PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **September 16, 2010** at **6:00 p.m.** at **Brown County East Branch Library, 2255 Main St., Green Bay WI**

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, CHRIS FROELICH, MONICA GOLOMSKI, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, TONY THEISEN

ALSO PRESENT: LYNN STAINBROOK, LORI DENAULT, SUE LAGERMAN, CURT BEYLER, EILEEN BELOW (staff); BOB HEIMANN (Brown County Information Services Director); KEVIN RAYE (Brown County Information Services Network Manager)

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

APPROVAL/MODIFYAGENDA

Motion by Theisen, seconded by Pletcher, to approve the agenda. **Motion carried.**

MINUTES, BILLS AND COMMUNICATIONS

There were no changes to the minutes and they stand approved.

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

There were no communications. Terry thanked Eileen Below for hosting the Board meeting. Eileen spoke briefly about the successes of the branch including their excellent circulation and turnover rate; the great staff and the great patrons. She believes that their high circulation statistics are due to the good weeding (withdrawal) process they have in place. The branch has the right things on the shelves to satisfy customer demand. Eileen took the Board on a short tour of the branch.

OPEN FORUM FOR THE PUBLIC

No members of the public were present.

FACILITIES REPORT

a. Central Library Renovation update Lynn Stainbrook reported that things are going well and applauded how well the project team works together. The floor plans are expected to be finalized enough to determine a cost estimate. This estimate will be presented to the Library Board at the November meeting before being presented at Ed. & Rec. in December. The Library's Capital Improvement plan proposal includes $600,000 for the Central Library. This plan will go to Ed. & Rec. in October. Lynn presented the piece of original (1970s) interior pipe that is rusted through as an example of the state of the infrastructure of the Central Library and supports the need to renovate.

Terry asked how long systems should last and Carla Buboltz replied that most systems don't have a life longer that 30 years. Terry noted that, in the end, we should end up with a good solid structure, sufficient space and a reliable infrastructure.

Project team conference calls with Lynn and Curt Beyler take place every other week. Dave Sachs (Boldt) has mentioned what a great firm FGM Arch is. Curt also agreed, stating that he felt FGM has gone above and beyond in their work.

b. Solar Energy Project at Kress Lynn reported that the fundraising has stalled and the project will be postponed until spring. About $50,000 still needs to be raised. Unfortunately, this type of project is outside the scope of many foundations. A copy of SEEDs promotional piece encouraging donations was distributed. This information can also be found on the library's web site.

c. Energy Conservation Methods Update Curt reported that the tuck pointing at Southwest had been completed; sealing of duct work previously ducted wrong at Kress is underway; recommissioning of the Weyers-Hilliard and Kress branches is planned. A report of completed projects and remaining recommended projects was also distributed. Monica Golomski asked what happens to the difference of the projected and actual costs of completing these projects. Terry replied that any savings that are realized as the result of a project costing less than estimated will be put towards the other prioritized projects. Terry also stated that Curt has shown excellent oversight of these projects. Curt expects many of the projects listed with a start date to be complete by the November meeting. Having the Maintenance Mechanic position filled has made a huge difference in the completion of these projects. Once the Focus on Energy grant is received, the recommissioning of Kress will start. Lynn noted that the Kress and Weyers-Hilliard branches were never commissioned. The purpose of (re)commissioning a building is to make all building systems work together. Fine-tuning the systems ensures the greatest operational efficiency. Projects that will be addressed by the Central Library renovation and those that have a long-term payback will not be completed at this time.

ACCOUNTANT'S REPORT

a. Financial Report There was not a financial report.

b. Acceptance of Gifts Grants and Donations A report was not available.

BUDGET Stainbrook, Watermolen and Denault met with and presented the library's budget to the County Executive. Terry felt it was a good, positive meeting. Lynn indicated that the draft budget received did not reflect many changes.

Update on furloughs: nine administrative staff (3 Central Administration; 1 Central Maintenance; 2 Central Supervisors; and 3 Branch Supervisors) is each taking two furlough days as required.

Discussion took place on the Central Library renovation project and how important it is to educate people about its critical nature.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED Bob Heimann distributed a printed report that listed different URL categories (streaming media, social networking, computers and Internet, web-based email, etc.) and the bandwidth used and bandwidth saved by blocking. Streaming media, by far, uses the most bandwidth. Much discussion took place regarding the timeliness of completing the numerous technology projects the library was undertaking. The intent was to roll projects out in phases so staff would have time to learn and practice new technologies before something new was introduced. But unforeseen circumstances backed things up and everything, including the launch of a new automation system, happened practically at once. It was agreed that not enough time was built in to the schedule to accommodate problems and the outlined schedule was too optimistic.

Terry questioned the feasibility of a full-time I.S. person for the library – that is really what is needed since three I.S. network staff are responsible for about 1200 PCs county-wide (there are approximately184 PCs at the library alone). Monica commented that the need for tech support is so important. With the number of PCs and laptops the library has, support if often necessary.

Kevin Raye suggested creating a service level agreement that clearly defines who is responsible for what – technical issues, application issues, etc.

Monica Golomski and Kathy Pletcher will schedule a meeting with Bob Heimann to continue to discuss the library's needs and projects.

NICOLET FEDERATED LIBRARY SYSTEM

John Hickey reported that there was not a September meeting and the Board will meet again in November. With the Resource Library agreement coming up for review, John suggested asking for financial support for media/technology training for staff. If staff were well educated about gadgets and application, they could provide better customer service.

LIBRARY OPERATIONS MANAGER UPDATE

Lynn Hoffman will begin her new position on Monday, November 1. She is a librarian presently working at Allen County Public Library in Fort Wayne, IN. Her experience includes librarian, project manager and training manager. Lynn thanked Carla, Kathy for participating in the interviews; Terry for being available for the dinner interviews; and Sue, Curt and Lori for touring the candidates and being part of the interviews. Kathy Pletcher noted that she thought the entire process was a good one as well as was hiring Miriam Pollack to conduct a search.

PRESIDENT'S REPORT No report.

DIRECTOR'S REPORT Lynn mentioned the October 8 staff development half day with Warren Graham, library security specialist and author of *The Black Belt Librarians* (Pure Heart Pr.). County Executive Hinz and Kathy Pletcher will both address and welcome the staff.

Lynn reported that Gene Umberger was let go as Director of the Neville Public Museum. Lynn received a call from Louise Pfotenhauer from the museum about a collaborative effort to merge the museum's 4000+ collection into the library's catalog. Those items would then be searchable by the public.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

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

The meeting adjourned at 8:25 p.m.

NEXT REGULAR MEETING
October 21, 2010
Ashwaubenon Branch Library
1060 Orlando Drive
6:00 p.m.

Respectfully submitted,

Carla Buboltz, Secretary
Sue Lagerman, Recording Secretary