

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, October 15, 2018

Place: Door Co. Library – Sturgeon Bay Branch Jane Greene Room

Board Meeting Time: 5:30 P.M.

AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of September 17, 2018.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Events – Music Series, Summer Evaluation and Stats
 2. Staffing – Introductory period update
 3. General– Quarterly stats, Branch comparison update, Library Foundation/HGA, September Initiative and Incredible responses, DCR 2019 Grant
 4. Policies – Severe Weather review
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Social Media Policy.
7. Closed Hours.
8. LTE Position.
9. Author Book Sales.
10. Donations.
11. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
12. Approval of Prepaid Operating Expenses.
13. Approval of Operating Expenses.
14. Approval of Memorial Bills.
15. Meeting Per Diem Code.
16. 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

September 17, 2018

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:05 P.M. at the Sister Bay/Liberty Grove Branch of the Door County Library by President Bob Dickson. Board members Bridget Bowers, Mary Jackson, Megan Lundahl, Laurel Hauser, and Nissa Norton also attended. Tina Kakuske – Library Director and Kay Jensen – Administrative Assistant also attended. Kelly Catarozoli and Beth Meissner-Gigstead were excused. Barbara Houge, Sister Bay/Liberty Grove Library patron, was present for the public participation part of the meeting.

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

PUBLIC PARTICIPATION/CORRESPONDENCE: Sister Bay/Liberty Grove Library Branch Manager, Christina Johnson, was introduced to the Library Board and provided a summary of upcoming events at the library.

Library patron, Barbara Houge, came to the meeting to show her support and appreciation for the past and present staff of the Sister Bay/Liberty Grove Library, the great programs provided at the library, the groups that meet at the library, and the printed collection at the library.

Motion by Hauser second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETING of August 6, 2018. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported on the following library events: September Library Card Sign-up Month, Chalk the Bay, Pirate Week, Author Week and Voter Assistance Sessions.
 - Kakuske informed the board of the promotion of the Page at Sister Bay to the Circulation Assistant position, thereby, making the Page position open again.
 - Kakuske advised the board that the LTE Archive Research Intern position posting has closed and applications will be reviewed with interviews happening in the very near future.
 - Kakuske informed the board that the library is partnering with the Miller Art Museum to continue the Music Series. Quarterly events will be provided starting on October 13th with the resident string quartet from Midsummer’s Music performing.
 - Kakuske gave an update from the HGA Steering Committee providing details involving a new agreement proposal, a program document and upcoming meetings.
 - Kakuske discussed a request from the Egg Harbor Library regarding more library hours in the future. She provided branch comparative statistics including people count, service populations, current open hours, cards held, circulation, collection size and wireless. It was decided by board consensus that we continue to monitor these statistics, gather more data and observe seasonality, and make a decision regarding this request in 2019.
 - Kakuske provided a new draft of the Social Media Policy. She identified a brief revision made regarding retention. The policy will be on next month’s meeting agenda.

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DOOR COUNTY LIBRARY BOARD MINUTES

- MILLER ART MUSEUM (MAM) REPORT:
 - A report, including announcements and events provided by Meissner-Gigstead, was handed out to the board. They also were given a brochure for the present exhibit entitled “Abstract Thoughts.”

BUDGETS 2019: Kakuske provided and reviewed the revised Revenue budget totaling \$116,614. Motion by Lundahl, second by Jackson to recommend the 2019 revised Library revenue budget of \$116,614. Motion carried.

CLOSURES: This item was tabled due to it being approved at an earlier meeting.

OUT OF COUNTY TRAVEL REQUESTS: WLA: Kakuske reviewed the travel request for herself, Rebecca Buchmann and Rebecca Lin to attend the Wisconsin Library Association Annual Conference, October 23 - 26, 2018, in La Crosse, Wisconsin. County and Nicolet Federated Library System continuing education funds will be used for this conference. Motion by Jackson, second by Norton to approve the Out of County Travel Request as presented. Motion Carried.

POSITION REFILL: Kakuske informed the board that due to a position transfer, there is a Page position open at the Sister Bay/Liberty Grove Library. Motion by Norton, second by Bowers to refill the part time Page position at the Sister Bay/Liberty Grove Branch Library. Motion carried.

AUTHOR BOOK SALES: Kakuske reviewed the request of authors to sell their books at upcoming Author Week events at the Sister Bay/Liberty Grove Library. Motion by Lundahl, second by Hauser to approve the sale of books as presented. Motion carried.

Motion by Hauser second by Jackson to accept the MONETARY DONATIONS received in August 2018 for \$2,858.80. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:30 pm, Monday, October 15, 2018, at the Sturgeon Bay Library.

Motion by Norton, second by Lundahl to APPROVE PREPAID OPERATING EXPENSES for September 2018 in the amount of \$7,240.83. Motion carried.

Motion by Lundahl, second by Bowers to APPROVE OPERATING EXPENSES for September 2018 in the amount of \$ 24,014.95. Motion carried.

Motion by Bowers, second by Jackson to APPROVE MEMORIAL BILLS for September 2018 in the amount of \$4,298.74 as presented. Motion carried.

Per Diem code for this meeting is 321.

Motion by Jackson, second by Norton, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:05 pm.

Donations

2018	Donor	in the name of	Donation	Total
Sep-18	Donation to Egg Harbor Library	In memory of Ben Junion	100.00	
Sep-18	Donations to Egg Harbor Library		7,050.00	
Sep-18	Donation to Sturgeon Bay Library	In memory of Yvonne Olson	100.00	
Sep-18	Donation to Ephraim Library	In memory of Jodie Sterba	25.00	
Sep-18	Friends of the Door Co Libraries (Ann.Donations)		2,700.00	
Sep-18	Friends Grant - Books on CD		3,250.00	
Sep-18	Friends Grant - Summer Reading Program		639.50	
Sep-18	Friends Grant - Altrusa Back to School Fair		1,655.37	
Sep-18	Donation to Sturgeon Bay Library		50.00	
				15,569.87