

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, March 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 February 20, 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. Position Refill.
7. Beverage Requests.
8. Annual Report 2016 - County.
9. Gifts.
10. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
11. Approval of Prepaid Operating Expenses.
12. Approval of Operating Expenses.
13. Approval of Memorial Bills.
14. 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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February 20, 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. Laura Kayacan – Adult Services Librarian, Kay Jensen – Administrative Assistant and Beth Meissner-Gigstead also attended. Will Gregory and Kelly Catarozoli were excused.

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

**PUBLIC PARTICIPATION/CORRESPONDENCE:** The Library Board discussed the email correspondence and suggestions from Susan Strauch. By Library Board consensus, it was decided to share Susan’s email with our new library director and invite her to continue to participate with the Door County Library.

Motion by Lundahl second by Robillard, for APPROVAL OF THE MINUTES OF THE MEETING of January 18, 2017. Motion carried.

### **REPORTS:**

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kayacan reported on the activities and issues of the library.
  - Kayacan reported on the successful “Elephant and Piggie” Children’s Party held in January 2017 and sponsored by the Friends of the Door County Libraries. 136 children attended the program.
  - Kayacan reported on the completion of the 2017 Door County Reads program. 522 people participated in the events.
  - Kayacan reported on the purchase of a new micro film reader scanner for the Sturgeon Bay Library.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Meissner-Gigstead reported on two Write on Door County events they are participating in this month.
  - Meissner-Gigstead informed the board that their next exhibit will begin on March 4<sup>th</sup> and is entitled, “The Garden: An Artists Interpretation.” The exhibit features a collection of work with bold color, flora and landscapes from Wisconsin artists.
  - Meissner-Gigstead provided two handouts to the Library Board: a 2017 Exhibit Schedule, and a Strategic Plan for 2017-2021.

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## **DOOR COUNTY LIBRARY BOARD MINUTES**

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**DIRECTOR RECRUITMENT:** Dickson updated the Library Board on the status of the recruitment of the Library Director. He informed the Library Board that a verbal commitment for the Library Director position has been made by Tina Kakuske. Motion by Jackson, second by Bowers to approve the hiring of Tina Kakuske as Library Director of the Door County Library. Motion Carried.

**NFLS COLLECTION DEVELOPMENT GRANT:** Jensen reviewed the Nicolet Federated Library System Subprogram Form for 2017 – Library Services Grant. Motion by Robillard, second by Jackson to accept the NICOLET FEDERATED LIBRARY SYSTEM SUBPROGRAM FORM FOR 2017 – LIBRARY SERVICES GRANT in the amount of \$3,030. Motion carried.

**NFLS MEMBER LIBRARY AGREEMENT:** Jensen reviewed the NFLS Member Library Agreement. Motion by Robillard, second by Lundahl to accept the NFLS Member Library Agreement as presented and contingent on a review of the agreement by Door County's Corporation Counsel, Grant Thomas. Motion carried.

**STATE REPORT 2016.** Motion by Lundahl, second by Bowers, to approve the 2016 Public Library Annual Report as presented. Motion carried.

Motion by Jackson second by Bowers to accept the MONETARY DONATIONS received in January 2017 for \$2,476.00. Motion carried.

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

Motion by Bowers, second by Lundahl to APPROVE PREPAID OPERATING EXPENSES for February 2017 in the amount of \$2,956.35. Motion carried.

Motion by Robillard, second by Jackson to APPROVE OPERATING EXPENSES for February 2017 in the amount of \$23,021.54. Motion carried.

Motion by Lundahl, second by Bowers to APPROVE MEMORIAL BILLS for February 2017 in the amount of \$1,993.34 as presented. Motion carried.

Motion by Jackson, second by Robillard, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:30 pm.

## Donations

<b>2017</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Feb-17</b>	Book Sale - Baileys Harbor Library		55.00	
<b>Feb-17</b>	Donations to Sturgeon Bay Library	In memory of Joann Johnston	135.00	
<b>Feb-17</b>	Donation to Sturgeon Bay Library	In memory of Clare Wood	50.00	
				<b>240.00</b>