

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **June 21, 2012 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine St., downtown Green Bay, WI**

PRESENT: TERRY WATERMOLEN, CARLA BUBOLTZ, KATHY PLETCHER, VICKY VAN VONDEREN, and CHRISTOPHER WAGNER

EXCUSED: DON CARMICHAEL, CHRIS FROELICH, JOHN HICKEY, and PAUL KEGEL

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, Curt Beyler, Pat Williams (County Board Supervisor), Dave Hjalmlquist (Information Services Director) 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 Buboltz seconded by Wagner, to approve the agenda. **Motion carried.**

MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the May 17 or June 12 minutes and they stand approved.

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

An email was received from Kevin Brennan (B.C. Human Services) complimenting Molly Senechal, children's librarian at the East Branch Library, for her friendliness and knowledge.

OPEN FORUM FOR THE PUBLIC

No one was present to address the Board.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

L. Stainbrook asked about the progress of quality of assistance. K Raye is looking at the end of next week for implementation. This would help control streaming video and the resources used. Personal wireless printing for patrons is nearly complete. The temporary administrative rights that were given to staff during an upgrade were helpful. K. Raye and L. Stainbrook will discuss the possibility of this happening again. Pulaski's T1 phone line is the issue with printing large files because each print job has to leave the site, travel to a central print server downtown and then be sent back to Pulaski. This is not an issue with fiber locales. L. Stainbrook asked about WiscNet for improved Internet service. Connection to the site is the issue. The NEWCAN (universities, municipalities) consortium is a group that meets about sharing resources. NSight, who services Pulaski and Green Bay, was at the last meeting. There might be an opportunity to connect networks since their tower is very close. K. Pletcher thought they could put value on service and use it as a tax deduction and donate it to the library. L. Stainbrook will confirm with the village that there are no other plans for the library building for at least another 5 years. There is also fiber at Mason and Main streets in Green Bay which gives potential for a connection at the East Branch. K. Raye will get an estimate on running fiber to the East and Pulaski branches.

The issues with RFID at Southwest Branch are not IS related. The vendor believes there is some kind of electronic interference. Testing for troubleshooting has been postponed for summer.

D. Hjalmlquist stated he looks forward to working with the library. L. Stainbrook served on the interview team that selected the I.S. Director and noted that she was very impressed with Dave.

D. Hjalmlquist and K. Raye left the meeting at 6:24 p.m.

FACILITIES REPORT

a. Report of Central Library Renovation Task Force

K. Pletcher handed out a document distributed at a special meeting for county board supervisors about the Central Renovation. P. Williams stated he learned a lot on the Central Library tour Lynn S. took him on – including that some areas are claustrophobic. He liked the information that has been presented and is looking forward to comparisons of other library systems with similar populations; wonders what the library's realistic needs are for the next 20 years; wants to understand the whole system and its needs; other funding options; and what the board can do. He wants to make board successful. Williams also commented that he thought the discussion at the special meeting was great. K. Pletcher updated the Board on the special meeting. Supervisor Van Dyck is concerned that supervisors have control of project. K. Pletcher reviewed the project's background, RFP scope and approval process (Planning and Facilities Monday night, June 24; Administration on Wednesday night June 26; Ed & Rec on July

2; Executive Committee July 9; and County Board July 18). The RFP review and Selection Committee is tentatively comprised of Pat Wetzal, Doug Marsh; Chuck Lamine; Kathy Pletcher and Lynn Stainbrook. If passage through all committees takes place, the RFP will be posted on July 20 with responses due on August 13. After a period of review and evaluation the intent to award is set for August 30 and the contract signing on September 14.

It is at that time when the design process can begin. A project management team for design will include Supervisors Erickson and Dantine (Development, Planning & Facilities); Supervisors Van Dyck and Hoyer (Ed & Rec); John Hickey and Kathy Pletcher (Library Board); Lynn Hoffman (Library staff); and others to be determined who understand facilities and library services. This team will be responsible for maintaining the project's elements (functionality, flexibility, and technological efficiency) while reducing the cost. The Project Management team will make final decision on design.

Sue Lagerman produced Central Library Renovation bookmarks, each with a different statement about libraries, to insert in every book that gets checked out.

There is an urgency to move forward – interest is being paid on the bonded money. Things are breaking which increases the risk of emergency shutdowns.

b. Approval of RFP for Engineering and Design Services

In May, the Library Board approved the Library Director and Library Board Vice-President to work with County Purchasing to issue the RFP since the timetable didn't allow bringing it back to the Library Board for approval. Due to a change in the RFP's timetable, the Board now has the opportunity to approve the RFP. **Motion** by Buboltz, seconded by Wagner, to approve the RFP for Engineering and Design Services. **Motion carried.**

c. Other activity

The Central Library chiller failed twice on Tuesday. A temporary fix was applied until a replacement part was received two days later. The DDC expansion unit was installed at the Kress Family Branch. It is a good alternative over demand control. Very little BTUs are lost. Two-thirds of the security cameras have been installed. A condensing unit will be installed at the Ashwaubenon Branch as well as a boiler at Kress. New, efficient outdoor lighting at Kress only uses 13w as opposed to 100w power. The commercial mower and trailer have been purchased for Weyers-Hilliard. Maintenance can now accommodate three branches in less than half the time. The hot water circulation pump went out and was replaced six days later.

ACCOUNTANT'S REPORT

a. Financial Report L. Denault presented the April and May, 2012 financials. **Motion** by Pletcher, seconded by Wagner, to approve the April and May, 2012 financial reports. **Motion carried.**

b. Acceptance of Gifts, Grants and Donations **Motion** by Wagner, seconded by Van Vonderen, to approve the April and May, 2012 Gifts, Grants and Donation reports as follows:

April, 2012

Gifts & Donations

04/05/12	John Bettinger	50.00	Magazines/Films
04/05/12	Friends of Brown County Library	218.50	Every Child Ready to Read
04/05/12	Friends of Brown County Library	1,900.00	Design Work
04/05/12	Friends of Brown County Library/SEEDS	224.54	Kress Display Unit
04/19/12	Michael Wozniak - In Memory of Dorothy Wozniak	100.00	Kress Children's Materials
04/19/12	Michael Hanon - In Memory of Robert F. Hannon	1,000.00	Large Print Materials
04/26/12	Brown County Library Staff-In Memory of Gordon Kallunki	107.00	Central Children's Materials
04/26/12	Ashwaubenon Lioness	400.00	Large Print Materials
04/01/12	Ashwaubenon	8.42	Donation Box
04/01/12	Bookmobile	7.39	Donation Box
04/01/12	East	58.29	Donation Box
04/01/12	Weyers/Hilliard	23.76	Donation Box
04/01/12	Central Circulation		Donation Box
04/01/12	Kress	34.90	Donation Box
04/01/12	Pulaski	4.75	Donation Box
04/01/12	Southwest	16.00	Donation Box
04/01/12	Wrightstown	10.37	Donation Box
	Total Donations	\$ 4,163.92	

Federal & State Grants

4/30/2012	Nicolet Federated Library System	\$ 75.24	Continuing Education
4/30/2012	Nicolet Federated Library System	11,004.57	Collection Development
	Total Grants	\$ 11,079.81	

May 2012

Gifts & Donations

05/10/12	Bay Area Genealogical Society	300.00	Local History Materials
05/17/12	Friends of Brown County Library	854.98	Every Child Ready to Read
05/17/12	Friends of Brown County Library	1,200.00	Design Work
05/17/12	Colleen DePouw	68.00	Adult Summer Reading Prog.
05/24/12	Mary & Sandy Bohman	75.00	Cen Adopt-A-Program
05/24/12	Mary & Sandy Bohman	50.00	East Adopt-A-Program
05/31/12	Mary & Sandy Bohman	200.00	Cen Adopt-A-Program
05/31/12	Northeastern Wisconsin Arts Council	153.00	One Book One Community
05/01/12	Ashwaubenon	15.04	Donation Box
05/01/12	Bookmobile	10.00	Donation Box
05/01/12	East	63.91	Donation Box
05/01/12	Weyers/Hilliard	29.90	Donation Box
05/01/12	Central Circulation	136.50	Donation Box
05/01/12	Kress	30.87	Donation Box
05/01/12	Pulaski	6.40	Donation Box
05/01/12	Southwest	29.75	Donation Box
05/01/12	Wrightstown	14.27	Donation Box
	Total Donations	\$ 3,237.62	

Federal & State Grants

5/31/2012	Nicolet Federated Library System	\$ 3,544.70	Collection Development
	Total Grants	\$ 3,544.70	

Motion carried.

BUDGET

a. Approval of Performance Measures, Mission Statement and Program Description

Motion by Pletcher, seconded by Buboltz, to approve the Performance Measures, Mission Statement and Program Description as presented for inclusion in the 2013 budget with the modification to the story time sentence as suggested by C. Buboltz. **Motion carried.**

APPROVE BUDGET ADJUSTMENT NOTICE TO TRANSFER FUNDS FOR LEGAL SERVICES

Motion by Van Vonderen, seconded by Pletcher, to approve the budget adjustment notice to transfer funds for legal services associated with the employee transition plan for library employees. **Motion carried.**

REPORT OF WORK RULES COMMITTEE

a. Approve Library Supervisor Job Description

Motion by Buboltz, seconded by Pletcher, to approve the Library Supervisor position description. **Motion carried.**

APPROVE DIRECTOR'S REVIEW PROCESS AND REVIEW FORM

C. Buboltz and K. Pletcher agreed that there the Director Position description lacked organizational structure. The content was categorized into the following responsibilities: Library Board Executive; Leadership; Communications; Planning; Human Resource Management; Facilities Management; Budget Management; Marketing; County Relations; and Community Relations. The performance review will be conducted in closed session. **Motion by** Van Vonderen, seconded by Pletcher, to approve the process and review form. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update L. Stainbrook reported that the summer meeting was at Shawano Public Library.

b. Notice of Lease Option Reducing Rental Space A letter, dated June 14, 2012 was received from Mark Merrifield, NFLS Director, notifying the Library Board that Nicolet intends to relinquish the third floor meeting room beginning January 1, 2013. Equipment and furnishings will be removed by December 31, 2012. This opt-out will result in approximately a \$20,000 loss in revenue.

PRESIDENT'S REPORT

None.

DIRECTOR'S REPORT

L. Stainbrook distributed county cross-borrowing bills info as an additional funding stream. Bills were recently sent. Memos addressed to county clerk and individual worksheets were also mailed. Confidentiality laws prevent distributing names and addresses. Reactions from other counties were mixed. L. Stainbrook had spoken with John DeBacher at DPI and followed his advice. System Directors should have been notified ahead of time and three were notified today. Oconto County has been aware of and was half expecting a bill. T. Watermolen stated that counties have saved money because Brown County has been covering it. This is only a 70% reimbursement – Brown County is still paying 30%.

Brown County Library cannot be billed in return because BCL is a county system and all Brown County residents pay library taxes. This billing is allowed under state statute. County Planning helped with the mapping of library users. By law, the amount collected cannot be deducted from the levy. The library may need to use some of these funds to cover the 2013 budget. Any excess funds could be put into a building fund.

Security measures include not working alone (at least 2 people in a building at any given time); additional security cameras; key reissuance and access control; staff awareness; locked men's bathroom on first floor at Central; and master key tracking.

Staff has been shifted to cover shortages at the Kress Family and Denmark branches.

Zinio (streaming magazines) is not yet available but is expected soon.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

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

The meeting adjourned at 8:45 p.m.

NEXT REGULAR MEETING

July 19, 2012

Central Library

515 Pine Street, downtown Green Bay

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary
Sue Lagerman, Recording Secretary