

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **September 17, 2009 at 6:00 p.m.** in the **Meeting Room** of the **Brown County Kress Family Branch Library, 333 N. Broadway, De Pere, WI**

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

EXCUSED: JOHN HICKEY

ALSO PRESENT: LYNN STAINBROOK, MARY RYAN, LORI DENAULT, SUE LAGERMAN, BOB ROCQUE (staff); County Executive TOM HINZ; Senator ROB COWLES; Senator DAVE HANSEN; County Board Supervisor JACK KRUEGER; SANDRA HEINZL (President, Friends of the Brown County Library); BILL DOWELL and NATE CURELL (Brown County Facilities); DAVE SACHS, ERIC BAUMAN, ERIC SIEBERS (Boldt Engineering)

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 Kegel, seconded by Pletcher, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the August 20, 2009 meeting minutes stand approved.

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

The library received a letter from Mr. Jim Laws thanking staff for their effort and going above and beyond the call of duty in assisting him in his research.

OPEN FORUM FOR THE PUBLIC

Clare Kindt, Supervisor of the Kress Family Branch Library gave a brief update of the branch. Kress is in its 6th year and has seen a lot of growth in circulation and program attendance. The gardens are maintained by the Brown County Community Women's Club and the Ladybug Garden Club just decorated the foyer using a Packers and pumpkins theme.

BOLDT ENGINEERING ASSESSMENT OF THE CENTRAL LIBRARY PRESENTATION

David Sachs (Vice-president, Design Services), Eric Bauman (Project Architect) and Eric Siebers (Electrical Specialist) from Boldt Engineering presented on their findings from the assessment conducted on the Central Library. It is their opinion that a wide range of issues exist with the facility. Some are major while others are moderate and some are minor. A point scoring system, with an overall score of 1000 points possible, was used to assess the building's HVAC, electrical and plumbing systems; the building envelope, life safety and handicap accessibility compliance. The Central Library received an overall rating of 59% which places it in the **poor condition** category. The same scoring system will be used on the assessments on the other 4 libraries which will provide a valuable comparison tool.

Sachs complimented the library on the cleanliness, recordkeeping and structural integrity of the building which is a compliment to Bob Rocque and his staff. But being 40 years old, the building does not meet many current-day building codes. Urgent concerns are with the main circuit breaker that needs to be replaced and emergency lighting; the aged skylights that cause significant energy loss; walls with little or no insulation; the elevators that are too small and are using old technology; the HVAC system issues of blockages, poor operation, poor insulation and a non-functional humidification system.

Short-term planning (1-5 years) could include addressing the HVAC, electrical and building issues while long-term planning (20 years) would include a major overhaul and would be a significant project. Sachs said, concerning the building, there is a lot to work with when talking about renovation or expansion. The building itself is structurally positive.

It is recommended that immediate action be taken on the skylights, the main circuit breaker and ADA improvements for the public's sake. Some issues and deficiencies are grandfathered in and would only need to be addressed if an expansion or renovation were to take place.

Paul Kegel asked about the advantage of returning the HVAC to its original specs versus a new system. This re-commissioning would just be a short-term solution until it could be updated, providing some economical benefit. Senator Hansen asked if the skylights were a priority. It is agreed they are a high priority that could be remedied relatively easily with modern, insulated skylights. Tony Theisen asked why a building would be constructed without insulation in its walls. In the 1970's, when the Central Library was built, energy costs were low and it was not an uncommon practice. Further energy savings would be seen with appliance changes. A separate energy audit that is being conducted by General Energy Corp. will address these issues specifically. Terry Watermolen asked if the elevators alone could be brought to code and they can be. The shaft and pit would not have to be enlarged. The cars would have to be replaced as there is room for larger models. A major remodel would trigger ADA compliance but ductwork alone would not. Tom Hinz questioned if the emergency lighting passed fire inspection. Bob Rocque replied that it had but it had not been checked at night. Nate Curell suggested that installing solar film on the windows would improve the "R" value which would be an improvement with a payback of about 9 years but does not address the window frames.

Boldt took the Space Needs Analysis into consideration when conducting their assessment. The critical needs have to be addressed before the space needs but the two analyses work in tandem and cost-savings will be realized if both projects are done together. Terry Watermolen stated that the Board is in the information gathering stage and it will take some time to determine how to move forward. A key factor will be the payback period for the aforementioned projects.

WPS/NWTC STUDENT PRESENTATION: RENEWABLE ENERGY RPROJECT at the KRESS FAMILY LIBRARY

Chip Bircher from WPS and representing SEEDs, De Pere's community sustainability group, together with Mike Troje, an instructor from NWTC and Jeff Hetzler, a NWTC student, presented their proposal that would install a solar-electric system using photovoltaic (PV) panels on the Kress Library. NWTC, Bob Rocque and SEEDs representatives assessed the site to determine array position, estimate solar-electric production, determine current electrical charge, estimate costs and evaluate incentive options. Depending on which system was selected, the library could see energy savings between \$333 and \$2160 per year. Summaries of the system options were presented as well as grant opportunities for funding. Another aspect of this project would include an education system installation. The library could become a center for learning demonstrating the efficiencies of solar-electricity to the community. Adding a PV system would also offset a portion of the library's electrical needs. Discussion took place about system options, payback, fundraising, grant opportunities, maintenance and the likelihood of returning unused energy. The Board agreed there is an interest and excitement about this as an educational opportunity, an opportunity for the library to generate its own energy and for the library to be a role model in a renewable energy project.

FACILITIES REPORT

Bob Rocque reported that the eaves were painted at the Ashwaubenon Branch; the air inefficiencies the East Branch has been experiencing have been resolved and the energy audit draft report was received. Lynn mentioned that a project to increase delivery receiving space in the Technical Services Department at the Central Library would entail taking out a modular wall and replacing ceiling and lights. A report on the Energy Audit will be given at the October board meeting.

SELECT NEW INTEGRATED LIBRARY SYSTEM

Lynn distributed an updated quote from Innovative and a refined Sirsi/Dynix quote and reminded the Board that staff had previously reviewed both products. Advantages of selecting Sirsi/Dynix include that since this is an upgrade, an RFP would not be necessary; and all our current peripherals (cash drawers, automated telephone notification system and renewals, and self-check machines) work with this product. Carla Buboltz commented that staff input and opinion was important making this decision. **Motion** by La Plante, seconded by Pletcher, to authorize the Director to begin negotiations with Sirsi/Dynix. **Motion carried.** Terry Watermolen asked that Lynn come back to the Board with a recommended contract.

ADOPT BROWN COUNTY LIBRARY COMMUNITY SUSTAINABILITY PLAN

Lynn and Bob have been attending regular meetings. The Library's plan is a segment of the county's overall plan. **Motion** by Theisen, seconded by Buboltz, to adopt the Library Community Sustainability Plan. **Motion carried.**

CENTRAL LIBRARY- ARCHITECT SELECTION RFQ/RFP

Lynn reported that initially, there was an urgency to complete this RFQ/RFP so if federal stimulus money was received, the library would be ready to act. That urgency has since waned. County funds have been bonded in 2009 and remaining funds could be used to address some of the issues defined by the Boldt assessment or finish the floor plan and pre-design of the Central Library. Bill Dowell commented that using the money for the pre-design was justified and suggested going through the RFP process and bringing it the County Board. Terry mentioned that the engineering assessment and

the almost complete energy audit should provide enough architectural information to do a pre-design. **Motion** by Buboltz, seconded by Theisen for Lynn to have an RFP for pre-design ready for presentation at the October meeting. **Motion carried.**

APPROVE CHANGE IN LIBRARY TABLE OF ORGANIZATION

Motion by Kegel, seconded by LaPlante to approve the Notice of Change in Library Table of Organization as follows:

LIBRARY
NOTICE OF CHANGE IN TABLE OF ORGANIZATION

WHEREAS, the Brown County Library Board resolved at its September 19, 2008 meeting that eleven (11) positions which were included in the bargaining unit of the Brown County Library Professionals Local 1901B, AFL-CIO were supervisory positions and not appropriately classified and the County determined an effective date of January 1, 2009, for the reclassification of the positions; and

WHEREAS, a unit clarification was filed by the above-named union and a settlement was reached determining that five (5) positions were not appropriately classified and should be reclassified to non-represented Library Supervisors as follows:

TITLE	POSITION	LOCATION
Librarian III	Technical Services Supervisor	Central
Librarian III	Branch Supervisor	Weyers-Hilliard
Librarian III	Branch Supervisor	Kress
Librarian III	Branch Supervisor	East
Librarian III	Central Library Supervisor	Central

WHEREAS, the five (5) Library Supervisors will work a minimum of 40 hours a week, as all other administrative employees are expected to work, and will be placed in the Brown County Classification and Compensation Plan at Grade 17, Step 5.

WHEREAS, the Brown County Library and the Human Resources Department completed a review of the structure of the library system needs and recommended to the Brown County Library Board the reclassification of one (1) Librarian III at the Central Library to a Librarian I position because of a reduction of duties with the new structure to more efficiently deliver library services to meet the needs of the community;

WHEREAS, the financial impact of the restructuring is as follows:

	Salary	Fringe	Total
OLD STRUCTURE			
6 Librarian III @ 37.5 hrs/wk	(\$308,856)	(\$157,702)	(\$466,558)
NEW STRUCTURE			
5 Library Supervisors @40+ hrs/wk	\$273,100	\$139,444	\$412,544
1 Librarian I @37.5 hrs/wk	41,884	21,386	63,270
Total Net Impact	\$6,128	\$3,128	\$9,256

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors is hereby notified of the reclassification of five (5) Librarian III positions to Library Supervisors and the reclassification of one (1) Librarian III to Librarian I position.

Respectfully submitted,

BROWN COUNTY LIBRARY BOARD

Motion carried.

ACCOUNTANT'S REPORT

- a. **Financial Report** A financial report for July was presented by Lori Denault. The August report was not available. **Motion** by Kegel, seconded by Pletcher to approve the August, 2009 financial report. **Motion carried.**
- b. **Acceptance of Gifts Grants and Donations** **Motion** by Kegel, seconded by Pletcher, to approve the August, 2009 Gifts, Grants and Donations as follows:

August 2009 Gifts & Donations		
Celebrate Committee Inc.	500.00	Kress children's materials
Friends of Brown County Library	500.00	Teen programming
Friends of Brown County Library	1,418.55	Supplies & furnishings
Ashwaubenon	31.20	Donation Box
Bookmobile	9.51	Donation Box
East	39.97	Donation Box
Weyers/Hilliard	53.08	Donation Box
Central Circulation	47.21	Donation Box
Kress	30.75	Donation Box
Adult Services	15.30	Donation Box
Pulaski	12.22	Donation Box
Southwest	18.95	Donation Box
Wrightstown	9.05	Donation Box
Total Donations	<u>\$ 2,685.79</u>	

Federal & State Grants

	<u>\$ 0.00</u>
Total Grants	<u>\$ 0.00</u>

Motion carried.

NICOLET FEDERATED LIBRARY SYSTEM

Monthly Update Denise Bellmore attended the Executive meeting and reported that the restricted and unrestricted account balances would be spent on purchasing laptops for each member library for in-library use; capital projects; balancing the budget; and automation expenses. Mark is also investigating reallocating the \$75,000 LSTA funds to Inn-Reach – a multi-library linking system. The Library Board would like to request that BCL receive automation funds equal to the amount that is allocated the other member libraries. Terry complimented the Brown County representation on the NFLS Board for work well-done.

INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Lynn reported that PC Reservation and print management was installed and feedback had been positive; staff is working on credit/debit card settlement; wireless printing is waiting to be tested before installation; (2) laptops that the Friends of BCL purchased have been ordered; NFLS is going to provide training for web site design using Drupal; and Mary Ryan will serve as the library's VOIP (Voice Over Internet Protocol) project manager.

PRESIDENT'S REPORT

Terry reported that he accepted a resignation from Paul Schierl and wanted to express his extreme appreciation for Paul's insights, excellent opinions and contributions during his time on the Library Board.

DIRECTOR'S REPORT

- a. **Collection Management and Selection** A copy of the library's Collection Development Policy was distributed. It explains the criteria and sources used for selecting materials for the library's collection. Lynn commented that the library could benefit from a collection development plan but staff time necessary to write a plan is lacking.
- b. **Plan for increasing use of self-checks** A plan for increasing self-service was distributed. Lynn mentioned that several items listed are already in the works. Terry reiterated the library's commitment to using automation to improve efficiency. Lynn mentioned that Lori Denault is attending the LEAN training provided by the county.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Theisen, seconded by Pletcher, to adjourn the meeting. **Motion carried.**
The meeting adjourned at 9:35 p.m.

NEXT REGULAR MEETING

October 15, 2009

Central Library

6:00 p.m.

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