

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, April 16, 2018

**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 March 19, 2018.
5. Reports –
  - A. Director's Report – Library Operations.
    1. Staffing – Sister Bay/Liberty Grove Circ. Asst., Forestville Circ. Asst., Sturgeon Bay Page
    2. Events – National Library Week, COLAND May 11, Egg Harbor Library Grand Opening- May 19, Library Brown Bag Series, Celebrate Water
    3. General – Statistics Quarterly, Facility Usage Policy, Door/Kewaunee Service Sharing Consult.
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
6. Position Refills.
7. 2019 C.I.P. Budget.
8. Out of County Travel Request – WAPL.
9. Donations.
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. Meeting Per Diem Code.
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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March 19, 2018

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, and Nancy Robillard also attended. Tina Kakuske – Library Director, Kay Jensen – Administrative Assistant, Beth Meissner-Gigstead – Miller Art Museum Executive Director, and Lisa Anderson – Miller Art Museum Curator also attended. Bridget Bowers and Laurel Hauser were excused.

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

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

Motion by Dickson second by Jackson, for APPROVAL OF THE MINUTES OF THE MEETING of February 26, 2018. Motion carried.

### **REPORTS:**

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske reported on filled and unfilled positions. Interviews will be held this week for the Circulation Assistant position at the Sister Bay/Liberty Grove branch. Jeanine Brennan started on March 5<sup>th</sup> and is the new Circulation Assistant at the Egg Harbor branch.
  - Kakuske provided a handout of April 2018 events to the board. It included National Library Week events, Earth Week events and Open Houses to be held during the month of April.
  - Kakuske informed the board of a Voter Assist Program that the League of Women Voters would like to hold at the library prior to the August primary. They also plan to hold the same program at NWTC and the schools. The board was receptive to holding this event at the library.
  - Kakuske provided statistical information regarding Facebook, the library website, Instagram, Circulation, People Count, and Door County Reads 2018.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Meissner-Gigstead introduced Lisa Anderson, the Miller Art Museum’s new curator.
  - Meissner-Gigstead reported that their current exhibit is entitled, “Peninsula Printmakers,” and will run until April 16<sup>th</sup>. The next exhibit will be the “44<sup>th</sup> Annual Salon of Door County High School Art.”

**POSITION REFILL:** Kakuske informed the board of the resignation of a Page at the Sister Bay/Liberty Grove Branch Library. She also provided information regarding the need to continue this position in its present form. Many scenarios were looked at and it was concluded that if the library terminated this position, the hours would have to be reduced at this very busy branch library. Motion by Catarozoli, second by Lundahl to refill the part time Page position at the Sister Bay/Liberty Grove Branch Library. Motion carried.

***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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ANNUAL REPORT 2017 – COUNTY: Kakuske reviewed a draft of the Library’s Door County 2017 Annual Report to the Door County Board. Motion by Robillard, second by Lundahl, to approve the Door County Library 2017 Annual Report as presented. Motion carried.

Motion by Catarozoli second by Jackson to accept the MONETARY DONATIONS received in February 2018 for \$2,249.09. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm, Monday, April 16, 2018, at the Sturgeon Bay Library.

Motion by Robillard, second by Catarozoli to APPROVE PREPAID OPERATING EXPENSES for March 2018 in the amount of \$2,320.82. Motion carried.

Motion by Lundahl, second by Jackson to APPROVE OPERATING EXPENSES for March 2018 in the amount of \$ 17,209.53. Motion carried.

Motion by Jackson, second by Lundahl to APPROVE MEMORIAL BILLS for March 2018 in the amount of \$3,018.96 as presented. Motion carried.

Motion by Dickson, second by Catarozoli, to adjourn to EXECUTIVE SESSION 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. Introductory Probationary Period 1 Year Evaluation – Library Director.

Motion carried by roll call vote. Dickson-aye, Jackson-aye, Robillard-aye, Catarozoli-aye and Lundahl-aye.

Meeting adjourned to CLOSED SESSION at 6:10 P.M.

Moved by Robillard, second by Jackson to reconvene in OPEN SESSION. Motion carried by roll call vote. Dickson-aye, Jackson-aye, Robillard-aye, Catarozoli-aye and Lundahl-aye.

MEETING RECONVENED TO OPEN SESSION at 6:32 P.M.

Motion by Dickson, second by Robillard to approve the Introductory Probationary Period 1 Year Evaluation of the Library Director and place it on file. Motion carried.

Per Diem code for this meeting is 913.

Motion by Catarozoli, second by Jackson, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:40 pm.

## Donations

2018	Donor	in the name of	Donation	Total
Mar-18	Friends Grant - DC Reads		3,946.00	
Mar-18	Book Sale - Baileys Harbor		110.00	
Mar-18	Donation to Sturgeon Bay Library	Margaret Schimanksi memorial	500.00	
Mar-18	Donation to Sturgeon Bay Library		200.00	
Mar-18	Donation to Forestville Library		25.00	
Mar-18	Donation to Door Co. Library for Door Co. Reads	Donor - Hope Church	1,000.00	
Mar-18	Donation to Egg Harbor Library		1,000.00	
Mar-18	NFLS Youth Grant 2018		1,650.00	
				<b>8,431.00</b>

# DOOR COUNTY LIBRARY (STURGEON BAY BRANCH)

## Policies

<b>Subject:</b>	<b>Facility Usage Policy</b>
<b>Effective Date:</b>	<b>November 16, 2015</b>
<b>Source/Date:</b>	<b>Library Board – November 16, 2015</b>
	<b>Library Board – Revised December 19, 2016</b>

Facility Space may be reserved at no cost for reasonable governmental and private use in the Jane Livingston Greene Room, the Conference Room, and the Friends Meeting Room. Any reserved Facility Space must be open to all members of the public, and any use of Facility Space must not interfere with normal Library operations.

Facility Space may be used for programs sponsored by governmental units, non-profit educational and cultural agencies and organizations, community service agencies, and other groups. Programs involving the sale, advertising, or promotion of products or services must obtain prior written approval which may be granted by, and at the discretion of, the Door County Library Board. Fees such as Facility Space admission fees, tuition fees, and material fees may not be charged unless such fees are preapproved by the Library Director in writing at least 4 weeks in advance of Facility Space use.

Reservations for Facility Space may be made up to 90 days in advance by calling Linda Streyle, Head of Circulation or Rebecca Berger, Library Director at (920) 743-6578. Facility Space may be reserved for use during regular Library business hours, but such use must conclude at least 15 minutes before the Library closes. A Reservation Form, available at the Library, must be completed, signed, and received by the Library within 7 days of making a reservation for the reservation to be considered confirmed. A group may reserve Facility Space up to 24 times per year, but may not designate Facility Space as its meeting place on a regular weekly or monthly basis. Room assignment shall be determined by Library staff. Cancellation requests should be promptly made to the individual in charge of reservations named above. Repeated failure to cancel in a reasonable and timely manner may result in suspension of Facility Space use privileges.

### **Jane Livingston Greene Room**

Location: 107 South 4<sup>th</sup> Avenue, Sturgeon Bay, WI 54235 (Second Floor).

Approximate Seating Capacity: 100.

Handicapped Accessibility of Space: Elevator available.

Detailed Description of Space: Groups may serve light refreshments. Kitchen facilities may be reserved. Room contains piano. Space may be set up theatre or board room style.

Available Equipment: TV/DVD player, white board, projection screen.

Standard Setup: 3 tables, 10 chairs.

### **Conference Room**

Location: 107 South 4<sup>th</sup> Avenue, Sturgeon Bay, WI 54235 (Second Floor).

Approximate Seating Capacity: 25 – 30.

Handicapped Accessibility of Space: Elevator available.

Detailed Description of Space: Groups may serve light refreshments. Kitchen facilities may be reserved. Space may be set up board room style.

Available Equipment: TV/DVD player, white board, projection screen.

Standard Setup: 2 tables, 8 chairs.

### **Conference Room II**

Location: 107 South 4<sup>th</sup> Avenue, Sturgeon Bay, WI 54235 (Second Floor).

Approximate Seating Capacity: 10.

Handicapped Accessibility of Space: Elevator available.

Detailed Description of Space: Groups may serve light refreshments. Kitchen facilities may be reserved. Space may be set up board room style.

Available Equipment: TV/DVD player, white board, projection screen.

### **Friends Meeting Room**

Location: 107 South 4<sup>th</sup> Avenue, Sturgeon Bay, WI 54235 (Basement).

Approximate Seating Capacity: 100.

Handicapped Accessibility of Space: Elevator available.

Detailed Description of Space: Groups may serve light refreshments. Kitchen facilities may be reserved. Space may be set up theatre or board room style.

Available Equipment: TV/DVD player, white board, projection screen.

Standard Setup: 5 tables, 10 chairs.

## **Affiliate Fundraiser Events**

The Door County Library Foundation, Friends of Door County Libraries and Miller Art Museum and Miller Art Museum Volunteers may hold fundraisers or charge admission to events with permission of the Door County Library Board prior to the event.

## **Miscellaneous Provisions**

The County of Door, by and through its designees including the Library, reserves without penalty the right to cancel, move, or preempt scheduled use of the Facility Space, and the right to access and enter the Facility Space.

Prior to use of the Facility Space, all Non-County Users must complete and submit the *Application for Use of County Facility Space* form and the *Indemnification and Liability Agreement* form, along with any necessary permits.

Private Users must provide and keep in full force and effect Comprehensive General Liability Insurance in the minimum amount of one million dollars (\$1,000,000.00) that lists Door County as an additional insured, and must furnish a Certificate of Insurance evidencing such coverage prior to use of the Facility Space. This requirement may only be modified or waived with the prior written consent of Corporation Counsel.

Any Governmental or Private Use of the Facility Space must comply with all requirements of Door County Resolution Number 2007-97, *Door County Facilities Usage Policy*, and with any applicable Federal, State, or Local laws, rules, and regulations.

No Facility Space Fee, Security Deposit, Equipment Fee, or monetary Late Cancellation Penalty is required by this policy.

A responsible adult must be present during use of Facility Space and must provide appropriate supervision.

No alcoholic beverages may be served or consumed in the Library unless prior written approval is granted by the Door County Library Board. The Library is a smoke-free building.

Problems, accidents, or damages involving Facility Space or use must be reported immediately to Library staff.

Questions regarding this Facility Usage Policy may be directed to the individual in charge of Reservations. Failure to comply with this policy may result in the revocation of Facility Space use. Appeals of any decision regarding this policy should be brought to the Door County Library Board.

### **Authority of Individual Establishing Facility Policy**

By signing below I certify that I have read Door County Resolution Number 2007-97, that this Facility Usage Policy conforms with that resolution, and that I have the authority to establish this Facility Usage Policy as the official Facility Usage Policy for Governmental and Private Use of the Facility Space designated in this policy.

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Signature  
**Rebecca Berger, DCL-SBB Director**

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Name and Title

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Date