

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, January 16, 2017

Place: Door Co. Library– Sturgeon Bay Branch – Jane Greene Room

Board Meeting Time: 5:00 P.M.

AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of December 19, 2016.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Staffing
 2. Budget/Funding
 3. Events
 4. Technology
 5. Library System
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Interim Director Compensation.
7. Director Recruitment.
8. Position Refill.
9. NFLS Collection Development Grant.
10. Purchase of Service Contract – MAM.
11. Gifts.
12. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
13. Approval of Prepaid Operating Expenses.
14. Approval of Operating Expenses.
15. Approval of Memorial Bills.
16. Adjournment.

(Note: Deviation from the order shown may occur.)

Any person wishing to attend who requires special accommodation because of disability should contact the library director at 743-6578 by 4:00 P.M. at least two days prior to the meeting so that arrangements can be made.

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

December 19, 2016

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 Mary Jackson, Megan Lundahl, Kelly Catarozoli, Will Gregory, and Nancy Robillard also attended. Rebecca Berger – Library Director, and Kay Jensen – Administrative Assistant, and Beth Meissner-Gigstead also attended. Bridget Bowers was excused. As it was Becca Berger’s last meeting before her retirement, the Library Board members thanked her for her many years of excellent service to the Door County Library.

Motion by Catarozoli, second by Gregory for APPROVAL OF AGENDA. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: B. Berger distributed a letter from a candidate for the Library Director position.

Motion by Robillard second by Jackson, for APPROVAL OF THE MINUTES OF THE MEETING OF November 21, 2016. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Berger reported on the activities and issues of the library.
 - Berger reported that the final results of the library survey are being processed and will be available by the end of the year.
 - The recruitment for a new director is ongoing.
 - Berger reported that five individuals will be interviewed in late December for the Technical Services Acquisitions/Cataloger position.
 - Berger reported that Hoopla digital services became available to Door County Library patrons on December 1, 2016.
 - Berger announced that the Door County Reads book for 2017 is “Empire Falls,” by Richard Russo.
 - Berger reported that Beth Lokken (Youth Services Librarian), Door County school librarians and branch librarians met and discussed the “Teacher” library card and the “Institution” library card.
 - Berger reported that the cost of rewiring data for Egg Harbor Library’s new location will be completely covered by a combination of funding from AT&T and TEACH.
 - Berger reported that the remote locations for 2017 Library Board meetings will be Forestville and Egg Harbor.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported that the museum will be closed for annual maintenance from December 30, 2016 to January 20, 2017.
 - Meissner-Gigstead informed the Library Board that their next exhibit will feature a portfolio of prints by artists from Wisconsin.

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

MEETING ROOM POLICY: Berger reviewed and discussed the recommended addition to the Meeting Room Policy regarding “Affiliate Fundraiser Events.” Motion by Lundahl, second by Catarozoli, to approve the addition to the Meeting Room Policy as presented. Motion carried.

BYLAWS: Berger reviewed the recommended deletion from the Door County Library Bylaws regarding the terms for library board members. She noted that it is the County that determines terms, not the Library Board. Motion by Robillard, second by Lundahl to delete the Article I, Section 2 of the Bylaws, regarding terms, as presented. Motion carried.

Motion by Robillard second by Gregory to accept the MONETARY DONATIONS received in November 2016 for \$4,555.40. Motion carried.

The NEXT MEETING-DATE & TIME was set for 5:00 pm., Monday, January 16, 2017 at the Sturgeon Bay Branch of the Door County Library.

Motion by Robillard, second by Catarozoli to APPROVE PREPAID OPERATING EXPENSES for December 2016 in the amount of \$1,094.50. Motion carried.

Motion by Lundahl, second by Jackson to APPROVE OPERATING EXPENSES for December 2016 in the amount of \$25,190.94. Motion carried.

Motion by Jackson, second by Catarozoli to APPROVE MEMORIAL BILLS for December 2016 in the amount of \$1,846.06 as presented. Motion carried.

Motion by Lundahl, second by Catarozoli, for ADJOURNMENT. Motion carried. The meeting was adjourned at 5:40 pm.

**PURCHASE OF SERVICE
AGREEMENT**

MILLER ART MUSEUM FOUNDATION - DOOR COUNTY LIBRARY

I. PARTIES AND CONTRACT PERIOD

Recognizing the long term relationship of the Miller Art Museum and the Door County Library, we renew this annual agreement to purchase curatorial service. Therefore, this Contract is between Door County Library Board, whose business address is 107 South Fourth Avenue, Sturgeon Bay, WI, hereinafter referred to as Purchaser, and Miller Art Museum Foundation, Inc. whose business address is 107 S. 4th Avenue, Sturgeon Bay, WI, hereinafter referred to as Provider. This Contract is to be effective for the period of *January 1, 2017 through December 31, 2017.*

II. SERVICES TO BE PROVIDED

The Miller Art Museum Foundation shall provide curatorial service. Such Curator of Exhibitions and Collections shall be responsible for the planning, coordinating, installing, and disposition of changing exhibits, including catalogues and publicity. It shall also be responsible for the acquisition, documentation, and conservation of the Miller Art Museum Permanent Collection. The Curator will attend meetings when requested and maintain a limited period of office hours for consultation.

The Miller Art Museum will operate according to approved museum standards.

The Door County Library Board and the Library Director shall approve action of the Curator in the areas covered by this agreement.

Duties referenced by attachment to this document of Curator Job Description.

III. PAYMENT FOR SERVICES

For the services described in Part II, above, the Miller Art Museum Foundation shall be paid a total of \$11,618.00 in twelve equal installments of \$968.16 per month. This payment to underwrite the cost of curatorial services.

IV. OPERATING EXPENSES

The Curator, as agent of the Provider, shall follow established procedures for requests of expenditures.

V. REPORTS

A representative from the Miller Art Museum will present reports of Museum activities to the Door County Library Board at the monthly Library Board meetings.

VI. EQUAL OPPORTUNITY

The Provider shall agree to follow County Policy #140.0 - Equal Opportunity. (See attached.)

VII. CONTRACT REVISIONS / OR TERMINATIONS

Revisions of this Contract must be agreed to by Purchaser and Provider by an addendum signed by the authorized representatives of both parties.

VIII. RESOLUTION OF DISPUTES

Disputes will be resolved by using a mediator agreed upon by the parties prior to going to court.

IX. SIGNATURES

- A. This Contract is agreed upon and approved by the authorized representatives of Door County Library Board and Miller Art Museum Foundation as indicated below.
- B. This Contract becomes null and void if the time between the Purchaser's authorized representative signature and the Provider's authorized representative signature on this Contract exceeds sixty days.

Door County Library Board

Date

Miller Art Museum Foundation

Date

Donations.xls

2016	Donor	in the name of	Donation	Total
Dec-16	Donation to Baileys Harbor Library		50.00	
Dec-16	Donation to Sturgeon Bay Library	In memory of Robert J. Smith	100.00	
Dec-16	Donation to Sturgeon Bay Library for mtg room		60.00	
Dec-16	Materials - Forestville		144.17	
Dec-16	Donation to Sturgeon Bay Library	In memory of Eleanor Pesch	50.00	
Dec-16	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	293.00	
Dec-16	Donation to Fish Creek Lib. Lemonade stand	Donor - Dasia Daubner	100.00	
Dec-16	Donation to Sturgeon Bay Library	In memory of Clare Wood	20.00	
				817.17