

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, May 21, 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 April 16, 2018.
5. Reports –
  - A. Director's Report – Library Operations.
    1. Staffing – Positions Update
    2. Events – Egg Harbor Grand Opening, Celebrate Water/June, Summer Reading Program
    3. General – WAPL Report, Service Sharing, Author/Performer Sales, Sister Bay/Liberty Grove Conversion to Badger.net
    4. Policies – Social Media Policy Discussion
    5. Statistics – Online Access Statistics
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
6. 2019 Technical Services (formerly I.S.) Budget.
7. Foundation – New Member.
8. Foundation Member Term Extension.
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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April 16, 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 Bridget Bowers, Laurel Hauser, Mary Jackson, Megan Lundahl, Kelly Catarozoli, and Nancy Robillard also attended. Tina Kakuske – Library Director, Kay Jensen – Administrative Assistant, and Beth Meissner-Gigstead – Miller Art Museum Executive Director also attended.

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

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

Motion by Dickson second by Catarozoli, for APPROVAL OF THE MINUTES OF THE MEETING of March 19, 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. Susan Rose will start on April 30<sup>th</sup>, and has been hired as the Circulation Assistant at the Sister Bay/Liberty Grove Branch.
  - Kakuske reported on National Library Week events including her attendance at open houses at 6 of the branches.
  - Kakuske informed the board of the following upcoming events: COLAND meeting at the Egg Harbor Library on May 11<sup>th</sup>, the Grand Opening of the Donald and Carol Kress Pavilion/Egg Harbor Library on May 19<sup>th</sup>, Library Brown Bag Lunch Series that will be held this summer and the Celebrate Water Initiative Kickoff on May 5<sup>th</sup>.
  - Kakuske provided quarterly statistics comparing 1<sup>st</sup> quarter of 2017 to the 1<sup>st</sup> quarter of 2018 for people count, circulation and renewals, and wireless statistics.
  - Kakuske discussed the Facility Usage Policy and the need to update it. She identified possible changes and will bring it to a future board meeting.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Meissner-Gigstead informed the board that the museum is closed this week as they prepare for their next exhibit, the 44<sup>th</sup> Annual Salon of Door County High School Art.
  - Meissner-Gigstead reported that she attended a meeting with 13 other directors of visual art museums in Wisconsin. She also reported that the meeting was very informative and they plan to continue to meet in the future.

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**POSITION REFILL:** Kakuske summarized the positions that need to be refilled. They are a part time Circulation Assistant position and a part time Page position at Sturgeon Bay. Motion by Bowers, second by Jackson to refill the Circulation Assistant position and the Page position at the Sturgeon Bay Branch Library. Motion carried.

**2019 C.I.P. BUDGET:** Kakuske reviewed the C.I.P. budgets recommended for 2019 and 2020. They include the Chiller Project for 2019 totaling \$92,000 and the Boiler Project for 2020 totaling \$63,000. The Library Board was reminded that the project costs would be shared half and half with Door County and the City of Sturgeon Bay. Motion by Bowers, second by Catarozoli to approve the C.I.P. budgets as presented. Motion carried.

**OUT OF COUNTY TRAVEL REQUEST – WAPL:** Kakuske reviewed the travel request for herself and Christina Johnson to attend the Wisconsin Association of Public Libraries Annual Conference, May 2 – 4, 2018, in Pewaukee, Wisconsin. Nicolet Federated Library System continuing education funds will be used for this conference. Motion by Dickson, second by Hauser to approve the Out of County Travel Request as presented. Motion Carried.

Motion by Hauser second by Lundahl to accept the MONETARY DONATIONS received in March 2018 for \$8,431.00. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm, Monday, May 21, 2018, at the Sturgeon Bay Library.

Motion by Robillard, second by Jackson to APPROVE PREPAID OPERATING EXPENSES for April 2018 in the amount of \$2,042.23. Motion carried.

Motion by Bowers, second by Lundahl to APPROVE OPERATING EXPENSES for April 2018 in the amount of \$ 18,209.90. Motion carried.

Motion by Lundahl, second by Catarozoli to APPROVE MEMORIAL BILLS for April 2018 in the amount of \$11,448.04 as presented. Motion carried.

Per Diem code for this meeting is 952.

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

## Donations

<b>2018</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Apr-18</b>	Foundation Grant - DC Reads 2018		4,490.58	
<b>Apr-18</b>	Book Sale - Baileys Harbor		90.00	
<b>Apr-18</b>	Donations to Forestville Library		34.15	
<b>Apr-18</b>	Friends donation - DVD's		2,500.00	
<b>Apr-18</b>	Egg Harbor Maker Space Donation		10,500.00	
				<b>17,614.73</b>