

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, March 19, 2018

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 February 26, 2018.
5. Reports –
 - A. Director’s Report – Library Operations.
 1. Staffing – Update on filled and unfilled positions
 2. Events – Branch Notes, National Library Week, Voter Assist Program
 3. General – Statistics, Intergovernmental Agreement between Egg Harbor and Door County.
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Position Refill.
7. Annual Report 2017 – County.
8. Donations.
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. The Door County Library Board will adjourn to executive sessions 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. One Year Performance Evaluation – Director
14. The Door County Library Board will reconvene to open session to vote on any recommendation made in executive session.
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

February 26, 2018

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:03 P.M. at the Egg Harbor 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, Kay Jensen – Administrative Assistant, and Beth Meissner-Gigstead – Miller Art Museum Executive Director also attended. Kelly Catarozoli was excused.

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

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

Motion by Bowers second by Jackson, for APPROVAL OF THE MINUTES OF THE MEETING of January 24, 2018. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported on refilled and unfilled positions. Rebecca Buchmann started on February 26th in the position of Technical Services Acquisitions/Cataloger. The second person in this position is Rebecca Lin and she will start March 1st. An offer has been made to someone for the new Circulation Assistant position at the Egg Harbor Library and we are waiting acceptance. Applications are currently being reviewed for the Circulation Assistant position at the Sister Bay/Liberty Grove Branch. Interviews will be held soon and will include Sister Bay/Liberty Grove Branch Manager, Christina Johnson.
 - Kakuske reported that Door County Reads was quite a success. Highlights included the author’s keynote speech at Stone Harbor Resort where nearly 200 people were in attendance and school visits by the author. Complete statistics from Door County Reads 2018 will be presented at the next board meeting.
 - Kakuske announced the following initiatives for the library this year: I Love Libraries (February 14 and 15), National Library Week activities (April 8-14), Open Houses at all the branches (April 13th or 14th, 2018), Summer Reading Program - “Libraries Rock,” and Library Card Sign-Up Month (September).
 - Kakuske reported that Sturgeon Bay Library renovation focus group meetings with HGA were recently held and a lot of great feedback was provided. HGA will compile the information and report back to the library.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported that their new curator, Lisa Anderson, will start on March 19, 2018.
 - Meissner-Gigstead reported that the museum is now closed for annual maintenance and to install the next exhibit, which is entitled, “Peninsula Printmakers.” The exhibit will

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DOOR COUNTY LIBRARY BOARD MINUTES

feature more than 50 recent acquisitions from the museum's collection with an opening reception on March 3, 2018.

KEN PABICH: County Administrator, Ken Pabich, gave a presentation outlining what the future looks like for County budgets. He indicated that growth has been too small for the levy limits required by the State and this will continue to be the case. He showed statistics showing revenue and expenses and what the deficit would be going into the future. He also advised the Library Board that each county job that is vacated will be looked at closely before a decision will be made to refill it.

CLOSURE POLICY FINAL DRAFT: Kakuske reviewed the Closure Policy that had previously been sent to the board and discussed at the last meeting. Motion by Robillard, second by Bowers to approve the Closure Policy as presented. Motion carried.

STATE REPORT 2017: Kakuske reviewed the 2017 Public Library Annual Report. Motion by Hauser, second by Bowers, to approve the 2017 Public Library Annual Report as presented. Motion carried.

INTERGOVERNMENTAL AGREEMENT – VILLAGE OF EGG HARBOR BRANCH LIBRARY: Kakuske reviewed the Intergovernmental Agreement - Village of Egg Harbor Library. Motion by Lundahl, second by Bowers, to approve the Intergovernmental Agreement - Village of Egg Harbor Library as presented. Motion carried.

Motion by Robillard second by Lundahl to accept the MONETARY DONATIONS received in January 2018 for \$3,450.00. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm, Monday, March 19, 2018, at the Sturgeon Bay Library.

There were no PREPAID OPERATING EXPENSES for February 2018.

Motion by Lundahl, second by Bowers to APPROVE OPERATING EXPENSES for February 2018 in the amount of \$ 15,189.54. Motion carried.

Motion by Jackson, second by Lundahl to APPROVE MEMORIAL BILLS for February 2018 in the amount of \$4,768.53 as presented. Motion carried.

Per Diem code for this meeting is 226.

Motion by Hauser, second by Jackson, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:01 pm.

Donations

2018	Donor	in the name of	Donation	Total
Feb-18	Donations to Sturgeon Bay Library	Margaret Schimanski memorial	425.00	
Feb-18	Donations to Sturgeon Bay Library		61.00	
Feb-18	Donation to Sister Bay/Liberty Grove Library		170.00	
Feb-18	Book Sale - Egg Harbor Library		90.93	
Feb-18	Friends Grant-Summer Reading Program-2018		751.87	
Feb-18	Materials - Forestville		179.30	
Feb-18	Donation to Washington Island Library		100.00	
Feb-18	Book Sale - Fish Creek Library		50.00	
Feb-18	Book Sale - Baileys Harbor		170.00	
Feb-18	Friends Grant - Children's Program		250.99	
				2,249.09

Tina Kakuske
 Annual Department Head w/o Supervisory PE - 5 Comp
 (due 04 / 03 / 2018)

Due Date Tue, Apr 3, 2018
 Direct Manager
 Library Board Committee

General Information

Position Library Director	Division	Evaluation Type Periodic
Department Library	Job Description Library Director	

Rating Summary By: _____

Content

COMPETENCY SECTION I LEVEL OF PERFORMANCE 1A SECTION WEIGHT 100 %

COMPETENCIES

Specific supporting job related statements must be made for each competency

Leadership DH/Supervisor ITEM WEIGHT 20 %

Establishes clear mission, goals, and objectives for department/division. Influences and guides others and processes in an enthusiastic manner to achieve objectives. Personally and consistently demonstrates "right" behavior; actions are unbiased and consistent. Sees future path clearly. Has broad vision with an ability to manage change in line with organization's mission. Capably translates high-level goals into practical implementation strategies.

SCORE	NAME	COMMENT
2	Needs Improvement	
3	Solid Performance	
3.5	Exceeds Performance	
4	Highly Effective	
4.5	Exceptional	
5	Exemplary	

Supervision DH/Supervisor ITEM WEIGHT 20 %

Provides appropriate direction to employees under supervision. Provides feedback, coaching and direction to employees. Promotes and conducts developmental discussions. Thoughtfully assigns tasks or workload to challenge or stretch individual skills. Completes performance evaluations fairly and on time. Ensures that employees follow county policies and directives. Follows through and enforces discipline as appropriate, equally and consistently. Uses good judgement when making supervisory decisions.

SCORE	NAME	COMMENT
2	Needs Improvement	
3	Solid Performance	
3.5	Exceeds Performance	
4	Highly Effective	
4.5	Exceptional	
5	Exemplary	

Communication Skills DH/SupervisorITEM WEIGHT 20 %⁶ of 7

Expresses ideas clearly both verbally and in written form. Presentations, reports, and other communications are well organized, easily understood, and effective. Builds rapport up, down, sideways, inside and/or outside the organization. Ably resolves conflicts; confronts or asserts with strength, tact and diplomacy. Provides clear directions and information in a timely manner. Listens well.

SCORE	NAME	COMMENT
2	Needs Improvement	
3	Solid Performance	
3.5	Exceeds Performance	
4	Highly Effective	
4.5	Exceptional	
5	Exemplary	

Decision Making DH/Supervisor

ITEM WEIGHT 20 %

Makes sound decisions and in a timely manner. Can reconcile ambiguities and take action without the total picture when required. Collaborates in decision-making and demonstrates flexibility when appropriate. Understands and monitors critical path for projects. Assigns roles and communicates with project team effectively.

SCORE	NAME	COMMENT
2	Needs Improvement	
3	Solid Performance	
3.5	Exceeds Performance	
4	Highly Effective	
4.5	Exceptional	
5	Exemplary	

Financial Management/Compliance DH/Supervisor

ITEM WEIGHT 20 %

Carefully manages available resources. Creative in finding alternative funding sources. Keeps abreast of changes and is aware of fiscal constraints that affect departmental programs. Follows all applicable county procedures, policies, ordinances, contractual obligations, as well as any rules applicable to the department or job. Ensures department complies with state and/or federal laws and/or regulations.

SCORE	NAME	COMMENT
2	Needs Improvement	
3	Solid Performance	
3.5	Exceeds Performance	
4	Highly Effective	
4.5	Exceptional	
5	Exemplary	

GOAL SECTION | GOALS - COMPLETE/INCOMPLETE

EMPLOYEE SPECIFIC GOALS

No items to display

Evaluation Overall Section | Overall Rating Scale V1a

Overall Rating

SCORE	NAME	COMMENT
1	blank	<div style="border: 1px solid black; height: 150px; width: 100%;"></div>
2	Below Requirements	
3	Solid Performance	
4	Exceeds Performance	
5	Highly Effective	
6	Exceptional	