

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on March 16, 2006 at 7:00 p.m. in the Meeting Rooms at the Brown County Central Library, 515 Pine Street, Green Bay, WI

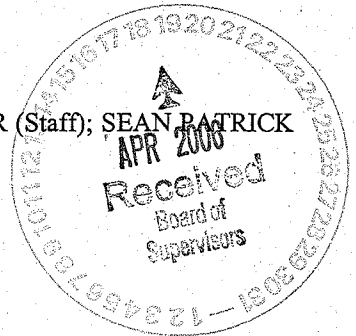
PRESENT: ROB MILLER, PAUL KEGEL, DENISE BELLMORE, MARY SCRAY, TERRY WATERMOLEN, PAUL SCHIERL

EXCUSED: PAM DENNISON, MIKE AUBINGER

ABSENT: NONE

ALSO PRESENT: MARY RYAN, LORI DENAULT, BOB ROCQUE, MARY JANE HERBER (Staff); SEAN PATRICK (WTAQ)

President Terry Watermolen called the meeting to order at 7:00 p.m.



AGENDA

Motion by Scray, seconded by Bellmore, to approve the agenda. **Motion carried.**

MINUTES, BILLS, COMMUNICATIONS

Motion by Kegel, seconded by Scray, to approve the minutes of the February 16, 2006 meeting with the President's Report amended to clarify that all public access computers, or a total of 135, would be replaced annually with used computers from UWGB. **Motion carried.**

Motion by Scray, seconded by Bellmore, to approve the February bills under \$10,000, already approved by management.

Motion carried.

Email communication from David Voelker requesting that we do not sell any assets was received and placed on file.

Communication from Joyce Kosierowski regarding the Abraham Lincoln photo was received and placed on file.

Paul Schierl asked that all letters received regarding the assets should be answered and solutions to the issue be requested in the response to them.

OPEN FORUM

No one present to speak.

HISTORICAL ASSETS

Terry Watermolen reported that he contacted Chris Dunbar and Jim Sickel after they attended the February board meeting. Everyone agrees that something needs to be done and that things will not be put back in storage. We will gather as much information as we can on each piece and will then give the public a chance to address the board with suggested solutions and recommendations as to what to do with each item. Chris Dunbar has volunteered to help in any way she can and Terry will ask her to assemble a committee to recommend proper maintenance, storage, and handling. The committee will include Mary Jane Herber from the Library, Louise Pfothauer from the Museum, and anyone else Chris thinks could offer valuable input. The St. Norbert survey will include a couple of questions regarding the assets.

Three people from Christie's will visit the Library on Tuesday to view the artifacts and report back to us with appraisal estimates. Mary Ryan said that Alison Whiting and Chris Coover from the New York office, and Steve Zick from the Chicago office, are the people that will visit. Terry stated that when we have the appraisals the Library Board will decide what is in the best interest of the Library and the community, and what we will do with each piece. In the meantime we will continue to gather as much information as we can.

LOAN POLICIES & AGREEMENTS, GIFT & DONATION POLICIES

Paul Schierl, Mary Ryan and Mary Jane Herber created policies using existing Brown County Library, Neville Public Museum, and Milwaukee Public Library policies and agreements as guidelines. Discussion took place.

Motion by Miller, seconded by Scray, to approve the Outgoing and Incoming Loan Agreements and Conditions, the Gift and Donations Policy and the Loans Policy. **Motion carried.**

TRANSFER OF FUNDS

Terry Watermolen reported that in response to the Library Board's desire for public input into the planning process the St. Norbert College Survey Center will conduct a random dial survey of the Brown County community. The County Executive indicated that she will approve the transfer of funds from budgeted, but unused, salaries and fringes to cover the cost of the survey because we are contracting with St. Norbert rather than using our staff.

Motion by Miller, seconded by Schierl, to approve the transfer of \$10,275.00 from Salaries and Fringes to Contracted Services to facilitate the St. Norbert College Library survey. **Motion carried.**

APPROVAL OF CONTRACT WITH ST. NORBERT COLLEGE

Motion by Miller, seconded by Kegel, to approve the contract with the St. Norbert College Survey Center and Brown County Library in the amount of \$10,275.00 to conduct a random dial community survey on Library services. **Motion carried.**

Survey questions to be used are not finalized at this time but will be reviewed by Kathy Pletcher prior to the start of the survey.

LIBRARY FUNDRAISING AND FOUNDATION UPDATE

Terry Watermolen reported that he and Paul Schierl met with Ken Strmiska from the Greater Green Bay Community Foundation to formalize the recommended structure of the foundation. Rather than creating our own 501(c)(3) organization we will become affiliated with the GGBCF. They will do all of the accounting and auditing and they will have 51% of the members of our own independent board, but will elect people we select. That board will approve all grants for the Library. We can either invest independently or through the GGBCF investment people. Paul Schierl stated that to legally place funds raised into the GGBCF he must be bonded as Financial Secretary and he has hired a lawyer to proceed with the process. Terry Watermolen stated that the Library foundation board will not approve any grants until after the county budget process is complete and if the Library foundation board feels as if the county is not treating the Library fairly grants can be withheld. The foundation will be looking to supplement, not replace, county funding. If any artifacts are sold that money will go into the library foundation. Terry also reported that Paul Schierl has agreed to serve as the Chair of the foundation.

Motion by Kegel, seconded by Scray, to bond Library Board Financial Secretary Paul Schierl. **Motion carried.**

SEARCH AND SCREEN COMMITTEE

Mary Ryan reported for Mike Aubinger, Chair of the Search Committee, that the committee is waiting to hear from Human Resources on initial reference checks on three of the eight applicants, and an update of salary information for comparable libraries. Debbie Klarkowski, HR Analyst that worked with the Library Board during the last director search, has replaced Samantha Tonn who has left county employment. Mike has requested a proposal from two search companies and is awaiting those. Paul Schierl asked if there is any way we can get a waiver on the MLS requirement of a director and Mary Ryan responded that it is required by state statute. Discussion was held.

VENDING MACHINES

Mary Scray will request that this topic be placed on a future agenda when there is something new to report.

FACILITIES UPDATE

Bob Rocque reported that installation of the fire alarm system will begin April 3. A shaft on an air handling unit at the Central Library was replaced at a cost of \$6,000 and a repair of the exhaust system at Weyers-Hilliard cost \$5,000. These projects were not budgeted and were paid for with funds from the Building and Grounds budget, which will leave us short of funds for the rest of the year. Discussion was held and it was agreed to request payment through the county Asset Maintenance Fund. Mary Ryan mentioned that at the end of the 2006 budget process she was under the impression that we were to begin discussion, with county facilities staff, the possibility of Library maintenance functions being taken over by the county, adding that if that idea is still on the table she would prefer that discussions begin now and not late in the budget process. The issue needs to be resolved because we lost a very good maintenance staff member because of the way things were proposed last year.

ACCOUNTANT'S REPORT

Lori Denault reviewed the status of the 2006 budget to date.

Motion by Kegel, seconded by Bellmore, to approve the Financial Report as presented. **Motion carried.**

Motion by Scray, seconded by Bellmore, to approve the Gifts, Grants and Donations as follows:

Ann Miller - In Honor of Lavonne Galbraith	\$50.00	Large Print Materials
Jane Coller	79.75	FFA Books on CD
Gary & Lori Noble	35.00	Kress Children's Materials
Participants of Local History & Genealogy	150.12	Local History & Genealogy
Friends of the Brown County Library	15,100.00	Children's Materials
Ashwaubenon	22.38	Donation Box
Bookmobile	2.25	Donation Box
East	49.93	Donation Box
Weyers/Hilliard	28.65	Donation Box

Central Circulation	85.16	Donation Box
Kress	38.80	Donation Box
Adult Services	6.54	Donation Box
Pulaski	16.28	Donation Box
Southwest	44.33	Donation Box
Wrightstown	9.98	Donation Box

Total

\$15,719.17

Motion carried

PRESIDENT'S REPORT

Terry Watermolen stated that things are going very well in communication and cooperation between the Library and the County Executive's office. We are accomplishing a great deal gathering information and addressing the issue of the historical assets, progressing in the formation of a foundation, the planning process is moving along and the survey will assist in the continuing of that effort, we are addressing technology in the libraries with the plan to replace all public access computers every year with the use of used computers from UWGB, and we are looking into installing wireless hot spots in the libraries.

LIBRARY REPORT

Mary Ryan reported that she checked with Kevin Raye of the Information Services Department regarding wireless hot spots in libraries and he stated that he will contact SBC again for the information he requested. Mary distributed a Library informational brochure created by Sue Lagerman to be included in a welcome packet that will be given to all APAC employees moving to the Bay Lakes Bank building in downtown Green Bay. Mike Aubinger, Mary and Lori attended the Ed & Rec Committee meeting at which Museum Director Gene Umberger was directed to work with the Library on the possibility of exhibiting some of the Library's historical assets.

Paul Schierl reported that he met with Carol Kelso and she agreed that this year she would be flexible in allowing the Library to use unspent funds budgeted in the Salaries and Fringes account, so that we do not have to turn back a large amount to the county at the end of the year because of unfilled positions. She stated that next year we may be able to keep that money. Department of Administration Director Cindy Archer joined the meeting for a while and Carol told her that she should give us some "slack". Carol will contact the Human Resources about the inadequacy of the Library Director salary, but other than reclassifying the position there is nothing she can do to increase the amount. Discussion was held regarding the legal authority of the Library Board and Paul and Carol agreed to disagree. When Paul stated that Library funding is continually shrinking Carol said she does not agree with the way DPI compiles those statistics. Lori Denault commented that DPI does not include capital outlay in the budgeted figures but the Library has had no capital outlay for the past two years, so that may be the disagreement.

Mary reported that a new maintenance mechanic started at the Library on March 13 and resigned on March 15 because he was recalled for work at Georgia-Pacific. The position will be advertised again.

Kathy Pletcher will attend the department and branch supervisors meeting in April to bring them up to date on the progress of the Planning Committee.

The De Pere Woman's Club garden group has maintained all of the gardens and landscaping at the Kress branch for the five years the facility has been in existence and we have been informed that they can no longer perform those duties. Many thanks to the women and their huge donation of time and expertise. Mary commented that she hopes to contact De Pere High School or NWTC to see if students can do the work, adding that the Woman's Club was so great because they needed no supervision and were so dependable. Approval of a resolution recognizing their work will be on the agenda for the April meeting.

Operation Clean Sweep at all Library facilities is underway and staff is working hard cleaning storage and office areas.

Mary reported that she discussed with Press-Gazette reporter Paul Brinkman the need to get the word out on all of the things the Library does. He is more interested in comparing BCL to funding at other libraries because he said there seems to be opinions that libraries in Brown County are too costly. Mary also reported that Library staff will approach the Press-Gazette on the possibility of a cooperative effort on the summer reading programs.

Mary distributed a copy of a resolution from the Executive Legislative sub-committee, and signed by Carol Kelso, opposing the proposition of creating a taxing district for libraries in the State of Wisconsin, adding that she was unaware that this resolution was in the works.

CLOSED SESSION

Motion by Kegel, seconded by Schierl, to move into closed session pursuant to Section 1985(1)(c) of the WI Statutes for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the

governmental body has jurisdiction or exercises responsibility – discussion of interim personnel. Ayes: Miller, Kegel, Bellmore, Scray, Watermolen, Schierl. Noes: None. Motion carried.

Motion in Closed Session by Kegel, seconded by Miller, to return to open session. Motion carried.

Motion by Miller, seconded by Bellmore, to appoint Mary Ryan the Interim Operations Manager with an annual salary of \$60,000, retroactive to January 1, 2006, and review the appointment quarterly until a Library Director is hired. Motion carried.

OTHER BUSINESS

Motion by Scray, seconded by Schierl, to adjourn the meeting. Motion carried.

NEXT MEETING

April 20, 2006

Respectfully submitted,
Rob Miller, Secretary
Mary Ryan, Recording Secretary

FUTURE AGENDA TOPICS

Answering reference questions
BCL policies on website
Staff time reimbursement from bonding company
Vending machines