

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, November 20, 2017

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

**Board Meeting Time:** 5:00 P.M.

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## AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of October 16, 2017
5. Reports –
  - A. Director's Report – Library Operations.
    1. Staffing – Update on filled and unfilled positions
    2. Events – Friends Holiday Book Sale, Door Co. Reads- Stone Harbor Event, Branch Notes
    3. Library System – Meet and Greet at NFLS
    4. General – Egg Harbor Library Update, Non-Profit Membership, Internet Policy Overview and ALA Statements
    5. Technology – Egg Harbor Tech funds
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
6. Gifts.
7. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
8. Approval of Prepaid Operating Expenses.
9. Approval of Operating Expenses.
10. Meeting Per Diem Code.
11. 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**

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October 16, 2017

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, Bridget Bowers, and Nancy Robillard also attended. Tina Kakuske – Library Director, Kay Jensen – Administrative Assistant, and Beth Meissner-Gigstead – Miller Art Museum Executive Director also attended. Kelly Catarozoli and Laurel Hauser entered the meeting at 5:55 pm.

Motion by Lundahl, second by Jackson for APPROVAL OF AGENDA. Motion carried.

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

Motion by Bowers second by Robillard, for APPROVAL OF THE MINUTES OF THE MEETINGS OF September 18, 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. Interviews have been held for the positions and we have acquired verbal acceptances for both positions. Expected start date for both positions is November 6, 2017.
  - Kakuske reported that we had a very well-received staff meeting with a Maker Boxes presentation given by librarians from Waupaca County. We will discuss this type of programming, other programming, and 2018 summer programming at November’s staff meeting. Staff was also given the opportunity for flu shots at the meeting.
  - Kakuske reported two outside meetings she recently attended. She spoke at the Northern Door Rotary Club meeting at the Ridges and attended the Ephraim Village Library Committee’s meeting.
  - Regarding our library system, Kakuske reported that she will be a representative on the WI Public Library Consortium.
  - Kakuske gave an update on the Egg Harbor Library Project. Due to the custom shelving for the library, expected opening is now February 2018.
  - Kakuske requested a one year extension to complete the Door County Library’s strategic plan. She gave many reasons for the request and the Board concurred. All agreed that the strategic planning process should begin in mid-2018, with the plan starting in 2019.
  - Kakuske reported that the library’s Internet Policy needs to be updated. In that effort, she asked the board to review two handouts – “Access to Digital Information, Services and Networks,” and “Internet Filtering.” An updated version of the policy will be presented and recommended at a future board meeting. In the meantime, the Board should contact Kakuske with any ideas, suggestions or questions regarding internet policies.

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- Kakuske reported on the recent meeting which revealed the Sturgeon Bay Library's Building Assessment Report. She informed the board that it was decided to first focus on ADA compliance.
- Kakuske reported that a donor has come forward and requested a listing of technology needs for the Egg Harbor Library. She has provided a listing and is waiting for a response.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Meissner-Gigstead reported that she is working with Jim Shields of HGA regarding Miller Art Museum issues that were identified in the Sturgeon Bay Library's Building Assessment Report.
  - Meissner-Gigstead revealed that their next exhibit is entitled, "Beyond Words." The exhibit features artwork from local and regional children's illustrators and will include interactive play space for children.
  - Meissner-Gigstead announced that their Annual Volunteer Meeting will be held on November 8, 2017.

**OPEN HOURS:** Kakuske reviewed the following hours that are being recommended as closed hours for 2018.

<b>Memorial Day</b>	Monday, May 28th	Closed
<b>Independence Day</b>	Wednesday, July 4 <sup>th</sup>	Closed
<b>Labor Day</b>	Monday, Sept. 3rd	Closed
<b>Thanksgiving Day</b>	Thursday, Nov. 22nd	Closed
<b>Day after Thanksgiving</b>	(Library remains open)	(Staff takes a personal holiday during calendar yr)
<b>Christmas Eve &amp; Day</b>	Monday, Dec. 24th and Tuesday, Dec. 25 <sup>th</sup>	– all Branches Closed
<b>New Year's Eve</b>	Monday, Dec. 31 <sup>st</sup>	Close at 5:00 pm – all Branches
<b>New Year's Day</b>	Tuesday, Jan. 1, <b>2019</b>	Closed

Moved by Bowers second by Lundahl to accept the closed hours as presented. Motion carried.

Motion by Jackson second by Lundahl to accept the MONETARY DONATIONS received in September 2017 for \$7,348.88. Motion carried.

The NEXT MEETING-DATE & TIME was set for 5:00 pm, Monday, November 20, 2017, at the Sturgeon Bay Branch of the Door County Library.

Motion by Robillard, second by Bowers to APPROVE PREPAID OPERATING EXPENSES for October 2017 in the amount of \$2,360.69. Motion carried.

Motion by Bowers, second by Lundahl to APPROVE OPERATING EXPENSES for October 2017 in the amount of \$ 25,129.23. Motion carried.

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Motion by Jackson, second by Catarozoli to APPROVE MEMORIAL BILLS for October 2017 in the amount of \$1,255.15 as presented. Motion carried.

Motion by Dickson, second by Bowers, to adjourn to EXECUTIVE SESSION 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 – Library Director.

Motion carried by roll call vote. Bowers-aye, Dickson-aye, Jackson-aye, Robillard-aye, Hauser-aye, Catarozoli-aye and Lundahl-aye.

Meeting adjourned to CLOSED SESSION at 6:00 P.M.

Moved by Lundahl, second by Hauser to reconvene in OPEN SESSION. Motion carried by roll call vote. Bowers-aye, Dickson-aye, Jackson-aye, Robillard-aye, Hauser-aye, Catarozoli-aye and Lundahl-aye.

MEETING RECONVENED TO OPEN SESSION at 6:20 P.M.

Motion by Dickson, second by Jackson to approve the 180 Day Introductory Performance evaluation of the Library Director and place it on file. Motion carried.

Per Diem code for this meeting is 589.

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

## Donations

<b>2017</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Oct-17</b>	Shelf donated to Forestville Library for toys	Donated-Forestville Bldrs.Sup.	210.00	
<b>Oct-17</b>	Donation to Sister Bay/Liberty Grove Library		50.00	
<b>Oct-17</b>	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	751.16	
<b>Oct-17</b>	Book Sale - Egg Harbor Library		770.00	
				<b>1,781.16</b>