

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on July 18, 2013 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, Green Bay, WI

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, BOB NIELSEN, TIM NIXON, VICKY VAN VONDEREN, TERRY WATERMOLEN and PAT WILLIAMS

EXCUSED: DON CARMICHAEL and CHRISTOPHER WAGNER

ALSO PRESENT: Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman, and Curt Beyler (staff)

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

CONSENT ITEMS

a. Approve/modify agenda

Motion by P. Williams, seconded by T. Watermolen, to approve the agenda. **Motion carried.**

b. Approval of minutes

Motion by V. Van Vonderen, seconded by C. Buboltz, to approve the minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

REPORT FROM MUSEUM-LIBRARY TASKFORCE

A meeting was held on July 15. T. Nixon reported that the Task Force briefly discussed the history of library and the former library/museum colocation and the driving factors that influence co-location. It was asked that the Task Force consider, given the political and fiscal environment, if both institutions would be better off if they were to co-locate - would it be best to go forward separately or together? The Task Force plans to keep looking at and considering all options. A combined new facility was also discussed and seemed to have support. The recommendation from the Task Force will ultimately be the start of a public debate in the community. It was agreed that regardless of what the Task Force concludes the Library Board has to lay the groundwork to build economic support in the community. Support will be needed either way – if the library stands alone or is co-located with the museum.

Presenting to area businesses and organizations on the topic of libraries is felt to be an effective means to establish an understanding, build support and acquire feedback. A speaking circuit also is relevant to the strategic plan that is currently under development.

STRATEGIC PLANNING DISCUSSION

L. Stainbrook reported on the strategic plan – editing and refinement continues and one section still needs to be written. An Executive Summary and staff-driven action statements will also be composed. The plan's focus is on impact rather than just activities. K. Pletcher asked for general feedback and reactions on plan as it stands. Suggestions included keeping the plan simple so its focus is not lost; pick priorities; reduce to simple bullet points or elevator speech; and hone for presentations. Other feedback included modeling diversity in employee recruitment; and relating available statistics to specific goals. Libraries change lives and personal testimonials are an impactful method of expressing how libraries play a role in the success of an individual.

LIBRARY BUSINESS

a. Information Services Report

The report was included in packet. L. Denault reported that the new coin hoppers for Central's check out stations will be sent the week of July 22. The credit card option is also ready to be implemented. It is possible that both will be put into service at the same time. The checkout stations had a technical problem that was preventing the security from turning off when an item was checked out but that has been corrected. It was also commented that the checkout stations promote patron self-sufficiency which allows staff to spend more time serving and assisting patrons in other ways.

b. Financial Manager's report, bills and donations

The June 2013 financial reports were distributed. **Motion** by V. Van Vonderen, seconded by C. Buboltz, to approve the June, 2013 financial reports and the June, 2013 donations as follows:

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

Gifts & Donations

06/06/13	Friends of the Brown County Library	23.40	Every Child Ready to Read
06/06/13	Friends of the Brown County Library	1,495.00	Continuing Education
06/13/13	Calvary Lutheran Church - In Honor of Colin Mayo	50.00	Kress Materials
06/13/13	Anonymous	200.00	Central Adopt A Program
06/13/13	Friends of the Brown County Library	100.00	East Summer Reading
06/21/13	Brown County Community Women's Club	25.00	Kress Materials
06/21/13	Patricia Wypiszynski	20.00	East Summer Reading
06/27/13	John Bettinger	50.00	Films
06/27/13	Brown County Community Women's Club	25.00	Kress Materials
06/27/13	Anonymous	500.00	Children's Garden
06/01/13	Ashwaubenon	20.78	Donation Box
06/01/13	Bookmobile	10.60	Donation Box
06/01/13	East	36.82	Donation Box
06/01/13	Weyers/Hilliard	15.47	Donation Box
06/01/13	Central Circulation	23.56	Donation Box
06/01/13	Kress	20.68	Donation Box
06/01/13	Pulaski	7.05	Donation Box
06/01/13	Southwest	17.00	Donation Box
06/01/13	Wrightstown	15.75	Donation Box
	Total Donations	\$ 2,656.11	

Federal & State Grants

06/30/13	Nicolet Federated Library System	\$ 3,649.73	Collection Development
	Total Grants	\$ 3,649.73	

Year-to-date Donation Box Receipts:			
Ashwaubenon	\$ 134.10	Kress	86.72
Bookmobile	45.35	Pulaski	60.40
East	306.83	Southwest	100.23
Weyers/Hilliard	127.57	Wrightstown	102.48
Central Circulation	193.01		
Donation Box Total		\$ 1,156.69	

Motion carried.

There were no bills out of the ordinary.

c. Budget

1. Approve Budget Adjustment Notice: Transfer budget funds in the amount of \$5,995 from Software to Outlay - Other Software was purchased for management of our staff transaction stations (cash drawers.) The funds were budgeted under software; however, the project amount meets the dollar threshold for capitalization. This adjustment transfers the budget funds from Software to Outlay - Other. **Motion** by T. Nixon, seconded by C. Buboltz, to approve the Budget Adjustment Notice to transfer budget funds in the amount of \$5,995 from Software to Outlay - Other. **Motion carried.**

2. Approve Budget Adjustment Notice: Reallocate \$5,000 back to Vehicle/Equip. Gas/Oil Etc. In 2013, charges from the Highway Department were being charged to an intra-county expense account. A budget adjustment was made to move the budget dollars from Vehicle/Equip. Gas/Oil Etc. account to the new Intra-County Expense Highway account. However, not all gas/oil charges are from the Highway Department. This entry is to reallocate funds back to the Vehicle/Equip. Gas/Oil Etc. account based on prior year actuals. **Motion** by C. Buboltz, seconded by T. Nixon, to approve the Budget Adjustment Notice reallocating \$5,000 back to Vehicle/Equip. Gas/Oil Etc. **Motion carried.**

d. 2014 Budget

L. Stainbrook presented a PowerPoint summary of the 2014 budget request and distributed a copy of the slides to the Board. In summary, levy actuals have decreased steadily over the last four years; revenue estimates are down; FTE (full-time equivalents) equal 87 which is below the state basic standard of 100; staffing is trending down; materials expenditures are down; buildings and utility expenditures are down as significant savings were realized primarily from efficiency measures implemented; chargebacks were down overall; contracted services for 2014 are staying mostly the same; carryover funds are down but these funds have been utilized for several improvements.

The 2014 draft budget was presented. The budget does not include any staff cuts, branch closures or reduction in hours. In order to present a balanced budget, \$606 will be reduced from the Gas line item.

Motion by T. Nixon, seconded by C. Buboltz to approve the amended 2014 draft budget. **Motion carried.**

An approval of the Donation Draft Budget gives the library authority to spend money that is received as a donation. **Motion** by C. Buboltz, seconded by T. Watermolen to approve the Donation Draft Budget. **Motion carried.**

The Coin-op budget addresses the public photocopiers, paper and supplies. The library formerly owned the copiers and printers but recently joined a leasing program with county that provides MFPs (Multi-Function Printers). This ultimately reduces the Supplies and Expense line item since toner is now included in the lease fee. **Motion** by V. Van Vonderen, seconded by T. Watermolen, to approve the Coin-op budget. **Motion carried.**

A position description for a security coordinator at the Central Library will be presented as a supplemental budget request. **Motion** by Nixon, seconded by C. Buboltz, to approve and propose the supplemental budget request for a security coordinator at budget hearing meeting. **Motion carried.**

e. Facilities Report

1. Progress Report on Cellcom Children's Vegetable Garden The balance left to fundraise is around \$8000. C. Beyler has a lead on a local company who may dig up concrete as a donated service. B. Nielsen also has a potential company who may be interested.

2. Library Locations This item was deferred to the August meeting.

3. Update on various Projects A summary report included in the packet. The lighting retrofit in the Central Library has had a positive impact; the Central elevator project is moving forward and is scheduled to begin in mid-August and completed by December; the Bookmobile generator was repaired; and the main switch disconnect went well and is back in service.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update No report.

OLD BUSINESS

L. Stainbrook reported that Bookmobile stop statistics are being collected for review.

L. Hoffman updated on the unemployment claim reported last month. This was an error on behalf of the WI Department of Workforce Development summarized as: benefits should not have been paid to the employee; the library would not be held responsible since notification was never made; and the claimant does not have to pay back.

The idea to outsource payroll was deemed to not be a feasible option for 2014 but will continue to be investigated for 2015.

PERSONNEL

a. Approve table of Organization Change for Administration Clerk - Mailroom **Motion** by C. Buboltz, seconded by P. Williams, to approve the Table of Organization Change as indicated below:

The Library Director recommends that the Library Board delete the 11-hour Administrative Clerk - Mailroom position in Administration, and increase the 19.5-hour Administrative Clerk to 20 hours per week. This change results in a savings of \$8,184, bringing the savings to date from Table of Organization changes to \$8,585 from the Library's 2013 Personnel Budget.

The financial impact of these changes is as follows:

Position	Hours	Location	Wage Rate	Salary	Fringe	Total	Net Savings
<i>delete:</i> .29 Administrative Clerk	11	Administration	\$ 10.52	\$ 6,016.70	\$ 2,557.10	\$ 8,573.79	\$ 8,573.79
.52 Administrative Clerk	19.5	Administration	\$ 10.52	\$ 10,667.28	\$ 4,533.59	\$ 15,200.87	
<i>change to</i> 20				\$ 10,940.80	\$ 4,649.84	\$ 15,590.64	\$ (389.77)
NET SAVINGS							\$ 8,184.03

This table of organization change and permission to fill open positions and subsequent annual savings, is submitted for approval at the July 18, 2013 Library Board meeting in accordance with Wisconsin Statutes 43.58(4), and reported to the Education & Recreation Committee on August 15, 2013 as part of the Director's Report and attached to the meeting minutes. Williams, Nixon Motion carried.

b. Impact of Affordable Care Act No discussion.

PRESIDENT'S REPORT

No report.

DIRECTOR'S REPORT

V. Van Vonderen commented that the Board needs to be sure the library's challenges, as identified by the Director, are being addressed.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

MEETING SUMMARY/NEXT MEETING PLANNING

The next Library Board meeting will be held at the Ashwaubenon Branch.

ADJOURNMENT

Motion by T. Nixon, seconded by t. Watermolen, to adjourn the meeting. Motion carried.

The meeting adjourned at 7:40 p.m.

NEXT REGULAR MEETING
August 15, 2013
Ashwaubenon Branch Library
1060 Orlando Drive, Ashwaubenon
5:15 p.m.

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