

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, October 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 September 18, 2017.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Staffing – Circulation Assistant, Community Relations Library Assistant.
 2. Events – Upcoming.
 3. Library System – WPLC representative, Egg Harbor shelving.
 4. General – Strategic plan, Internet policy, Building Assessment/ADA Compliance, Snow closing.
 5. Technology – Egg Harbor tech needs.
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Open Hours.
7. Gifts.
8. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
9. Approval of Prepaid Operating Expenses.
10. Approval of Operating Expenses.
11. Approval of Memorial Bills.
12. The Door County Library Board will adjourn to executive sessions per Wisconsin Statute 19.85 subsection (1)(c) and subsection (2) for the purpose of discussing employment, promotion, compensation or performance evaluation data of public employees over whom the board has jurisdiction or exercises responsibility.
 - A. 180 Day Introductory Performance Evaluation – Director
13. The Door County Library Board will reconvene to open session to vote on any recommendation made in executive session.

(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.

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, October 16, 2017

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

Board Meeting Time: 5:00 P.M.

14. Meeting Per Diem Code.
15. 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

September 18, 2017

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:00 P.M. at the Fish Creek Branch of the Door County Library by President Bob Dickson. Board members Mary Jackson, Megan Lundahl, Bridget Bowers, Laurel Hauser, and Nancy Robillard also attended. Tina Kakuske – Library Director, Kay Jensen – Administrative Assistant, County Administrator Ken Pabich, Tracy Vreeke, Cataloger, and Beth Meissner-Gigstead – Miller Art Museum Executive Director also attended. Kelly Catarozoli was excused.

Motion by Robillard, second by Hauser for APPROVAL OF AGENDA. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: There was no PUBLIC PARTICIPATION or CORRESPONDENCE. Kakuske introduced Tracy Vreeke, the cataloger for the Door County Library, who was in attendance as part of an assignment for her Masters of Library Science Program.

Motion by Robillard second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETINGS of August 7, 2017. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported on the status of the two open positions (Circulation Assistant and Community Relations Library Assistant) at the Door County Library.
 - Kakuske advised the Board that she has asked staff to participate in a “Knowledge Transfer” task. This will help identify job duties for each position and assist with training and succession planning.
 - Kakuske reported on some recent and upcoming library events, including: Nanowrimo, Chalk the Bay, Pumpkin Patch/Egg Harbor Library’s book sale, and the Summer Reading Program.
 - Regarding the Nicolet Federated Library System, Kakuske reported on the NFLS Director’s Meeting, the AAC Meeting, the Director Boot Camp, and the recruitment taking place for a new director.
 - Kakuske informed the Board that a meeting will take place next week regarding the recently completed Sturgeon Bay Building Assessment Study which the Door County Library Foundation recently funded.
 - Kakuske reported that new room capacities have been identified for the meeting rooms in the Sturgeon Bay library. Due to these changes, she will bring a revised Facility Usage Policy to a future board meeting for approval by the Board. Other possible changes were discussed.
 - Kakuske reported that an offer to donate the technology hardware needed for the new Egg Harbor library has been brought to her.

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- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported on the success of the Annual Art & Treasures fundraiser, grossing nearly \$12,000.
 - Meissner-Gigstead announced that their current exhibit, “42nd Juried Annual” opened on September 9th and will run through October 30th.
 - Meissner-Gigstead informed the Board of the following two events: “A Conversation with the Jurors” on October 12th at 10:30 am and the Women’s Fund of Door County “ARTrageous” event on September 23, 2017 in Sister Bay.

OPEN HOURS: At the request of Branch Manager, Christina Johnson, Kakuske recommended that the Sister Bay/Liberty Grove Branch be closed October 13 and 14, 2017 due to Sister Bay’s Fall Festival. In addition, Branch Manager, Holly Cole, requests that the Egg Harbor Branch be closed Friday, October 6th, 2017 due to Egg Harbor’s Pumpkin Patch Festival. Motion by Lundahl, seconded by Robillard to approve both closures as presented. Motion Carried.

BUDGET 2018: Pabich gave a brief overview of the County’s 2018 budget stating that there will be little change in the tax levy, amounting to a .33% increase. He also updated the Board on the roof project which is in the 2018 C.I.P. budget. Kakuske provided and reviewed the revised 2018 County, City/County budgets and revenues, and the changes since our last meeting. Motion by Lundahl, second by Robillard to recommend that the 2018 Library budget expenses and revenues be approved as follows: County – \$1,461,610, City/County – \$161,444 and Revenues – \$108,339. Motion carried.

PER DIEM-GAS-CONFERENCES-TRAINING-MILES-LODGING AND MEALS SPREADSHEETS: Kakuske explained and reviewed the two spreadsheets that all county departments were asked to do to provide more details regarding training, meals and travel. Motion by Dickson, second by Bowers to approve the spreadsheets as presented. Motion carried.

OUT OF COUNTY TRAVEL REQUESTS: Kakuske reviewed the travel requests for Mary Sawyer, Tracy Yttri Opper and herself to attend the Wisconsin Library Association Annual Conference in Wisconsin Dells, Wisconsin on October 17-20, 2017. Motion by Robillard, second by Lundahl to approve the travel requests for the Wisconsin Library Association Annual Conference as presented. Motion carried.

Motion by Hauser second by Bowers to accept the MONETARY DONATIONS received in August 2017 for \$1,222.00. Motion carried.

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

Motion by Robillard, second by Jackson to APPROVE PREPAID OPERATING EXPENSES for September 2017 in the amount of \$7,056.41. Motion carried.

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Motion by Lundahl, second by Bowers to APPROVE OPERATING EXPENSES for September 2017 in the amount of \$ 22,717.91. Motion carried.

Motion by Bowers, second by Lundahl to APPROVE MEMORIAL BILLS for September 2017 in the amount of \$2,995.33 as presented. Motion carried.

Per Diem code for this meeting is 492.

Motion by Dickson, second by Hauser, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:25 pm.

Donations

2017	Donor	in the name of	Donation	Total
Sep-17	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	254.00	
Sep-17	Friends of the Door Co Libraries (Ann.Donations)		2,700.00	
Sep-17	Donation to Baileys Harbor Library	In memory of Harry Maher	25.00	
Sep-17	Friends Grant - BookPage		1,056.00	
Sep-17	Book Sale - Baileys Harbor Library		945.00	
Sep-17	Friends Grant - Summer Reading Program		668.88	
Sep-17	Friends Grant - Altrusa Back to School Fair		1,700.00	
				7,348.88