

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, November 19, 2018

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

**Board Meeting Time:** 5:00 P.M.

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## \*Amended AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of October 15, 2018.
5. Reports –
  - A. Director's Report – Library Operations.
    1. Events – DCL Happenings, Friends Book Sale
    2. Staffing – Update
    3. General– Media Stats, 2019 Budget, Steering Committee, Archives Update, JUST Door County, Ephraim visit
    4. Policies – Severe Weather
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
6. \*Strategic Plan – Draft One.
7. Closed Hours.
8. Position Refills.
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**

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October 15, 2018

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:30 P.M. at the Sturgeon Bay Branch of the Door County Library by President Bob Dickson. Board members Mary Jackson, Megan Lundahl, Laurel Hauser, Kelly Catarozoli and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead - Miller Art Museum Executive Director, and Rebecca Lin also attended. Bridget Bowers was excused.

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

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

Motion by Lundahl second by Hauser, for APPROVAL OF THE MINUTES OF THE MEETING of September 17, 2018. Motion carried.

### **REPORTS:**

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske reported on the kick off of the quarterly music series featuring a string quartet from Midsummer’s Music. Plans for this music series involve performances for the Boys and Girls Club and for Door County Reads 2019.
  - Kakuske reported that Rebecca Lin and Rebecca Buchmann have passed their introductory period.
  - Kakuske reported that the interviews for the LTE Archive Research Intern position have been completed and the position will be filled soon.
  - Kakuske provided quarterly statistics showing people count, circs, renewals, and wireless stats.
  - Kakuske provided an update on the branch comparison stats that were provided last month. Three branches were added and the conclusions remained the same.
  - Kakuske announced that she applied for and received a Healthy Water Initiative grant totaling \$4,668 to fund books for Door County Reads 2019.
  - Kakuske presented current Severe Weather Procedure Policy for future input and updating.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Meissner-Gigstead informed the Board that their current exhibit, “Abstract Thoughts,” will run through November 6, 2018.
  - Meissner-Gigstead informed the Board of the following upcoming events: Annual Volunteer Membership Meeting, the Opening Reception for the 43<sup>rd</sup> Juried Annual Exhibit, and the Sturgeon Bay Art Crawl.

**SOCIAL MEDIA POLICY:** Kakuske distributed and reviewed the Social Media Policy. Motion by Lundahl, second by Norton to approve the Social Media Policy to include the minor changes as discussed. Motion Carried.

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## **DOOR COUNTY LIBRARY BOARD MINUTES**

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CLOSED HOURS: Kakuske reviewed the following hours that are being recommended as closed hours for 2019.

<b>Memorial Day</b>	Monday, May 27th	Closed
<b>Independence Day</b>	Thursday, July 4 <sup>th</sup>	Closed
<b>Labor Day</b>	Monday, Sept. 2nd	Closed
<b>Thanksgiving Day</b>	Thursday, Nov. 28th	Closed
<b>Day after Thanksgiving</b>	(Library remains open)	(Staff takes a personal holiday during calendar yr)
<b>Christmas Eve &amp; Day</b>	Tuesday, Dec. 24th and Wednesday, Dec. 25 <sup>th</sup>	– all Branches Closed
<b>New Year's Eve</b>	Tuesday, Dec. 31 <sup>st</sup>	Close at 5:00 pm – all Branches
<b>New Year's Day</b>	Wednesday, Jan. 1, 2020	Closed

Moved by Jackson second by Catarozoli to accept the closed hours as presented. Motion carried.

LTE POSITION: Kakuske informed the Board that the County Board recently approved the LTE Archives Research Intern position for 2019. Library Board approval of the position is also needed. Motion by Norton second by Hauser to approve the LTE Archives Research Intern position for 2019. Motion carried.

AUTHOR BOOKS SALES: Kakuske reviewed the request of author, Jerry Grassel, to sell his book, "Cold War Stories Unclassified" at an upcoming author event. Motion by Catarozoli, second by Jackson to approve the sale of the book as presented. Motion carried.

Motion by Hauser second by Catarozoli to accept the MONETARY DONATIONS received in September 2018 for \$15,569.87. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm, Monday, November 19, 2018, at the Sturgeon Bay Library.

Motion by Norton, second by Lundahl to APPROVE PREPAID OPERATING EXPENSES for October 2018 in the amount of \$1,177.07. Motion carried.

Motion by Lundahl, second by Hauser to APPROVE OPERATING EXPENSES for October 2018 in the amount of \$ 30,684.49. Motion carried.

Motion by Jackson, second by Catarozoli to APPROVE MEMORIAL BILLS for October 2018 in the amount of \$10,815.78 as presented. Motion carried.

Per Diem code for this meeting is 703.

Motion by Catarozoli, second by Jackson, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:25 pm.

## Donations

<b>2018</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Oct-18</b>	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	404.00	
<b>Oct-18</b>	Donation to Fish Creek Library	To help with Wall St. Journal	200.00	
<b>Oct-18</b>	Donations to Sturgeon Bay Library	In memory of Yvonne Olson	625.00	
<b>Oct-18</b>	Donation to Sister Bay/Liberty Grove Library	In memory of Yvonne Olson	150.00	
<b>Oct-18</b>	Book Sale - Egg Harbor Library		677.08	
<b>Oct-18</b>	Donation to Sister Bay/Liberty Grove Library		30.00	
<b>Oct-18</b>	Donation to Sister Bay/Liberty Grove Library	In memory of Helen Carlson	90.00	
<b>Oct-18</b>	Donation to Sister Bay/Liberty Grove Library		300.00	
<b>Oct-18</b>	Donation to Ephraim Library	Desk (from EPH Lib Committee)	875.76	
				<b>3,351.84</b>