

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, February 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 January 18, 2017.
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. Director Recruitment.
7. NFLS Collection Development Grant.
8. NFLS Member Library Agreement.
9. State Report 2016.
10. Gifts.
11. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
12. Approval of Prepaid Operating Expenses.
13. Approval of Operating Expenses.
14. Approval of Memorial Bills.
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**

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January 18, 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, Kelly Catarozoli, Will Gregory, Bridget Bowers, and Nancy Robillard also attended. Laura Kayacan – Adult Services Librarian, Kay Jensen – Administrative Assistant, Kelly Hendee – Human Resources Director and Beth Meissner-Gigstead also attended.

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

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

Motion by Lundahl second by Jackson, for APPROVAL OF THE MINUTES OF THE MEETING of December 19, 2016. Motion carried.

### REPORTS:

- DIRECTOR'S REPORT – LIBRARY OPERATIONS: Kayacan reported on the activities and issues of the library.
  - Kayacan reported that Dixie Jorns has accepted the Technical Services Acquisitions/Cataloger position at the Sturgeon Bay Branch. She is currently the Branch Manager at the Sister Bay Branch and that job will now need to be refilled.
  - Kayacan thanked the Friends of Door County Libraries and the Door County Library Foundation for funding the Door County Reads books and programming and mentioned that this event is celebrating its 10<sup>th</sup> anniversary this year.
  - Kayacan update the Library Board and gave a brief summary regarding the following technologies: Tumblebooks, Hoopla and Zinio.
  - Regarding our library system, Kayacan reported that a survey regarding our delivery service is now being conducted due to a budget shortfall.
- MILLER ART MUSEUM (MAM) REPORT:
  - Meissner-Gigstead thanked Maintenance Technician, Tim Clark, for his assistance in deep cleaning the museum over the last few weeks.
  - Meissner-Gigstead informed the Library Board of their next exhibit entitled, "Prints Matter, Master Mimics," and invited them to the opening reception to be held on January 21, 2017.
  - Meissner-Gigstead reported that they are nearing completion of their Strategic Plan and it will be brought to the Library Board in the near future.
  - Meissner-Gigstead reported that school tours of the museum will resume January 26, 2017.

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## **DOOR COUNTY LIBRARY BOARD MINUTES**

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**INTERIM DIRECTOR COMPENSATION:** Hendee informed the Board that Laura Kayacan will be the Library Interim Director. She recommended to the Library Board that the Interim Director be paid at the beginning step of the Library Director position until the Library Director position is filled. Motion by Robillard, second by Bowers to set the Interim Director Compensation at the beginning step of the Library Director position. Motion carried.

**DIRECTOR RECRUITMENT:** Hendee updated the Library Board on the status of the Library Director recruitment. It was decided that the same committee will be used to review applications and interview the new applicants. Dickson noted that he would like to review all nine applications. Hendee and Dickson will set up a time for this review.

**POSITION REFILL:** Motion by Catarozoli, second by Jackson to refill the Branch Manager II position at the Sister Bay/Liberty Grove Branch Library. Motion carried.

**NFLS COLLECTION DEVELOPMENT GRANT:** Motion by Bowers, second by Gregory, to table this agenda item and bring it forward to the February 2017 Library Board Meeting. Motion Carried.

Motion by Robillard second by Bowers to accept the MONETARY DONATIONS received in December 2016 for \$817.17. Motion carried.

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

Motion by Jackson, second by Gregory to APPROVE PREPAID OPERATING EXPENSES for January 2017 (2016 expenses) in the amount of \$2,687.13. Motion carried.

Motion by Bowers, second by Jackson to APPROVE OPERATING EXPENSES for January 2017 (2016 expenses) in the amount of \$12,264.36. Motion carried.

Motion by Lundahl, second by Catarozoli to APPROVE OPERATING EXPENSES for January 2017 (2017 expenses) in the amount of \$13,344.19. Motion carried.

Motion by Catarozoli, second by Bowers to APPROVE MEMORIAL BILLS for January 2017 in the amount of \$5,096.84 as presented. Motion carried.

Motion by Gregory, second by Lundahl, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:00 pm.

## Donations.xls

<b>2017</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Jan-17</b>	NFLS Grant - Summer Reading Prog Expenses		570.00	
<b>Jan-17</b>	Donations to Sturgeon Bay Library	In memory of Clare Wood	50.00	
<b>Jan-17</b>	Donations to Sturgeon Bay Library		16.00	
<b>Jan-17</b>	Donation to Sturgeon Bay Library-Mtg Rm Use		150.00	
<b>Jan-17</b>	Book Sale - Baileys Harbor Library		90.00	
<b>Jan-17</b>	Donation to Washington Island Library		100.00	
<b>Jan-17</b>	Toy Barn Grant - Door Co. Comm. Foundation		1,500.00	
				<b>2,476.00</b>