

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, April 17, 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 March 20, 2017.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Staffing – Kakuske, Johnson, Carr
 2. Budget/Funding – Roof Project Update
 3. Events – Earth Week, Library Garden, Crunch, History Book Discussion
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. 2018 C.I.P. Budget.
7. Out of County Travel Request - WAPL.
8. Gifts.
9. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
10. Approval of Prepaid Operating Expenses.
11. Approval of Operating Expenses.
12. Approval of Memorial Bills.
13. 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

March 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, and Nancy Robillard also attended. Laura Kayacan – Adult Services Librarian, Kay Jensen – Administrative Assistant and Beth Meissner-Gigstead also attended. Bridget Bowers, Will Gregory and Kelly Catarozoli were excused.

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

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

Motion by Jackson second by Robillard, for APPROVAL OF THE MINUTES OF THE MEETING of February 20, 2017. Motion carried.

REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kayacan reported on the activities and issues of the library.
 - Kayacan reported that Marcia Carr, the Washington Island Library Branch Manager, has submitted her retirement letter.
 - Kayacan informed the board that the new Library Director, Tina Kakuske, and the new Sister Bay/Liberty Grove Branch Manager, Christina Johnson, will both begin their employment on April 3, 2017.
 - Kayacan reported that a new book discussion group has started at the Baileys Harbor Library.
 - Regarding technology, Kayacan informed the board that a large update to Sierra will take place in May 2017.

- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported that their new exhibit, "The Garden: An Artist's Interpretation," had a very successful opening program this month with over 120 people in attendance.
 - Meissner-Gigstead informed the board that water colorist, Ed Fenendael, will be presenting a program and provide a demonstration on April 13, 2017 at the museum.
 - Meissner-Gigstead reported that they are partnering with the Boys and Girls Club for "Celebrate Earth Week 17," which will include programming on environmental issues.

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DOOR COUNTY LIBRARY BOARD MINUTES

POSITION REFILL: Motion by Jackson, second by Lundahl to refill the Branch Manager position at the Washington Island Library. Motion carried.

BEVERAGE REQUESTS: Motion by Lundahl, second by Jackson to grant permission of beverage requests for the Miller Art Museum functions on June 3, 2017, July 22, 2017 and September 9, 2017. Motion carried.

ANNUAL REPORT 2016 – COUNTY: Jensen reviewed a draft of the Library's Door County 2016 Annual Report to the Door County Board. Motion by Robillard, second by Lundahl, to approve the Door County Library 2016 Annual Report as presented. Motion carried.

Motion by Jackson second by Lundahl to accept the MONETARY DONATIONS received in February 2017 for \$240.00. Motion carried.

The NEXT MEETING-DATE & TIME was set for 5:00 pm., Monday, April 17, 2017 at the Sturgeon Bay Branch of the Door County Library.

Motion by Robillard, second by Jackson to APPROVE PREPAID OPERATING EXPENSES for March 2017 in the amount of \$1,995.35. Motion carried.

Motion by Lundahl, second by Jackson to APPROVE OPERATING EXPENSES for March 2017 in the amount of \$11,655.90. Motion carried.

Motion by Jackson, second by Lundahl to APPROVE MEMORIAL BILLS for March 2017 in the amount of \$642.37 as presented. Motion carried.

Motion by Robillard, second by Lundahl, for ADJOURNMENT. Motion carried. The meeting was adjourned at 5:50 pm.

Donations

2017	Donor	in the name of	Donation	Total
Mar-17	Friends donation - DVD's		2,500.00	
Mar-17	Friends Grant - Children's Program		430.09	
Mar-17	NFLS Youth Funding for Programs		1,650.00	
Mar-17	Book Sale - Baileys Harbor Library		50.00	
Mar-17	Donation to Ephraim Library	In memory of Jane Olson	12,889.12	
Mar-17	Foundation Grant - DC Reads 2017		4,896.63	
				22,415.84