

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on November 19, 2009 at 6:00 p.m. in the Board Room of the Brown County Central Library, 515 Pine Street, Green Bay WI

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, CARLA BUBOLTZ, JOHN HICKEY, PAUL KEGEL, KIM LA PLANTE, KATHY PLETCHER, TONY THEISEN

ALSO PRESENT: LYNN STAINBROOK, MARY RYAN, LORI DENAULT, CURT BEYLER (staff);

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

APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. **Motion** by Pletcher, seconded by Buboltz, to approve the agenda. **Motion carried.**

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the October 15, 2009 meeting minutes stand approved.

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

The East Branch received a letter from Lori Doell thanking the library for computers and instruction received from the staff, in particular Nancy Loehlein and Dianne Staidl, at the East Branch Library.

OPEN FORUM FOR THE PUBLIC

No one present wished to address the Board.

APPOINTMENT OF OFFICERS

Due to Paul Schierl's resignation, the Financial Secretary position is vacant until January when the annual election of officers takes place. Terry would like that position filled and nominated John Hickey. **Motion** by Pletcher, seconded by Buboltz to appoint John Hickey as Financial Secretary. **Motion carried.**

FACILITIES REPORT

- a. **Approve Architect RFQ/RFP** Lynn Stainbrook commented on the extensive work that went into drafting the RFP and reminded the Board that the money for services received is in the county's facilities budget – not the library's budget. Much discussion went into the scoring system before an agreement was made. Because this is for professional services, it means that the firm with the highest score isn't necessarily the firm that gets hired. The RFP process is preferred because it puts the proposal before the county board and oversight committees and allows for better communication and information sharing. Scoring takes place before and during the interview process. **Motion** by Buboltz, seconded by Pletcher to approve the Architect RFP. **Motion carried.**
- b. **Approve Bid for Direct Digital Controller for Weyers-Hilliard** This was a 2008 carryover project. While it was put out for bid, only one bid was received. There is one valuable option that would include the placement of discharge air sensors at all diffusers in 21 zones that would assist in troubleshooting air movement problems that was suggested for inclusion. **Motion** by Buboltz, seconded by Pletcher to approve the bid for the Direct Digital Controller, including the discharge air sensors option, for the Weyers-Hilliard Branch Library. **Motion carried.** This project will move on to the Ed & Rec Committee and then the County Board. It is a budgeted project.
- c. **Solar Energy Project at Kress Family Library** Lynn met with the SEEDs group sub-committee and is very enthusiastic. They are very organized and are seeking a project manager and people are volunteering to write grant applications and to do fundraising. No funds have been raised so far but the group is very positive. An interested person will work on the Focus on Energy grant. A future meeting has not yet been set. The anticipation is that library funds will not have to be spent towards this project but the library will benefit from energy savings.
- d. **Discuss, Approve Energy Conservation Methods** Some items listed on the memo Lynn included are already being addressed. Curt adjusted HVAC setbacks at the Ashwaubenon and Southwest branches and a savings should be realized based upon the impact of regulated occupancy heating and cooling levels. Setbacks are timed to the opening and closing of the libraries. The adjustable thermostat at the Southwest Branch is working fine – the keypad will be locked to prevent tampering.

The Central Library lamps are being inventoried for replacement purposes and the library will be re-lamped in phases. Some lamps have rebates and energy inefficient lamps would be saved as back-ups. Curt mentioned that retrofitting the U-tube fixtures at the Ashwaubenon Branch is not a high priority.

The occupancy sensors for the Southwest Branch have been priced but not installed. Different sensors are needed and total less than \$200.

An estimate of \$11,251.22 would pay for the outlined energy conservation methods that could be completed in-house. Payback on most of these ECMs would be less than two years. **Motion** by Theisen, seconded by La Plante, to approve the implementation of energy conservation methods in the estimated amount of \$11,251.22. **Motion carried.** Lori noted that a budget transfer would be needed.

Curt reported that seasonal maintenance is underway and that jail inmates were used for Fall clean-up at the Central, Ashwaubenon and Southwest libraries over a few days time. He commented that it went very well and there were not any problems. Forty-two volunteer hours were used.

APPROVE NEW INTEGRATED LIBRARY SYSTEM CONTRACT

The contract is closer to being complete. Lynn and Lori met with the Information Services and Purchasing Departments. Only one item about a virtual management system is still under review. The contract should be finalized for approval by the December meeting. No action was taken. Lynn complimented Lori's involvement and knowledge displayed at the meeting with Bob Heimann and Kurt Hogarty and indicated that since Lori will be supervising the Circulation and Technical Services staff that her job description will likely change to include the additional duties she has taken on and will be recommending a title change in the future.

APPROVE CHANGE IN TABLE OF ORGANIZATION

While it was hopeful, no information was available regarding a change in the table of organization.

- a. **Approve Curt Beyler as Interim Facilities Manager** The details have been worked through with Human Resources. **Motion** by Hickey, seconded by Pletcher, to approve Curt Beyler as Interim Facilities Manager. **Motion carried.**

ACCOUNTANT'S REPORT

- a. **Financial Report** A financial report for October was presented by Lori Denault. Lori mentioned that everything looked on track for the year. **Motion** by Pletcher, seconded by Buboltz to approve the October financial report. **Motion carried.**

- b. **Acceptance of Gifts Grants and Donations** **Motion** by Buboltz, seconded by Pletcher, to approve the October, 2009 Gifts, Grants and Donations as follows:

October 2009 Gifts & Donations

Green Bay Community Service Club	\$ 200.00	Children's programming
James & Carmela Hyduke - In Memory of Lee Jeska	25.00	Kress children's materials
Friends of the Brown County Library	829.00	Ashwaubenon landscaping
Friends of the Brown County Library	2,099.38	East & Pulaski bookcases
Christopher Heimler	25.00	Local History materials
Nancy Stimart	1,000.00	Library improvements
Friends of the Brown County Library	425.00	Kress children's programs
Friends of the Brown County Library	199.86	East literature holders
Greater Green Bay Community Foundation	17,714.50	Print management software
Ashwaubenon	11.29	Donation Box
Bookmobile	2.01	Donation Box
East	29.79	Donation Box
Weyers/Hilliard	457.17	Donation Box
Central Circulation	51.22	Donation Box
Kress	35.90	Donation Box
Adult Services	3.58	Donation Box
Pulaski	2.95	Donation Box

Southwest	6.11	Donation Box
Wrightstown	11.76	Donation Box
Total Donations	\$ 23,129.52	

Federal & State Grants		
Nicolet Federated Library System	\$ 4,000.00	Technology grant
Nicolet Federated Library System	16,939.00	Technology grant
Total Grants	\$ 20,939.00	

Motion carried.

BUDGET

a. **Budget adjustment for PC reservation software Motion** by Hickey, seconded by Pletcher, to approve a request for budget adjustment for grant received in the amount of \$20,939 from Nicolet Federated Library System for the PC reservation project. The project was approved last year, but not implemented until this year. **Motion carried.**

NICOLET FEDERATED LIBRARY SYSTEM

Monthly Update John Hickey reported that NFLS had interviewed different accounting firms and has decided on Schenck Business Solutions of Green Bay. The next meeting is December 1 at Noon. Kathy asked about disbursement of the reserve funds and John replied that the NFLS board would be open to proposals for funding. It was suggested to NFLS that they flowchart the monies that are distributed to all the members. This idea was supported by the other library directors. Lynn mentioned that she asked for money to help defray the cost of the library's Integrated Library System (\$170,000). Lynn also mentioned that Gina Reinardy (Friends of Brown County Library Board and retired BCL employee) was appointed to the NFLS board replacing the position vacated by Paul Schierl. Mary Scray has recently resigned due to schedule conflicts. The Resource Library Agreement draft is being reviewed by Mark and he is meeting with Lynn on November 20.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Lynn reported that a lot of time was spent with I.S. on the Sirsi/Dynix contract. Mary Ryan and Sue Lagerman have had meetings with I.S. on the VOIP phone system that will go live at the Central Library on December 17. Assurances were made that there will be no interruption in phone service. Staff training will take place prior to implementation. Efforts are still being made to have Office 2007 installed on more computers. It is currently installed on all public machines and at least one staff machine in each location. An inventory of computers that require the installation of Office 2007 is being worked on. Conversion software has had to be installed on staff computers so that Office 2007 documents can be opened. The Board was shocked to learn of this problem and don't understand the logic of why all library computers are not all on the same software platform. A follow-up by the Library Board is planned. An IT staff person for the library is still a valuable idea. A technology plan would also be beneficial. That could be addressed through Ed & Rec, the County Board and the County Executive.

PRESIDENT'S REPORT

Terry welcomed Curt. The Board was thanked for the work they did and time spent to support the budget process. It is important to advocate for support of the book budget for both the library and for the taxpayers of Brown County. The Friends of the Library are also great advocates and do so much for the library and their work is appreciated. John also commented that Lynn, Lori and Mary should be thanked for their efforts.

DIRECTOR'S REPORT

Lynn attended the WI Library Association conference. Interlibrary loan was always thought to very expensive but now, with resource sharing, costs are closer to \$1.00 an item. The continuing education grant from NFLS will pay for Lynn and Sue Lagerman to attend the Public Library Conference in March, 2010. Mary Jane Herber had a question from England and was able to successfully answer it. The State Legislative Bureau also contacted the Local History and Genealogy Department after being referred from the county clerk's office. Lynn went on the Packer bus tour throughout downtown and the tour guide did mention the great history collection the library had when they drove by the Central Library. As a reminder, a letter from the attorney general of the library board's responsibilities under the law was distributed. The county board is suggesting 5 furlough days. The library has not been exempted from the furlough days. It is unclear how this will be accomplished. There are several complicated issues tied to closing. Suggestions on how to handle this are welcome. Upon Tony's suggestion, Lynn will invite Fred Mohr to the December meeting to discuss the 2010 employee furlough and possible scenarios. The Board also has questions about savings, budget reductions and

union contract impact. It is more complicated than it sounds – many factors are involved. Other questions regarding County Board vs. Library Board authority will also be addressed. It will be helpful to compile a list of all the questions.

The Friends Book Sale was very successful and netted about \$35,000.

Paul asked about the Kress lease and Terry responded that the problem of finding financing remains and the project is dependent on that.

Kathy asked for a review of library computer use in response to a concern mentioned by a member of the public. This will be added to the next meeting agenda.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

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

The meeting adjourned at 7:50 p.m.

NEXT REGULAR MEETING

December 17, 2009

Central Library

6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary