

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, August 6, 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 July 16, 2018.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Events – Music Series, Farmer's Market, Voter Assist Program.
 2. General – Update on 7/16 public input.
 3. Statistics – Media.
 4. Policies – Social Media.
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Budgets: 2019.
7. Author Visit.
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. Meeting Per Diem Code.
14. 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

July 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, Mary Jackson, Megan Lundahl, Laurel Hauser, Kelly Catarozoli, and Nissa Norton also attended. Tina Kakuske – Library Director, Kay Jensen – Administrative Assistant, Beth Meissner-Gigstead – Miller Art Museum Executive Director, Ken Pabich – County Administrator, and Rob Burke – UW-Extension also attended.

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

PUBLIC PARTICIPATION/CORRESPONDENCE: Lundahl mentioned that she received some correspondence from a library patron regarding our “read to a dog” program and the patron’s allergy to dogs. Kakuske will look into this issue and how other libraries handle issues like this. It was noted that the program is once a week for one hour. This issue will be put on next month’s meeting agenda.

Motion by Bowers second by Norton, for APPROVAL OF THE MINUTES OF THE MEETING of June 18, 2018. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported on current staffing. One position remains open, a Circulation Assistant for the Sister Bay/Liberty Grove Branch. Interviews will be held shortly for this position.
 - Kakuske informed the board of the following events: the summer music series, summer outreach including attendance at 3 of the Sturgeon Bay Farmer’s Markets, Voter Assistance Program on July 21st, and the Friends Book Sale from July 26 – 28th.
 - Kakuske provided information and a brochure regarding Trustee Training Week to be held August 13 – 17th.
 - Kakuske informed the board of the “Online Evaluation Form,” which is all set to go. She provided instruction on how to get to the form and evaluate a library program.
 - Kakuske presented statistics comparing the 1st half of 2017 to the 1st half of 2018 for People Count, Circs and Renewals, and Wireless. When combining all branches, the statistics provided all increased from 2017 to 2018.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead informed the board that their next exhibit, “Captured Moments, Selected Portraits by James J. Ingwersen,” will run from July 21 – September 11, 2018.
 - Meissner-Gigstead reported that a Midsummer’s Music Concert will be held at the museum on July 27 at 7:00 pm. Tickets are available through Midsummer’s Music website.
 - Meissner-Gigstead reminded board members of their “Art and Treasure Sale.” It will run from August 4 – 18, 2018, and they continue to look for donations for the sale.

ARCHIVES AND LTE POSITIONS. Pabich and Kakuske discussed the request that the Door County Library hire an LTE Archives Research Intern to investigate the scope of archival materials and the interest in

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a central historical archive within the Door County Library. Details of funding this position and the transfer of funding from the Door County Historical Museum to the Library were provided. Motion by Hauser second by Lundahl to approve the hiring of an LTE Archives Research Intern. Motion carried.

STRATEGIC PLANNING: Rob Burke assisted the Library Board with Strategic Planning. Board Members were asked the following items.

“What do you feel are the Door County Library’s top 3 strengths? Things they should try to build on in the next 3 – 5 years?”

“What do you feel are the 3 most critical weaknesses of the Door County Library? Things we should try to reduce, eliminate or somehow deal with in the next 3 - 5 years.”

“What are the most important goals or priorities we should focus on achieving in the next 3 – 5 years to make the Door County Library the best it has ever been?”

The above items were discussed and documented. Burke will continue to work with other groups involved with the Door County Library with the goal of completing the Strategic Planning process by the end of 2018.

BUDGETS 2019: Kakuske provided and reviewed the proposed 2019 County, City/County, Egg Harbor Budgets and Revenues. Discussion followed. By unanimous Library Board consensus, Kakuske was instructed to put additional funds into the budgets in library materials and accounts involving memberships and continuing education. The budgets will be revised per board members’ requests and will be brought to the next Library Board meeting for approval.

Motion by Dickson second by Norton to accept the MONETARY DONATIONS received in June 2018 for \$1,759.00. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm, Monday, August 6, 2018, at the Sturgeon Bay Library.

Motion by Bowers, second by Norton to APPROVE PREPAID OPERATING EXPENSES for July 2018 in the amount of \$725.79. Motion carried.

Motion by Lundahl, second by Jackson to APPROVE OPERATING EXPENSES for July 2018 in the amount of \$ 19,631.56. Motion carried.

Motion by Jackson, second by Bowers to APPROVE MEMORIAL BILLS for July 2018 in the amount of \$3,703.55 as presented. Motion carried.

Per Diem code for this meeting is 198.

Motion by Lundahl, second by Jackson, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:55 pm.

Donations

2018	Donor	in the name of	Donation	Total
Jul-18	Materials - Forestville		176.51	
Jul-18	Book Sale - Ephraim Library		1,394.98	
Jul-18	Donation to Sister Bay/Liberty Grove Library	In memory of Eileen Champeau	750.00	
Jul-18	Donation to Sister Bay/Liberty Grove Library		150.00	
Jul-18	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	188.00	
Jul-18	Friends Grant - Movie Licensing Fee		1,511.00	
Jul-18	Friends Grant - Summer Music Series		800.00	
Jul-18	Friends Grant - Forestville Toy Grant		300.00	
Jul-18	Book Sale - Baileys Harbor Library		200.00	
Jul-18	Book Sale - Fish Creek Library		40.00	
Jul-18	Altrusa Back to School Fair Donation	Directly from Altrusa	1,000.00	
Jul-18	NFLS - Continuing Ed.		809.99	
Jul-18	Donation to Baileys Harbor Library	From BH Women's Club	50.00	
Jul-18	Donation to Egg Harbor Library	In memory of Marty Gureski	50.00	
				7,420.48