society in Ireland make a return appearance for a full day of genealogy lectures and workshops on Monday, March 10 at the Central Library. This event is coordinated by the Local History & Genealogy Department.

Last Friday, the Central Library hosted a Summer Learning Program workshop presented by NEWI. Lagerman served on the planning committee. Topics included the science of reading and public libraries, the power of art in community spaces, compassion fatigue, and creating connection.

Related to the Pamperin family gift, it was noted that Ted Pamperin served on the Library Board from 1986-1991 and 1995-2000. Library Board minutes indicate that Ted's service on the Library Board was responsible for the existence of the Ashwaubenon Branch.

Lagerman reminded that the annual election of officers will take place at February's Board meeting.

- E. Safety Office Update** Hughes distributed a summary of interactions with police and sheriff. Conversations with the County Executive have taken place about law enforcement's lack of resources and how that impacts the library. Van Dyck commented that Streckenbach is concerned about safety in all county departments and is entertaining whether a dedicated sheriff's deputy to patrol downtown county facilities can be designated. The likelihood of this will depend on finances. A more frequent presence would be helpful. Saturday walk-throughs have not happened since April 2024. Staff feel significantly unsafe on Saturdays. This is due in part to lack of daytime services on Saturdays. Supervisor Pyle offered to bring this topic to Public Safety.

9. LIBRARY DIRECTOR'S REPORT None.

10. PRESIDENT'S REPORT Sellen thanked the Village of Ashwaubenon, Aubinger, and Sugden for the work they did to secure the funding from the Pamperin family.

11. OTHER BUSINESS None.

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

13. ADJOURNMENT Motion by Aubinger, seconded by Van Dyck, to adjourn the meeting at 6:25 p.m. **Motion carried.**

NEXT REGULAR MEETING:

February 20, 2025, 5:15 pm | Central Library

Respectfully submitted,
Sue Lagerman | Recording Secretary