

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, July 16, 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 June 18, 2018.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Staffing – Sister Bay/Liberty Grove update.
 2. Events – Music Series, Summer Outreach.
 3. General – Trustee Training Week, Lamination Charges at Sister Bay/Liberty Grove, Voter Assistance at Sturgeon Bay, On-Line Evaluation.
 4. Statistics – Circs & Renewals, People Count, Wireless.
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Archives and LTE Positions.
7. Strategic Planning.
8. Budgets: 2019.
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

June 18, 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, Mary Jackson, Megan Lundahl, Kelly Catarozoli, and Nissa Norton also attended. Tina Kakuske – Library Director, Kay Jensen – Administrative Assistant, and Beth Meissner-Gigstead – Miller Art Museum Executive Director also attended. Laurel Hauser entered at 5:20 pm.

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

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

Motion by Dickson second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETING of May 21, 2018. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported on current staffing. Offers have been made for three open positions and a resignation from a Circulation Assistant was recently received.
 - Kakuske informed the Board about the following events: Celebrate Water Week, the Summer Reading Program, and the Friends’ Book Sales. As part of the Summer Reading Program, which has a music theme, 5 summer lunch hour music events will be taking place at Martin Park in Sturgeon Bay.
 - Kakuske distributed a draft form for on-line evaluation of library programs. She asked Board Members to give her feedback and suggestions on the form.
 - Kakuske informed the Board that she had two recent speaking engagements, one at the ADRC/Senior Center and the other at the Noon Rotary Club.
 - Kakuske reported that she recently met with Ken Pabich, Dan Austad and Maggie Weir to discuss the Door County Historical Museum archives.
 - Kakuske reported that a Collection Development Management Team has been formed. The team will review collection development and management procedures and workflow with the goal of updating the Collection Development Policy.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead informed the Board that their current exhibit, “Our Water Stories,” will go through July 17th. A very successful opening reception was held on June 2, 2018 for this exhibit.
 - Meissner-Gigstead reported that their next exhibit will be held from July 21 – September 11, 2018 and is entitled, “Captured Moments – Selected Portraits by James J. Ingwersen.” In addition to the exhibit, they are selling James Ingwersen’s book entitled, “Captured Moments in a Painter’s Life.”

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- Meissner-Gigstead informed the Board about an upcoming Community Mural Project in Sturgeon Bay. They are handling the fundraising for the project and it is in the very beginning stages. It will be historic in nature and more information will be provided on this project at future meetings.
- Meissner-Gigstead reported to the Board that they will once again be holding their “Art and Treasure Sale,” which will take place in August.

AUTOMATED SERVICES AGREEMENT: Kakuske reviewed the Automated Services Agreement. Motion by Hauser, second by Lundahl to approve the Automated Services Agreement as presented. Motion carried.

POSITION REFILL: Kakuske informed the board that a resignation letter has been received from a Circulation Assistant at the Sister Bay/Liberty Grove Library. Kakuske described the position. Motion by Lundahl, second by Bowers to refill the part time Circulation Assistant position at the Sister Bay/Liberty Grove Branch Library. Motion carried.

BRANCH CLOSURES: Kakuske informed the Board about a request from the Egg Harbor Library to be closed on Tuesday, July 3, 2018. Discussion followed. Motion by Norton, second by Lundahl to leave the decision on the closure of the Egg Harbor Library to the discretion of the Library Director. After more discussion, it was decided by Board consensus that the library should maintain its regular hours and that it would be a great opportunity to market the new library. Since no change in hours was decided on, the original motion was withdrawn.

The next closure request came from the Sister Bay/Liberty Grove Branch. The request was to close the branch on October 12 and 13th for the 2018 Fall Festival in Sister Bay. Kakuske explained that this has been the practice for many years. Motion by Norton, second by Jackson to approve the closure of the Sister Bay/Liberty Grove Branch for October 12 and 13, 2018, for the 2018 Fall Festival. Motion carried.

POLICIES: Kakuske reviewed the changes to the Facility Usage Policy and the reasoning behind them. She explained that many of the changes were generic and will allow the policy to be used for many years to come. Motion by Lundahl, second by Hauser to approve the revised Facility Usage Policy as presented. Motion carried.

BOOK SALES: Kakuske reviewed the requests of three authors to sell their books at upcoming events. Motion by Jackson, second by Norton to approve the sale of books by authors at upcoming events as presented. Motion carried.

FINE AMNESTY WEEK IN SEPTEMBER: Kakuske informed the Board that September is “Library Card Sign up Month.” In conjunction with that, Kakuske reviewed some possible ways to have a “Fine Amnesty Week” during September, as a goodwill gesture and to bring people back to the library. Discussion followed and the Board looked favorably at this idea. No action was taken at this time, but the topic will be discussed at a future board meeting.

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DOOR COUNTY LIBRARY BOARD MINUTES

ELECTION OF OFFICERS: Motion by Catarozoli, second by Hauser to elect the current slate of Officers which includes: Bob Dickson as President, Bridget Bowers as Vice President, Kelly Catarozoli as Secretary and Megan Lundahl as Treasurer. Motion carried.

Motion by Bowers second by Dickson to accept the MONETARY DONATIONS received in May 2018 for \$180.00. Motion carried.

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

Motion by Bowers, second by Jackson to APPROVE PREPAID OPERATING EXPENSES for June 2018 in the amount of \$680.20. Motion carried.

Motion by Lundahl, second by Catarozoli to APPROVE OPERATING EXPENSES for June 2018 in the amount of \$ 19,157.37. Motion carried.

Motion by Jackson, second by Norton to APPROVE MEMORIAL BILLS for June 2018 in the amount of \$4,906.81 as presented. Motion carried.

Per Diem code for this meeting is 729.

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

Donations

2018	Donor	in the name of	Donation	Total
Jun-18	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	440.00	
Jun-18	Donations to Forestville Library		34.00	
Jun-18	Donation to Sturgeon Bay Library	In memory of Dorothea Mann	1,000.00	
Jun-18	Book Sale - Baileys Harbor		120.00	
Jun-18	Donation to Sturgeon Bay Library		15.00	
Jun-18	Donation to Washington Island Library		10.00	
Jun-18	Donation to Sister Bay/Liberty Grove Library		30.00	
Jun-18	Donation to Egg Harbor Library		50.00	
Jun-18	Donation to Fish Creek Library		60.00	
				1,759.00