

***These minutes have not been approved by the oversight committee and are subject to approval or revision at the next regular committee meeting.***

# **DOOR COUNTY LIBRARY BOARD MINUTES**

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March 16, 2020

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:00 P.M. at the Sturgeon Bay Branch of the Door County Library by President Bob Dickson. Board members Helen Bacon, Bridget Bowers, Megan Lundahl, Mary Jackson and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead – Miller Art Museum Executive Director, and Kay Jensen – Administrative Assistant also attended. Ken Pabich, County Administrator was present for part of the meeting. Kelly Avenson was absent.

Motion by Bowers second by Norton for APPROVAL OF AGENDA. Motion carried.

**PUBLIC PARTICIPATION/CORRESPONDENCE:** There was no PUBLIC PARTICIPATION or CORRESPONDENCE.

Motion by Dickson, second by Norton, for APPROVAL OF THE MINUTES OF THE MEETING of February 17, 2020. Motion carried.

## **REPORTS:**

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske reported that all programs and events have been cancelled until further notice due to COVID-19.
  - COVID-19 was discussed extensively. Below are some of the discussion points made by library board members, Kakuske and Pabich.
    - Kakuske is monitoring this situation and the trend is to close libraries. As of the meeting time, about 50% of libraries were closed in Wisconsin, with one system being closed.
    - No toys will be able to be checked out.
    - All branches have been provided sanitizer/virucide cleaner.
    - Gloves are being worn by all circulation staff.
    - Patrons are being asked to scan their own card and are also encouraged to use the self-checkouts.
    - Only 5 computers at Sturgeon Bay are being used to allow for social distancing.
    - Signage regarding all the changes is currently being worked on and will be ready by opening on March 18, 2020. A draft of a sign was provided to the board.
    - A staff listing is being worked on which will contain staff members personal phone numbers and personal emails to provide for continued communication in case of a complete shutdown.
    - There are no confirmed cases in Door County as of the meeting time.
    - Pabich informed the board of an Emergency County Board Meeting which will take place at 10 am on March 16<sup>th</sup> to either confirm or repeal action already taken by the County of Door.

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- Pabich informed the board of the county's plans to only include partial closure and cutting back of services at this time.
- Pabich voiced that he believes it is too soon for a complete closure and we need to wait.
- By library board consensus, and if more changes come about in regard to COVID-19, Kakuske was given approval to make decisions regarding closures of all the branches, except the Sturgeon Bay branch.
- Regarding minors in the library, the following motion was made. Motion by Lundahl, second by Norton that all those 12 and under must be accompanied by an adult at the Door County libraries until the public schools in Door County are back in session. Motion carried.
- Kakuske stated that on-line resources will be encouraged and a drive up system for patrons to pick up their books in the vestibule is being developed.
- Kakuske stated that the computers could be closed at some point in the future.
- Pabich left the meeting at the conclusion of the discussion on COVID-19.
- Kakuske advised the board of a new initiative with the Door County Maritime Museum and the Door County Library. The initiative provides for Culture Passes for library patrons to go for free to the Door County Maritime Museum, Death's Door Maritime Museum and Cana Island Lighthouse. The Door County Library is receiving the passes for half price and they are being provided through a grant from the Door County Library Foundation. All branches will receive culture passes.
- Kakuske reported that two Pages will be leaving their positions. Mary Bosman is retiring from her Sturgeon Bay position and Linda Sanduski has resigned from her Sister Bay/Liberty Grove position.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Meissner-Gigstead announced that their new exhibit began on February 29, 2020, and it is entitled, "Judi Ekholm – Wade in Water, Into the Field." The exhibit will run through April 6, 2020.
  - Meissner-Gigstead informed the board that their Salon of High School Art is set to begin on 4/13/2020. She also stated that the show may need to be posted on-line and may not be able to be viewed by the public in person.
  - Meissner-Gigstead spoke of the success of their recent Second Thursday Program with Write On Door County. They are considering have it become a regular program.
- **ARCHIVES REPORT:**
  - Kakuske updated the board on a recent meeting of the Facilities and Parks Committee where the architect for the Door County Archives building provided final information. Alterations were requested and the project will be reviewed

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- again.
- Kakuske informed the board that a mini-conference for all county historical organizations is planned for May 2020.
- Kakuske stated that the Oral History Kits have now been cataloged and provided to each branch of the Door County Library and they are ready to be checked out.

**MATERIALS MANAGEMENT POLICY:** Kakuske distributed and reviewed a draft of the Materials Management Policy which will replace the Collection Development Policy. She also mentioned that procedures will be completed in conjunction with the policy. Motion by Lundahl, second by Bacon to approve the Materials Management Policy as presented.

**COUNTY ANNUAL REPORT – 2019:** Kakuske reviewed the 2019 County Annual Report. Motion by Bowers, second by Jackson, to approve the 2019 County Library Annual Report as presented, with the amendment of removing “12/mo” at the top of page 2 of the report. Motion carried.

**BEVERAGE REQUESTS:** Meissner-Gigstead reviewed the Miller Art Museum’s beverage requests for 2020. Motion by Dickson, second by Bacon to grant permission of beverage requests for the Miller Art Museum functions on May 23, 2020, July 11, 2020, August 29, 2020 and November 20, 2020. Motion Carried.

**POSITION REFILLS AND SUBSEQUENT VACANCIES:** Kakuske reviewed the Position Refills for the Page positions at the Sturgeon Bay Library and at the Sister Bay/Liberty Grove Library. Motion by Dickson, second by Jackson to refill the Page positions and subsequent vacancies at the Sturgeon Bay Library and the Sister Bay/Liberty Grove Library. Motion carried.

Motion by Jackson second by Bowers to accept the MONETARY DONATIONS received in February 2020 for \$3,285.25. Motion Carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm at the Sturgeon Bay Library on April 20, 2020.

Motion by Norton, second by Lundahl to APPROVE PREPAID OPERATING EXPENSES for March 2020 in the amount of \$817.89. Motion carried.

Motion by Lundahl, second by Jackson to APPROVE OPERATING EXPENSES for March 2020 in the amount of \$21,697.76. Motion carried.

Motion by Bowers, second by Norton to APPROVE MEMORIAL BILLS for March 2020 in the amount of \$2,897.84 as presented. Motion carried.

Per Diem code for this meeting is 724.

Motion by Bowers, second by Norton, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:20 pm.