

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, September 17, 2018

**Place:** Door Co. Library– Sister Bay/Liberty Grove Branch – 2323 Mill Rd., Sister Bay, WI

**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 August 6, 2018.
5. Reports –
  - A. Director’s Report – Library Operations.
    1. Events – September Library Card Sign-up month, Chalk the Bay, Pirate Week, Author Week, LWV voter assistant sessions.
    2. Staffing – Sister Bay/Liberty Grove circulation assistant and page positions, LTE Archive Researcher Intern.
    3. General–Music Series,HGA & Steering Committee Update, Egg Harbor hrs, New Copier.
    4. Policies – Social Media Policy.
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
6. Budgets: 2019.
7. Closures.
8. Out of County Travel Requests.
9. Position Refill.
10. Author Book Sales.
11. Donations.
12. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
13. Approval of Prepaid Operating Expenses.
14. Approval of Operating Expenses.
15. Approval of Memorial Bills.
16. Meeting Per Diem Code.
17. 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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August 6, 2018

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:05 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 and Kay Jensen – Administrative Assistant also attended. Laurel Hauser was excused.

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

**PUBLIC PARTICIPATION/CORRESPONDENCE:** Kakuske updated the Library Board about the Pigeon Program at Forestville and contact from PETA. The program went on as planned, was well-attended, and no protestors were present.

Motion by Bowers second by Jackson, for APPROVAL OF THE MINUTES OF THE MEETING of July 16, 2018. Motion carried.

## **REPORTS:**

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske reported that the final performance for the summer music series was held today and featured the Birch Creek Jazz Ambassadors. Plans to partner with the Miller Art Museum to continue the music series in the museum are being discussed.
  - Kakuske informed the board of the library's final appearance at the Sturgeon Bay's Farmers Market on August 4<sup>th</sup>. The library plans to continue this next summer to promote visibility and awareness of the library and its programs.
  - Kakuske reported on the recent Voter Assist Program held in Sturgeon Bay. Plans are to hold more of these programs in the future and possibly at two other branches.
  - Kakuske updated the board in regard to a concern from a citizen regarding dogs in the Sturgeon Bay Library. Kakuske discussed the concern with the Youth Services Librarian, who stated that there has been only one complaint in 6 years. It was determined that posting the very limited time (one hour per week) that the therapy dogs are in the library is reasonable accommodation. The board agreed.
  - Kakuske provided media statistics to the board, comparing the 1<sup>st</sup> half of 2018 to the 1<sup>st</sup> half of 2017. It was noted that Hoopla increased 63%.
  - Kakuske distributed a first draft of a social media policy for the Door County Library. Board members were asked to review the policy and contact Kakuske with any comments, questions, or suggestions regarding the draft policy.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Due to Meissner-Gigstead's absence, a report was not given.

**BUDGETS 2019:** Kakuske provided and reviewed the recommended 2019 County, City/County, Egg Harbor Budgets and Revenues. Motion by Bowers, second by Norton to recommend that the 2019 Library budget

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## **DOOR COUNTY LIBRARY BOARD MINUTES**

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expenses and revenues be approved as follows: County – \$1,452,365, City/County – \$161,444, Egg Harbor/County – \$7,570 and Revenues – \$116,314. Motion carried.

**AUTHOR VISIT:** Kakuske informed the board of an author program featuring Sammi Rae, a local poet and photographer. She would like to sell her books at a program planned for September in Egg Harbor. Motion by Lundahl, second by Jackson to approve the sale of Sammi Rae's books at the upcoming author program. Motion carried.

Motion by Norton second by Catarozoli to accept the MONETARY DONATIONS received in July 2018 for \$7,420.48. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm, Monday, September 17, 2018, at the Sister Bay/Liberty Grove Library.

Motion by Catarozoli, second by Jackson to APPROVE PREPAID OPERATING EXPENSES for August 2018 in the amount of \$3,523.77. Motion carried.

Motion by Lundahl, second by Norton to APPROVE OPERATING EXPENSES for August 2018 in the amount of \$ 9,906.39. Motion carried.

Motion by Bowers, second by Catarozoli to APPROVE MEMORIAL BILLS for August 2018 in the amount of \$3,451.23 as presented. Motion carried.

Per Diem code for this meeting is 554.

Motion by Catarozoli, second by Jackson, for ADJOURNMENT. Motion carried. The meeting was adjourned at 5:45 pm.

## Donations

| <b>2018</b>   | <b>Donor</b>                                    | <b>in the name of</b> | <b>Donation</b> | <b>Total</b>    |
|---------------|---|-----------------------|-----------------|-----------------|
| <b>Aug-18</b> | Book Sale - Fish Creek Library                  |                       | 850.75          |                 |
| <b>Aug-18</b> | Book Sale - Egg Harbor Library                  |                       | 434.05          |                 |
| <b>Aug-18</b> | Friends Grant - BookPage - additional copies    |                       | 176.00          |                 |
| <b>Aug-18</b> | Book Sale - Baileys Harbor Library              |                       | 120.00          |                 |
| <b>Aug-18</b> | Donation to Fish Creek Library from craft sales | Donor - B. Bicker     | 605.00          |                 |
| <b>Aug-18</b> | Donation to Fish Creek Library                  |                       | 98.00           |                 |
| <b>Aug-18</b> | Donations to Sturgeon Bay Library               |                       | 575.00          |                 |
|               |   |                       |                 | <b>2,858.80</b> |