

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF JUNE 25-29, 2012

MONDAY, JUNE 25, 2012

- | | | |
|------------|--|---|
| *6:00 p.m. | Land Conservation Subcommittee | Room 200, Northern Building
305 E. Walnut Street |
| *6:30 p.m. | Planning, Development & Transportation Committee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, JUNE 26, 2012

(No Meetings)

WEDNESDAY, JUNE 27, 2012

- | | | |
|------------|--------------------------|---|
| *6:00 p.m. | Human Services Committee | Room 200, Northern Building
305 E. Walnut Street |
|------------|--------------------------|---|

THURSDAY, JUNE 28, 2012

- | | | |
|------------|--------------------------|---|
| *5:00 p.m. | Administration Committee | Room 200, Northern Building
305 E. Walnut Street |
|------------|--------------------------|---|

FRIDAY, JUNE 29, 2012

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

**Monday, June 25, 2012
6:00 p.m. (PD&T to Follow)
Room 200, Northern Building
305 E. Walnut Street**

**** NOTE LOCATION ****

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of Land Conservation Subcommittee of April 23, 2012.
-
1. Land and Water Conservation Department Budget Update May 2012 (to be distributed at LCC meeting).
 2. Budget Adjustment request for Land and Water Conservation Department for 2012 budget – East River USDA grant. (BA 12-57 LWC East River Project Grant Budget Removal).
 3. Update on Working Lands Initiative conservation requirements provisions status. Number of participants, number of field inspections, number not in compliance with state standards (NR 151) – Jim Jolly (Working Lands Initiative photos).
 4. Lake Michigan Area Land and Water Conservation By-Laws. (Lake Mich. Area By-Laws).
 5. Lake Michigan Area Land and Water Conservation Association Summer tour July 20, 2012 at Barkhausen Wildlife Preserve – Barkhausen presentation Matt Kriese; West Shore Pike Habitat Restoration Project presentation Jim Jolly; Cat – Island Restoration Project presentation and tour – Mark Walter Solid Waste Department. (2012 Lake Michigan Area Land and Water Conservation Association Summer Tour Agenda July 20).
 6. GLRI grants review:
 - a) Upper East River Riparian Protection Project. (Summary information page and work plan Upper East GLRI Grant Application, Letters of Support for Upper East GLRI Grant Request).
 - b) Waste Transformation Facility feasibility study. Brad Holtz.
 - c) Baird Creek Buffer Project continuation. Rob Vesperman.

7. Closed Session: The Land Conservation Committee will conduct a closed session to discuss and possibly act on pending violations, inspections, findings, and compliance actions by Land and Water Conservation Department Staff and County Corporation Counsel related to the Brown County Code of Ordinances - Chapter 26 Animal Waste Management Ordinance. Pursuant to Wis. Stat. § 19.85(1)(d), any meeting of a governmental body may be convened in closed session for purposes of considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention. Additionally, under Wis. Stat. § 19.85(1)(f), any meeting of a governmental body may be convened in closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which , if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. And, under Wis. Stat. § 19.85(1)(g), any meeting of a governmental body may be convened in closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
8. Reconvene in open session to conduct regular business.
9. Such other matters as authorized by law.
10. Adjourn.

Norb Dantine, Jr., Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

Monday, June 25, 2012
Approx 6:30 pm (To follow Land Con Mtg)
Room 200, Northern Building
305 E. Walnut Street

NOTE: LOCATION

- I. Call Meeting to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of May 21, 2012.
1. Review minutes of:
 - a. Harbor Commission (February, June, September & October, 2011) and (January, February & March, 2012).
 - b. Planning Commission Board of Directors (April 4, 2012).
 - c. Solid Waste Board (January, March & May, 2011) and (February & April, 2012).
 - d. Transportation Coordinating Committee (March 12, 2012).

Communications:

2. Communication from Supervisor Lund re: Explore support for Great Lakes Small Harbor Coalition.
3. Communication from Supervisor Evans re: Brown County provide adequate land on the County Campus, located by the Jail and CTC, to the Medical College of Wisconsin.

Request for Approval

4. Central Library RFP.

Planning and Land Services

Land Information (no items)

PUBLIC HEARING:

Obtain public comment regarding the draft Brown County Comprehensive Plan Intensive Agricultural Area map and associated text amendment.

Port and Solid Waste

5. Budget Adjustment Request (12-53): Increase in expenses with offsetting increase in revenue.
6. Request for Approval of 2012 Strategic Solid Waste Management Plan.
7. Resolution re: Reclassification of the Director of Port and Solid Waste Position. *Held for one month.*
8. Resolution re: The Prevention of the Spread of Asian Carp and Other Aquatic Invasive Species into the Great Lakes.
9. Director's Report.

Planning Commission

10. Budget Status Financial Report for April, 2012.
11. Resolution re: Amending the Brown County Comprehensive Plan – A Vision for Great Communities.
12. Resolution re: Establishing the Northeastern Wisconsin Housing Consortium.
13. Summary of Annual Report submitted to the Wisconsin Department of Natural Resources related to Brown County Municipal Storm Water System (MS4) Permit.

Property Listing

14. Budget Status Financial Report for April, 2012.

Zoning

15. Budget Status Financial Report for April, 2012.
16. Budget Adjustment Request (12-52): Increase in expenses with offsetting increase in revenues.

Airport

17. Budget Status Financial Report for May, 2012.
18. Purchase Private Hanger
19. Director's Report.

Public Works – Facility Management

20. Document Center Color Copier Replacement Bid Award. *Held for one month.*
21. Summary of Operations.
22. Director's Report.

Register of Deeds

23. Budget Status Financial Report for April, 2012.

UW-Extension – No agenda items.

Other

24. Audit of bills.
25. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

HUMAN SERVICES COMMITTEE

Patrick Evans, Chair
Dan Robinson, Vice Chair
Brad Hopp, Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, June 27, 2012

6:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of May 23, 2012.

Comments from the Public

Report from Human Services Chair

1. Review Minutes of:

- a. Aging & Disability Resource Center of Brown County (May 24, 2012).
- b. Aging & Disability Resource Center Executive Committee Meeting (May 24, 2012).
- c. Human Services Board (May 10, 2012 & June 15, 2012).
- d. Veterans' Recognition Subcommittee (May 15, 2012).

Drug Court

2. Update on Drug Court by Judge Zuidmulder.

Family Care

3. Update on Family Care by Rolf Hanson.

Communications

4. Communication from Supervisor Hopp re: Direct the Health Department to conduct EMF (Electro- Magnetic Field) level tests along the Highway 54/57 (University Avenue) Corridor with the City Limits of the City of Green Bay and present those findings to the committee within 60 days.

Human Services Department

5. Resolution re: Change in Table of Organization Human Services – Delete Administrative Assistant I / Add Clerk IV.
6. Executive Director's Report.
7. Financial Report for Community Treatment Center and Community Programs.
8. Statistical Reports.
 - a. Monthly Inpatient Data – Community Treatment Center.
 - b. Child Protection – Child Abuse/Neglect Report.
 - c. Monthly Contract Update.
9. Approval for New Non-Continuous Vendor.
10. Request for New Vendor Contract.

Aging & Disability Resource Center, Health Department, Syble Hopp, and Veterans Services – No agenda items.

Other

11. Audit of bills.
12. Such other Matters as Authorized by Law.

Patrick Evans, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Steve Fewell, Chair
Kris Schuller, Vice Chair
David Steffen, Thomas De Wane, Tim Carpenter

ADMINISTRATION COMMITTEE

Thursday, June 28, 2012

5:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call to Order.
 - II. Approve/Modify Agenda.
 - III. Approve/Modify Minutes of May 31, 2012 and June 11, 2012.
1. **Review Minutes of:**
 - a. Housing Authority (May 21, 2012).

Request for Approval

2. Central Library RFP.

Communications

3. Communication from Supervisor Moynihan re: Request Administration Committee direct I.S. to study the costs and timeline required for the streaming of BC Board Standing Committee meetings as well as all County Committees, Commissions, Boards, etc. in Room 200.

Information Services

4. Introduction of new Information Services Director, David Hjalmsquist.
5. Budget Status Financial Report for April, 2012.
6. Resolution Re: Change in Table of Organization Information Services (Delete Technology Services Manager/Add Server, Storage and Virtualization Specialist).

Child Support Agency

7. Budget Status Financial Report for April, 2012.
8. Director's Report.

Treasurer

9. Budget Status Financial Reports for the Months of March, April, and May, 2012.
10. Treasurer's Financial Reports for the Months of March and April, 2012.
11. Director's Report.

Department of Administration / Human Resources

12. Administration Budget Status Financial Report for April, 2012.
13. Human Resources Budget Status Financial Report for April, 2012.
14. Human Resources Activity Report.
15. 2012 Budget Adjustment Log.

16. Review of Purchasing Policy. *Held for one month.*
17. Director's Report.

County Clerk

18. Budget Status Financial Report for April, 2012.

Corporation Counsel – No agenda items.

Other

19. Audit of bills.
20. Such other matters as authorized by law.

Steve Fewell, Chair


Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.





JUNE 2012



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
			Public Safety 5:30 pm	Ed & Rec 5:30 pm		2
3	4	5	6	7	8	9
	Spec Admin 5:30 Executive Cmte 6:00 pm					
10	11	12	13	14	15	16
Father's Day 		Vet's Recognition 5:15 pm	Board of Supervisors 7:00 pm			
17	18	19	20	21	22	23
	Land Con 6 pm Plan Dev & Trans 6:30 pm		Human Svc 6:00 pm	Admin 5:00 pm		
24	25	26	27	28	29	30



JULY 2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Ed & Rec 5:30 p.m.					
1	2	3	4	5	6	7
	Executive Committee 6:00 pm					
8	9	10	11	12	13	14
		Vet's Recognition 5:15 pm	Board of Supervisors 7:00 pm			
15	16	17	18	19	20	21
	Land Con 6 pm Plan Dev & Trans 6:30 pm		Human Svc 6:00 pm	Admin 5:00 pm		
22	23	24	25	26	27	28
		 Picnic Time				
29	30	31				

BROWN COUNTY COMMITTEE MINUTES

- Human Services Board (June 15, 2012)
- Library Board (May 17, 2012)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, June 15, 2012 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Craig Huxford, Helen Smits, Carole Andrews, Bill Clancy,
Susan Hyland

Excused: JoAnn Grashberger

Also

Present: Brian Shoup, Executive Director
Kevin Lunog, Behavioral Health Services Manager
Tim Schmitt, Finance Manager
Mary Johnson, Hospital & Nursing Home Administrator
Doug Schneider, Green Bay Press Gazette

1. Call Meeting to Order:

The meeting was called to order by Chair Tom Lund at 5:15 pm.

2. Approve/Modify Agenda:

ANDREWS/HUXFORD moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of May 10, 2012 Human Services Board Meeting:

ANDREWS/CLANCY moved to approve the minutes dated May 10, 2012.
The motion was passed unanimously.

4. Executive Director's Report

Appointment of new Director of Community Programs

- Shoup stated that he has appointed Jeremy Kral, Marquette Human Services Director, as our new Director of Community Programs Division, replacing Jean O'Leary. Jeremy has served in his current position at Marquette County for three years. Before that, he served as that agency's Manager of Long Term Care, having developed and executed their transition plan into Family Care. Jeremy joins Brown County HS on July 2. Shoup states Kral will be a strong addition to the team.

Collaboration with Brown County United Way

- We have begun to establish a closer relationship with United Way. Shoup has been appointed to United Way's Leadership Council for the Community Partnership for Children, of which Human Services is a substantial financial

support. Shoup anticipates there will be greater collaboration between our two agencies in the area of planning and budgeting in the future.

Child abuse/neglect reports

- Although the rate of increase of abuse/neglect allegations reported to Child Protection dropped from 22% in March to 7.5% in April, it rebounded to 38% in May. We are hiring two temporary social workers and diverting additional social work capacity from other units. We also are requiring some overtime with existing staff to keep up with investigations. If the spike continues, we will request to convert the temporary positions to limited term. When we present our budget in August, you may see added capacity for Child Protection.

Future financial aid and program reports

- We will be reviewing and revising future program and financial reports for both HS Board and HS Committee and seeking members' suggestions.

Other Items

- A fraud investigation regarding liquor store owners misusing Quest Food Share cards was reported at a press conference 6/13. That activity was uncovered by our ES workers. Jenny Hoffman, ES management & sheriff have been training staff to look for the possibility of fraud during the application process. In this situation, information was passed on to our imbedded fraud investigators. They worked cooperatively with alcohol, tobacco & firearm agents as well as USDA agents and ended up arrested misusers on Monday. Shoup stated that fraud robs taxpayers and hurts the truly needy clients. We will continue our efforts to maintain program integrity. Shoup hopes that the word is out that we are a generous but vigilant community.

Q: Citizen Board Member Huxford asked if we think the new agreement/cooperation with Sheriff's department helped expedite this fraud issue.

A: Shoup stated absolutely; this required a level of sophistication that wasn't possible before. The imbedded, trained investigators have made all the difference. He appreciates Sheriff Gossage's offer for this partnership and the County Board's approval. Welfare fraud is a crime and it makes sense to have sworn officers involved.

CLANCY/ANDREWS moved to receive and place on file.

Motion was carried unanimously.

5. Policy Development Issue: Mental Health Access: Steps & Outcomes

- Kevin Lunog summarized the past months' presentations. He stated in order to meet the needs of Brown County residents, we need to have more prescriber time. This can be through a psychiatrist, an advanced practice nurse prescriber or a combination of time from both. We currently have a .5 FTE position that can be filled which will give some relief, but we will need more coverage. Nursing will need to be expanded to assist with the increase in their workload as more prescriber time is utilized.

Paula Landrie entered meeting at 5:33 p.m.

- Lunog stated the nurses receive triage calls placed to the clinic; they look through the records, gather the prescribing and other medical information that the providers need. The nurses deal with issues coming from the pharmacies and patients in order to resolve problems and discrepancies. The nurses consult with our other staff members on medical issues facing our clients, such as diabetes which can be an adverse effect from taking the psychiatric medication. The numbers of clients are increasing yearly.
- In 2011, we saved \$1,690,328.82 by using assistance programs compared to retail costs for these medications. This does not include the samples we provide patients (which are obtained from the pharmaceutical companies at no cost). We have a full time medication secretary who works together with the nurses to complete pre-authorizations, arranging to fulfill orders from the prescribers, works with the pharmacies, assists the medication programs paperwork and documentation requirements, and deals with the medications that come into the nursing office from the various programs.

Q: Vice Chair Laundrie asked if the assistance programs covers all tiers of medications, including the more expensive drugs.

A: Lunog stated it can it can but we do rely on new pharmaceutical reps to give samples.

- New patients to the clinic who do not have a prior psychiatric history are seen by the psychotherapist who completes an initial intake. This is so that a comprehensive write-up can be available to the prescriber in their first session. As we expand prescriber time this will also have an impact upon the psychotherapist's time. With more people being admitted to the clinic there will be more referrals for counseling, which will also add to the time needed for therapy.
- Lunog stated that adding additional prescriber time will help to shorten the wait times, but will also increase the number of people enrolled in the clinic. To meet the needs of the new patients, we will require more time and assistance from other staff members including nursing, the medication secretary and/or psychotherapists.
- Measurements currently being done include tracking when people miss their appointments to see the rates/days/reasons they are missing; tracking total numbers of people seen by each provider, average number of sessions and how that compares among therapists and tracking the number of medications and phone calls going through the nursing office.

Q: Citizen board member Huxford stated that most clinics/hospitals use a pre-call automated system for appointment reminders and asked if we are implemented that.

A: Lunog stated we do use Televox to send out an automated reminder but are moving it up to 2 days ahead to hopefully promote less missing of appointments.

- Lunog recommended the following:
 - Additional prescriber time be added in addition to the .5 FTE which should be filled.
 - An additional nurse position be added.
 - An additional psychotherapist position be allocated.

- Lunog also asked board for any recommendations they might have.

Q: Citizen board member Huxford asked what the issue is with filling the part-time position.

A: Lunog stated that we have had issues filling it in the past; administration turned down the approval through the freeze panel. It is budgeted for but did not go through previously.

Q: County board member Clancy asked how soon could we get the part-time position filled.

A: Shoup stated that getting the Committee and Board to recommend the position to be filled will be helpful. After that, it would go to the Executive Committee to be approved. The position will be challenging to recruit and we will need to request the flexibility of hiring either a psychiatrist or a nurse prescriber.

County board member Clancy asked for an agenda item for next month to be added – recommendation of the .5 position to be filled.

Clancy requested an agenda item “Board recommendation to fill .5 FTE prescriber position” for July’s meeting be added. All on board agreed to add for July.

ANDREWS/HYLAND moved to receive and place on file.
Motion was carried unanimously.

6. **Financial Report**

Community Programs

Schmitt reported financials through April. We are on target to meet budget; we do not expect a large variance. We are experiencing favorable results in contracted services.

Community Treatment Center

Schmitt stated that for the first four months this year, we are very close to on target for budget.

- Mary Johnson added that the different nursing model (elimination of house managers) has helped with this year’s finances. Currently, we are looking at revising our RN shifts, to allow for some 12 hour shifts without paying overtime.

LAUNDRIE/ANDREWS moved to receive and place on file.
Motion was carried unanimously

7. **Community Treatment Center Statistical Update:**

Please refer to the packet which includes this information.

8. **Bellin Hospital Statistical Update:**

Please refer to the packet which includes this information.

9. **Contract Update:**

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, July 12, 2012

5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

ANDREWS/HYLAND moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:01 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **May 17, 2012 at 6:00 p.m.** at the **Brown County Kress Family Branch Library, 333 N. Broadway Street, De Pere, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, and VICKY VAN VONDEREN

EXCUSED: DON CARMICHAEL, CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Clare Kindt and Glen Slaats (staff); and Kevin Raye (Brown County Information Services).

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVE/MODIFY AGENDA

There were no modifications to the agenda. Motion by Kegel seconded by Froelich, to approve the agenda. Motion carried. A report from K. Pletcher and C. Buboltz regarding the Director's evaluation will be heard under the President's Report as Item 11 a.

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the April 19 minutes and they stand approved.

Motion by Kegel, seconded by Froelich, Motion carried.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

A note was received on behalf of the Fox Valley Chapter of the National Church Library Association thanking L. Stainbrook for speaking at their association conference held in Green Bay.

OPEN FORUM FOR THE PUBLIC

Clare Kindt, Kress Family Branch Manager talked about recent events at the library. The educational SEEDs kiosk displays a time lapse video of the installation of the solar panels and an interactive touch screen display was recently installed by Digital Design. The De Pere School district planned a walking tour of downtown De Pere for all fourth grades. One of their stops was at the library where they participated in separate sessions on oral history and storytelling, a historical photo show and energy conservation. The De Pere Beautification Committee is maintaining three outdoor planters and the Garden Club of De Peres is overseeing landscaping. The branch recently hosted their first edible book festival. The Green Bay Area Model Railroaders have been a fun addition and volunteers staff the exhibit during library programs.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

L. Stainbrook and S. Lagerman had a demonstration of the Mondopad at CCCP Tech Expo. Kevin is excited about implementing them in the county. There were no other questions related to the written report on Information Services received.

COLLECTION DEVELOPMENT: ZINIO DEMONSTRATION

D. Cropper introduced Zinio, a database of streaming magazines with unrestricted viewing and 24/7 simultaneous access. Adding this product to the library's collection would expand the library's virtual offerings. These fully digital magazines will be accessible at the library and remotely. Android and Apple mobile apps are also available. Selection is customizable and the individual issues stay in the collection. A one-year subscription will be pursued and evaluated after one year.

Discussion took place about having a system to track requests for books the library chooses not to purchase. L. Stainbrook stands by staff decisions to purchase or not purchase titles when the established selection process is followed. UWGB tracks ILL requests to determine demand. C. Buboltz indicated it may be beneficial to review selection process and the collection policy.

Kevin Raye left the meeting at 6:40 p.m.
Clare Kindt left the meeting at 6:45 p.m.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force

K. Pletcher reported on the communications that were presented at the County Board meeting. She will meet with Pat Wetzel, chair of Ed & Rec, to determine how to proceed. These communications were referred to Ed & Rec. It is clear the new county board supervisors need to be educated on the entire renovation project; the supporting documentation gathered over the last four years; what a library does for the health of the community; and how a weak central library results in weak branches.

Whichever option Ed & Rec decides to take in regards to the communications, one thing remains – the Central Library has needs and it is inevitable that an engineering problem(s) will occur.

K. Pletcher was told last fall that the library could work under the existing design engineering contract with Boldt for value engineering services. After meeting with County Purchasing and Risk Management it was learned that the library does not have authorization to procure service under the current contract. A RFP would have to be issued. L. Stainbrook and Dale De Namur (Purchasing) met with K. Pletcher to revise the timeline. A draft should be available on 5/18, ready for the June 7 Ed & Rec agenda. If approved, it will move on to the County Board on June 20 with a projected release date of June 22. Pat Wetzel agreed to serve on RFP review committee. K. Pletcher proposed that the Library Board pass a resolution that directs the Director and Vice President to work with Purchasing to issue an RFP for engineering and design services. **Motion** by Hickey, seconded by Van Vonderen approving the Library Director and Library Board Vice-President to work with County Purchasing to issue an RFP for engineering and design services. **Motion carried.**

The Library Board is confident in the work that has been accomplished over the last four years. The plan at hand is a good one and one that is respectful of the use of taxpayer’s money. The money that has been bonded can only be used for the engineering and design of Central Library’s renovation project.

1. **Approve request for expense reimbursement** Costs have been incurred as a result of planned meetings of the Task Force. **Motion by** Buboltz, seconded by Van Vonderen, to approve expense reimbursement of the Task Force to be paid from donated, private monies raised for Space Needs Analysis. **Motion carried unanimously.**

b. Other activity

Keeping safety in mind, C. Beyler reviewed and prioritized the projects determined earlier in the year. He recommended to abandon the boiler loop at the Ashwaubenon Branch and demand control ventilation at the Kress Family Branch because it is too long before a payback is realized. Bids for installation of a high-efficiency condensing boiler at Kress have varied in amount. While this boiler has more than a 15 year payback it provides redundancy for the heating system and is recommended. Previously authorized, this work will be scheduled. The Central Library had another leak in a roof drain. Roof drains will continue to need to be replaced. Failure frequency is consistent (every 4-6 months).

ACCOUNTANT’S REPORT

- a. **Financial Report** L. Denault presented the March, 2012 financials. **Motion** by Froelich, seconded by Buboltz, to approve the March 2012 financial reports. **Motion carried.**

- b. **Acceptance of Gifts, Grants and Donations** **Motion** by Froelich, seconded by Kegel, to approve the March, 2012 Gifts, Grants and Donation reports as follows:

March, 2012

Gifts & Donations

03/01/12	Susan Chapel Conlon	350.00	Kress Summer Reading Prog.
03/08/12	Richard & Helen Herlache	500.00	WH Children's Kitchen Set
03/08/12	Local History & Genealogy Participants	184.00	Local History Materials
03/15/12	Local History & Genealogy Participants	165.00	Local History Materials
03/15/12	Friends of Brown County Library	74.99	WH Solar Flow Chart
03/22/12	Branch Buddies of Brown County Library	71.48	WH Children's Play Sets
03/29/12	Local History & Genealogy Participants	26.00	Local History Materials
03/01/12	Ashwaubenon	29.91	Donation Box
03/01/12	Bookmobile	8.62	Donation Box
03/01/12	East	48.29	Donation Box
03/01/12	Weyers/Hilliard	80.88	Donation Box
03/01/12	Central Circulation	121.74	Donation Box
03/01/12	Kress	16.37	Donation Box
03/01/12	Pulaski	9.75	Donation Box
03/01/12	Southwest	11.00	Donation Box
03/01/12	Wrightstown	17.36	Donation Box
	Total Donations	\$ 1,715.39	

Federal & State Grants

3/31/2012	Nicolet Federated Library System	\$ 2,370.76	Continuing Education
3/31/2012	Nicolet Federated Library System	7,990.62	Collection Development
	Total Grants	\$ 10,361.38	

Motion carried.

RFID UPDATE

Material tagging continues at the Central Library. The Children's Department is slated to be finished before the rush of Summer Reading Program begins. The Southwest Branch continues to have sporadic issues and they continue to be worked on.

REPORT OF WORK RULES COMMITTEE

a. Approve Clerk Job Description (Library Service Assistant) L. Hoffman introduced Glen Slaats as staff and Work Rules Committee member. The Library Services Assistant is recommended to replace 'clerk' public service clerks (not Technical Services or Administration). The committee talked a lot about titles for current and future employees. The new description emphasizes the roles they serve. The description's structure has been changed to include essential duties, weighted and grouped into major categories. Expectations were also added. Evaluation standards should be driven by the position description. Several standards apply to all employees and are evident in all descriptions. The new position description really tells staff what is expected as opposed to the old descriptions from the county that were wage classification driven. These descriptions are expected to be valuable tools and useful for regular reference, goal setting, and performance evaluation. G. Slaats noted the potential and opportunity for fine-tuning them each year as things change. **Motion by** Pletcher, seconded by **Buboltz**, to approve the Library Service Assistant position description. **Motion carried.**

b. Approve Public Service Para-Professional Job Description (Library Service Associate) The differences in positions and locations led to three position descriptions in this classification. The job duties were written to maintain the environment - focusing less on the place and more on service provided. **Motion by** Pletcher, seconded by Buboltz to approve three Library Service Associate position descriptions. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update L. Stainbrook reported that the member library directors met. Topics included the NFLS Service plan and ongoing activities as reported by staff.

Glen Slaats left the meeting at 8:05 p.m.

PRESIDENT'S REPORT

K. Pletcher and C. Buboltz were charged with creating a plan for the Director's review. The DPI's trustee manual will be used as a guideline. A review has not been conducted in 4 years. C. Buboltz presented a sample format and asked for feedback. The process for the review will be voted on in June. The review itself will be conducted in closed session.

DIRECTOR'S REPORT

L. Stainbrook noted that she provided tours to new county board supervisors Erik Hoyer (Ed & Rec) and David Steffen. She mentioned that a resolution on human resource issues has been passed on to T. Streckenbach, P. Moynihan, T. Lund and P. Wetzel. It is to be added to June Executive Committee agenda after review by Corp Counsel. The resolution clearly defines what the library has done, could do, and can't do. L. Stainbrook, L. Hoffman, S. Lagerman, L. Denault and C. Beyler met about staffing during Summer Reading Program without hiring, having run out of part-time candidate and retirees. Current staffing has been a real burden on staff. Moving staff and constantly juggling hours wastes staff time.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Froelich, seconded by Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:35 p.m.

NEXT REGULAR MEETING

June 21, 2012

Central Library

515 Pine Street, downtown Green Bay

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary