

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, September 18, 2017

Place: Door Co. Library– Fish Creek Branch – 4097 Hwy 42, Fish Creek

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 August 7, 2017.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Staffing – Circulation Assistant, Community Relations Library Assistant, Retirement, Knowledge Transfer.
 2. Events – Upcoming, Branch Report.
 3. Library System – NFLS Director's Meeting, AAC meeting, Boot Camp.
 4. General – Naming Rights, County Board Presentation, Building Assessment, DNR Meeting, Room Capacities, Literacy Door County.
 5. Technology – Hardware for Egg Harbor.
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Open Hours.
7. Budget 2018.
8. Per Diem-Gas-Conferences-Training-Miles-Lodging and Meals Spreadsheets.
9. Out of County Travel Requests.
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. Meeting Per Diem Code.
16. 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

August 7, 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, Laurel Hauser, and Nancy Robillard also attended. Tina Kakuske – Library Director and Kay Jensen – Administrative Assistant also attended. Beth Meissner-Gigstead and Kelly Catarozoli were excused.

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

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

Motion by Robillard second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETINGS of July 17, 2017. Motion carried.

REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported that Carmen Wind has accepted the Circulation Assistant position at the Sturgeon Bay Library and will start on August 16, 2017.
 - Kakuske reported that she attended the Department Head Retreat and it was very informative and included brainstorming current issues facing the County.
 - Kakuske informed the Board that she recently attended the Village of Forestville meeting. She provided information on library services and rules of conduct.
 - Kakuske discussed naming rights for libraries and asked Board Members to view the naming rights links she recently emailed them and contact her with any recommendations, suggestions, and questions regarding this topic. She will provide a recommended naming rights policy at the next meeting.
 - Kakuske informed the Board that the Library Policies will soon be made available from our website.
 - Kakuske informed the Board that she will be bringing the Internet Use Policy to the next meeting with recommended revisions as it is currently from 2009 and out of date, as technology has changed significantly since then.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Due to Meissner-Gigstead's absence, Kakuske provided the Miller Art Museum Report.
 - Announcements included reminding Board Members of the Art & Treasures Sale currently running through August 19th, new art work provided by the Boys and Girls Club, and the current exhibit, "Charles L. Peterson: An Artist's Life Work" through September 5th.

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DOOR COUNTY LIBRARY BOARD MINUTES

- Kakuske advised the Board of the following future events: Opening Reception for the “42nd Juried Annual” exhibit, 5:00 pm, September 8th, and “Selected Artists of Door County” lecture by Virginia Jones Maher 10:30 am, September 14th.

BUDGET 2018: Kakuske provided and reviewed the proposed 2018 County, City/County budgets and revenues, and the changes since our last meeting. Motion by Lundahl, second by Jackson to recommend that the 2018 Library budget expenses and revenues be approved as follows: County – \$1,457,363, City/County – \$161,444 and Revenues – \$108,339. Motion carried.

POSITION REFILL: Kakuske reviewed the two positions that need to be refilled. Motion by Jackson, second by Bowers to refill the full time Community Relations Library Assistant position at the Sturgeon Bay Branch Library. Motion carried.

Motion by Hauser, second by Jackson to refill the part-time Circulation Assistant position at the Forestville Library. Motion carried.

NFLS MEMBER AGREEMENT: Kakuske reviewed the status of the NFLS Member Agreement. She has met with the County’s Corporation Counsel about the agreement and all of their concerns have been met, and she stated that the agreement can be forwarded to the Nicolet Federated Library System as presented, approved and signed at the February 2017 Library Board Meeting.

Motion by Bowers second by Robillard to accept the MONETARY DONATIONS received in July 2017 for \$5,422.80. Motion carried.

The NEXT MEETING-DATE & TIME was set for 5:00 pm, Monday, September 18, 2017, at the Fish Creek Branch of the Door County Library.

Motion by Bowers, second by Lundahl to APPROVE PREPAID OPERATING EXPENSES for August 2017 in the amount of \$4,365.62. Motion carried.

Motion by Lundahl, second by Jackson to APPROVE OPERATING EXPENSES for August 2017 in the amount of \$ 9,233.98. Motion carried.

Motion by Jackson, second by Hauser to APPROVE MEMORIAL BILLS for August 2017 in the amount of \$4,213.59 as presented. Motion carried.

Per Diem code for this meeting is 877.

Motion by Robillard, second by Lundahl, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:10 pm.

Donations

2017	Donor	in the name of	Donation	Total
Aug-17	Donation to Baileys Harbor Library	K Peterson in memory of mom	20.00	
Aug-17	Donation to Sturgeon Bay Library	In memory of Alice Sautebin	25.00	
Aug-17	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	747.00	
Aug-17	Book Sale - Baileys Harbor Library		180.00	
Aug-17	Donation to Sturgeon Bay Library	in appreciation of meeting room	50.00	
Aug-17	Donations to Ephraim Library	In memory of Jane MacNeil	50.00	
Aug-17	Donation of Fish Creek Library		150.00	
				1,222.00