

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **March 21, 2013 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** KATHY PLETCHER, DON CARMICHAEL, VICKY VAN VONDEREN, TIM NIXON, CHRISTOPHER WAGNER, TERRY WATERMOLEN and PAT WILLIAMS

**EXCUSED:** CARLA BUBOLTZ and BOB NIELSEN

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Sue Lagerman, Curt Beyler (staff); Troy Streckenbach, (Brown County Executive); Doug Marsh (Brown County Public Works); Bill Meindl (Allouez); and Beth Jones (FOX-11 News).

**CALL TO ORDER** President Kathy Pletcher called the meeting to order at 5:15 p.m.

### **CONSENT ITEMS**

#### **a. Approve/modify agenda**

**Motion** by Williams, seconded by Van Vonderen, to approve the agenda. **Motion carried.**

#### **b. Approval of minutes**

There was one modification to the minutes – C. Buboltz was listed as both present and excused. She was excused only.

**Motion** by Williams, seconded by Van Vonderen, to approve the modified minutes. **Motion carried.** **Motion** by Watermolen, seconded by Carmichael to approve the consent items. **Motion carried.**

### **COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC**

A letter from Chris Froelich reflecting on his time serving as a Library Board Trustee was distributed. His term on the Board has expired.

A letter from the WI Department of Public Instruction declaring the renewal of L. Stainbrook's Grade 1 Public Librarian Certificate, valid through April 2018, was also shared.

### **INVITED GUESTS**

#### **a. Brown County Executive Troy Streckenbach – Cultural Campus**

T. Streckenbach stated he appreciates the opportunity to discuss the proposal that suggests co-locating the Neville Public Museum (NPM) and the Central Library thereby creating a cultural campus in the town center. He explained the impetus behind this proposal has been the five years spent exploring the renovation of the Central Library and the costs involved. The problems at Central will not go away. The question is how to take the county's cultural institutions and set them up for success in the future and to be sustainable for future generations. The idea of looking at and exploring a co-location is a great opportunity for the library and the museum whether the possibilities/suggestions are good ideas or not. The Space Needs Analysis conducted by the Library demonstrates needs such as expanding the Children's Department, more room for additional computers and electronics; reading rooms; private spaces; etc. Streckenbach thinks remedies for these needs can be accomplished at the other location. Rather than being separated by bridges and development, and being ours/theirs, he suggests maximizing space in an active development area and taking both assets and locating them in the heart of activity. He envisions a reading class about being a patriot on the Fourth of July. Rolf Johnson is considering a museum ship for education. In looking at the long term responsibility of the county, the question about how to set up for success in the long run must be asked. The community as a whole might stand behind this project versus only interested parties for either a library or museum singular project. He has researched pros and cons and admits there a lot of unknowns – parking, square footage; expansion; but this is a chance to give the museum a new opportunity.

A Task Force has been formed to examine the cultural campus possibility and consists of Brown County Supervisors Tom Lund and Pat LaViolette; City Aldermen, Tom De Wane and Jesse Brunette; Library Board members Kathy Pletcher and Tim Nixon; Ashwaubenon Village President Michael Aubinger; Museum Foundation Board member Donald Salmon; and Village of Suamico Trustee, Ben Schenckelberg. T. Streckenbach stated that this group will ultimately make the decision about the feasibility of a cultural campus. If the Task Force decides a co-location doesn't make sense then the county will figure out what to do to make the museum relevant and revisit the discussion about making the library safe for the public to use. The Task Force intends to examine space needs and determine absolute needs; what would need to be added on; and determine what square footage would be necessary to be successful. Eventually the Library Director and the Museum Director would be involved in the discussion. V. Van Vonderen asked about a time frame for this determination to be reached. T. Streckenbach has set the end of 2013 as a target date.

In the meantime and per the Library Board, projects underway at the Central Library should continue. Co-location doesn't necessarily mean in the same building – it could also mean a separate building in the vicinity of the other. D. Carmichael asked about the synergy of co-locating in a single building. T. Streckenbach replied that the NPM can be built up and out towards the parking lot and feels the best scenario would be one building. Collaborations of libraries and museums are real and communities should be

looking at that. He continued to say that there is a trend in collaboration and cooperation and described similar scenarios. He indicated that there are not many in the U.S. as there are in the United Kingdom and Australia but we could learn from those. D. Carmichael reminded that the library and museum were once co-located and the library had to be expanded due to public demand. The Task Force should understand the complete history of the library. T. Streckenbach went on to say that research shows collaborations added value, expertise, funding, partners, sometimes shared staff, and the ability to fulfill similar missions. (Austin's cultural campus was cited as an example). L. Stainbrook commented that the Library and the NPM work together already on several programs.

In addition to the Space Needs Analysis, it might be beneficial for the Task Force to also look at services and missions to determine what is alike and what is different. V. Van Vonderen commented that the Task Force is up against the public's perception if there is still a need for libraries – there has to be information about the library of the future. It was suggested that the Task Force should attend Garry Golden's presentation at the Central Library on April 11 where he will discuss how issues that shape business and society are redefining our local communities and the nature of our public institutions. In order to determine the vision of a cultural campus the Task Force has to be comfortable with libraries of the future and successful museums. T. Streckenbach stated he is supportive of public libraries and firmly believes that having free access is inherently important and is absolutely something that needs to be provided. He continued that the cultural campus would utilize the waterfront (grab a book and sit on the river) and enhance prime real estate.

T. Streckenbach stated the library has the demand but the building is suffering. At the end of the day there is an opportunity to address to important institutions – right in the middle of revitalization in the heart of Green Bay. Problems are opportunities to explore. C. Wagner noted that the library does not have a usage problem and wondered if day traffic from downtown workers would suffer if the library was across the river. The On Broadway Farmer's Market on Wednesday nights in the summer months could drive some traffic. T. Watermolen wondered about the NPM property being landlocked (river/railroad) and how this could potentially limit future expansion. The library will be 125 years old in 2014 and the museum, 100 years. The County Executive envisions a celebration to commemorate the vision of both institutions.

The Library Board believes the idea is worth exploring but it can't be dragged out because, in the meantime, the Central Library continues to have challenges. T. Streckenbach is cognizant of time and will ask the Task Force to be mindful of that and to communicate regularly. The timeline is crucial. If the recommendation of the Task Force makes financial sense, the County Executive will stand behind it. The idea of two buildings in the same area should not be forgotten as an option. It is also important to look at the advancement Downtown is making and seize the opportunity to be part of that energy and momentum.

The Task Force will meet on Monday, March 24, 2013 at 4:00 p.m. T. Streckenbach noted that while he is in office, he will do everything to enhance the county's cultural institutions because they make a community strong. He assured he will act in good gesture and in good faith.

**b. Public Works – Doug Marsh**

D. Marsh gave an update on the elevator bids. Time has been spent tabulating, evaluating and following up with qualifying bidders. There was some incongruity among the bids which made evaluating the bids difficult and resulted in a revision of the bid tabulation. Some vendors included costs for one or both elevator cars or both but the sum total didn't match; some vendors misread the cost form etc. T. Nixon commented that the bid specs must have been written poorly to have such a variation in bids.

Schindler Elevator Corporation, aggressive in its bidding (\$191,757.00 for the Base Bid and Alternative Bid #1), will be awarded the project. The work includes controllers, power units, door operators, and fixture signals (button and lights, call buttons in the hallway and inside cab). Public Works is also considering recommending to PD&T alternate bid #3 which would proactively replace the hydraulic cylinders and re-plumbing the casing if necessary.

The question was asked if it still makes sense to do move forward on this project if there is a year-end decision to co-locate. Realistically, an actual move is at least five years away – if it happens. The county still has to be a responsible property owner. D. Marsh recommends moving forward on the projects that the library is already committed to as well as outstanding safety issues.

It was asked if the elevator project could be held up for an interim period (30 – 120 days) until more is known about a co-location. But keeping a minimum of five years in mind for an actual move, D. Marsh reminded that age and reliability are the issues. Replacing cylinders now would be less expensive than replacing them if they fail. The core issue is to modernize, upgrade, alleviate obsolescence, reduce maintenance and improve overall reliability.

**STRATEGIC PLANNING DISCUSSION**

The Library Board proposed the following mission/vision statement that emerged from the Library Board retreat: "Providing trusted information and resources to connect people, ideas and community." **Motion** by D. Carmichael, seconded by V. Van Vonderen, to approve this mission/vision statement. **Motion carried.**

## LIBRARY BUSINESS

### a. Information Services Report

New telephone server changeover went fine. No other updates.

### b. Financial Manager's report, bills and donations

L. Denault presented the financial reports for December, 2012 and January, 2013. Motion by T. Nixon, seconded by V. Van Vonderen, to approve the December, 2012 financial reports. Motion carried. Motion and T. Nixon, seconded by V. Van Vonderen January, 2013 financial reports as presented. Motion carried. There were no bills out of the ordinary. Motion by D. Carmichael, seconded by P. Williams, to approve the December, 2012 and January, 2013 donations as follows:

**Brown County Library  
Gifts, Grants & Donations Report  
December 2012**

#### Gifts & Donations

12/06/12	Nancy Stimart	1,000.00	Library Improvements
12/06/12	Michael & Susan Smullen	1,000.00	Kress Children's Materials
12/06/12	Focus on Energy	1,902.00	Kress Boiler & Lights
12/06/12	Focus on Energy	1,197.00	Weyers-Hilliard Boiler
12/13/12	Joan Barr	100.00	Weyers-Hilliard Branch
12/20/12	Branch Buddies of the Brown County Library	75.00	Weyers-Hilliard Performer
12/20/12	Branch Buddies of the Brown County Library	50.00	Weyers-Hilliard Performer
12/20/12	Branch Buddies of the Brown County Library	40.35	Southwest Easels
12/20/12	James & Joan Hogan	100.00	Multicultural Needs
12/20/12	Maurice & June Robinson Family Foundation	3,000.00	Library Improvements
12/20/12	Friends of the Brown County Library	348.30	Archival Supplies
12/20/12	Friends of the Brown County Library	17.48	East Program Supplies
12/20/12	Friends of the Brown County Library	12,703.35	Kress Sustainability Project
12/27/12	Wochinske Family Foundation	2,000.00	Teen Summer Reading Prog.
12/31/12	Diane Nagy	15.00	Southwest Materials
12/31/12	Dennis Keyzer	60.00	Non-Fiction Materials
12/31/12	Anna Mae Petruska	25.00	Central Materials
12/31/12	Kurt Banaszynski - In Memory of Ethel Banaszynski	500.00	Pulaski Materials
12/31/12	Marian S. Holmes Estate	109,237.97	Audio & Large Print Materials
12/31/12	Friends of the Brown County Library	6,016.00	Early Literacy Stations
12/31/12	Friends of the Brown County Library	30.00	East Program Supplies
12/31/12	Friends of the Brown County Library	207.33	Teen Parent Books
12/31/12	Friends of BCL/Wrightstown Area Library Committee	7,628.67	Wrightstown Operating Exp.
12/31/12	Ashwaubenon	104.82	Donation Box
12/31/12	Bookmobile	2.01	Donation Box
12/31/12	East	90.32	Donation Box
12/31/12	Weyers/Hilliard	38.53	Donation Box
12/31/12	Central Circulation	71.51	Donation Box
12/31/12	Kress	22.81	Donation Box
12/31/12	Pulaski	25.54	Donation Box
12/31/12	Southwest	26.20	Donation Box
12/31/12	Wrightstown	20.62	Donation Box
	<b>Total Donations</b>	<b>\$ 147,655.81</b>	

#### Federal & State Grants

12/31/2012	Nicolet Federated Library System	\$ 88,454.97	Technology Grant
	<b>Total Grants</b>	<b>\$ 88,454.97</b>	

**Brown County Library  
 Gifts, Grants & Donations Report  
 January 2013**

**Gifts & Donations**

01/25/13	Friends of the Brown County Library	683.33	East Display Unit
01/25/13	Friends of the Brown County Library	399.48	Wrightstown Literacy Carpet
01/25/13	Friends of the Brown County Library	548.00	Central iPad
01/25/13	Friends of the Brown County Library	215.63	Children's Supplies
01/25/13	Friends of the Brown County Library	356.50	Continuing Education
01/25/13	Friends of the Brown County Library	689.97	Camcorder
01/25/13	Friends of the Brown County Library	494.31	Entry Boxes
01/31/13	Brown County Community Women's Club	25.00	Kress Materials
01/31/13	Ashwaubenon		Donation Box
01/31/13	Bookmobile		Donation Box
01/31/13	East		Donation Box
01/31/13	Weyers/Hilliard		Donation Box
01/31/13	Central Circulation	49.03	Donation Box
01/31/13	Kress		Donation Box
01/31/13	Pulaski		Donation Box
01/31/13	Southwest		Donation Box
01/31/13	Wrightstown		Donation Box
	<b>Total Donations</b>	<b>\$ 3,461.25</b>	

**Federal & State Grants**

1/31/2013	Nicolet Federated Library System	\$ 6,664.00	Technology Grant
	<b>Total Grants</b>	<b>\$ 6,664.00</b>	

**Motion carried.**

**c. Approve expenditure of carryover funds for PCI Compliance (Bibliotecha) \$10,852**

**Motion** by T. Nixon, seconded by V. Van Vonderen, to approve carryover funds of \$10,852 for the purposes of PCI Compliance. **Motion carried.**

**d. Approve plans for expending additional carryover funds**

**Motion** by V. Van Vonderen, seconded by D. Carmichael, to approve the expenditure of additional carryover funds in the amount of \$232,084. **Motion carried.**

**e. Approve Budget Adjustment Notice – Transfer funds equal to the amount of a bequest designated for audio and large print materials from books, Periodicals, Subscriptions to Equipment – Non-Outlay for the purpose of the library’s radio frequency identification system. \$85,500**

**Motion** by V. Van Vonderen, seconded by T. Nixon, to approve the Budget Adjustment Notice to transfer funds equal to the amount of a bequest designated for audio and large print materials from books, Periodicals, Subscriptions to Equipment – Non-Outlay for the purpose of the library’s radio frequency identification system. **Motion carried.**

**f. Transfer funds donated for Space Needs analysis from Nicolet checking account to BCL Foundation (\$8,907)**

**Motion** by T. Watermolen, seconded by C. Wagner to approve the transfer of funds designated for Space Needs Analysis from the Nicolet Bank checking account to the BCL Foundation. **Motion carried.** It was noted that the donor was in agreement with this transfer.

**g. Personnel**

**1. Approve updated 2013 Classification and Compensation schedule**

**Motion** by T. Watermolen, seconded by C. Wagner, to approve the 2013 Classification and Compensation schedule. **Motion carried.** L. Stainbrook reported that she has approached the County Executive, and he had agreed, that the library should search for a private payroll service and the Library Board agrees that services, similar to those provided by the county, should be investigated. A comparison needs to be made between what the county provides and what is available. A competitive price should be considered for outsourcing (even if we contract with the county). An entire HR structure could be built. There are many options to consider.

**2. Approve Table of Organization change for Children’s Librarian at Ashwaubenon and Pulaski**

**Motion** by T. Watermolen, seconded by C. Wagner, to approve the Table of Organization change as follows:

The Library Director recommends that the Library Board, for budgeting and Table of Organization purposes, delete the full-time Children’s Librarian position at Ashwaubenon and creates a part-time (22.5 hours per week) Children’s Librarian at Ashwaubenon and a part-time (15 hours per week) Children’s Librarian at Pulaski, with the intent that these two part-time positions are filled by the same person as one full-time equivalent. This has no fiscal impact and would be filled by the current Children’s Librarian.

In addition, the Library Director recommends that the Library Board delete the 20-hour Children’s Librarian position at the Pulaski Branch and use the resulting savings to add a 25-hour Library Service Associate at the Ashwaubenon Branch.

The Library Director recommends that the Library Board delete the Library Housekeeper position in the Maintenance Department and replace it with an additional Library Maintenance Worker position.

Position	Hours	Location	Wage Rate	Salary	Fringe	Total	Net Savings
<i>delete:</i>							
.53 Children's Librarian	20	Pulaski	\$ 22.74	\$ 23,648.56	\$ 10,050.64	\$ 33,699.20	
1.0 Library Housekeeper	37.5	Facilities	\$ 13.60	\$ 26,527.61	\$ 11,274.23	\$ 37,801.84	\$ 71,501.04
<i>add:</i>							
.67 Library Service Associate	25	Ashwaubenon	\$ 17.96	\$ 23,348.00	\$ 9,922.90	\$ (33,270.90)	
1.0 Maintenance Worker	37.5	Facilities	\$ 16.98	\$ 33,112.56	\$ 14,072.84	\$ (47,185.40)	\$ (80,456.30)
							\$ (8,955.26)
						NET COST	\$8,955.26

This change will increase personnel costs by \$8,955. While this will reduce the overall savings to date to \$2,758, it will increase productivity in the Maintenance Department and eliminate a problematic pay equity issue.

This table of organization change and permission to fill open positions and subsequent annual savings, submitted for approval at the March 21, 2013 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), will be reported to the Education & Recreation Committee on April 4, 2013 as part of the Director’s Report and attached to the meeting minutes. **Motion carried.**

**h. Facilities Report**

T. Watermolen commented that the carryover/savings are due in part from what’s been implemented. C. Beyler reported that the direct digital control (DDC) is working at the Ashwaubenon Branch and the related software has an occupancy tracking features that reports the number of people in the building as well as those coming and going and adjusts accordingly. Central therm gas usage is at an all-time low. L. Stainbrook mentioned that retrofitting fluorescent fixtures at Central with fixtures with a minimum of a 5-year payback is being investigated.

**i. Approve late opening on Friday, September 27, 2013 for purpose of All-Staff Meeting**

**Motion** by T. Watermolen, seconded by V. Van Vonderen, to approve a late opening on Friday, September 27, 2013 for the purpose of an All-Staff Meeting. **Motion carried.**

**j. Meeting locations for 2013**

Input was sought for branch locations to host Library Board meetings. Weyers-Hilliard, Pulaski and Ashwaubenon were suggested.

**k. Adopt Record Retention Schedule for WI Public Libraries and Public Library Systems**

**Motion** by T. Watermolen, seconded by V. Van Vonderen, to adopt the Record Retention Schedule for WI Public Libraries and Public Library Systems. **Motion carried.**

**NICOLET FEDERATED LIBRARY SYSTEM**

**a. Monthly update**

No update. K. Pletcher is now a Brown County representative. The next meeting is April 9, 2013.

**b. Statewide Consolidation of Systems**

A letter was sent to the Department of Public Instruction encouraging consolidation of systems. A copy will also be sent to legislators after election.

### **OLD BUSINESS**

#### **a. Reimbursement by Adjacent Counties**

Reimbursement was received from Calumet, Manitowoc, and Oconto counties but not Outagamie or Kewaunee counties. L. Stainbrook had a meeting with Rick Krumwiede to discuss the reimbursement and will meet with him again in April. The payment deadline was March 1. T. Streckenbach is trying to arrange a meeting with Outagamie's County Executive. There really is no enforcement mechanism other than withholding privileges from their residents. It is unknown how long Outagamie County can withhold payment.

### **PRESIDENT'S REPORT**

A meeting was held with Public Works Director, Paul Van Noie. Pat Williams and Supervisor John VanderLeest also attended. The elevator repair is clearly the county's project and is proceeding per the Public Works plan previously crafted which includes repairs and minimal fixes. P. Williams appreciated C. Beyler's persistence in questioning actions of the Public Works Department.

### **DIRECTOR'S REPORT**

L. Stainbrook reported that the "Evening in Tuscany" fundraiser for the Wrightstown Branch raised an estimated \$11,000 and an additional \$734.49 for books. It was very successful event.

C. Wagner stated that he is troubled by problem people at the library. L. Stainbrook replied that furniture moves have helped to prevent congregating and that the Mayor has created a task planned to investigate day services for homeless. She plans to meet with Mayor Schmitt in a couple weeks regarding this. She has talked to County Executive Streckenbach as well.

The library's security provider has changed hands and has provided better training for their staff. Regular GBPD officers are not budgeted. Security addresses behavior so it does not interfere with library service. Loitering and behavior are problems. T. Watermolen suggested that the library asks the mayor for a police officer from 11am-4 pm weekdays (until security arrives) as well as obtaining a cost for a security guard to be here these hours as well. Funding could be sought and it was suggested that maybe the city would supplement part of the cost.

L. Hoffman commended the staff for how they handle things but agree they should not have to do this.

### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

### **MEETING SUMMARY: TO DO'S; ITEMS FOR FUTURE MEETINGS**

None.

### **ADJOURNMENT**

**Motion** by T. Watermolen, seconded by C. Wagner, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:10 p.m.

### **NEXT REGULAR MEETING**

**April 18, 2013  
Central Library  
515 Pine Street, Green Bay  
5:15 p.m.**

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary  
Sue Lagerman, Recording Secretary