

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, December 17, 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 November 19, 2018.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Events – January Happenings, DCR 2019 Update.
 2. Staffing – LTE, Circ Assistants Update.
 3. General– 2019 County-Wide Initiatives, Steering Committee Meeting, Paying it Forward.
 4. Policies – Severe Weather – 1st Draft.
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Archives Report.
7. Mission, Vision, Values Exercise
8. JUST Door County.
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

November 19, 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 Mary Jackson, Megan Lundahl, Laurel Hauser, Bridget Bowers and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead - Miller Art Museum Executive Director, and Kay Jensen – Administrative Assistant also attended. Kelly Catarozoli was absent.

Motion by Hauser, second by Bowers for APPROVAL OF AGENDA. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: Kakuske reported on a note she received on her office door over the weekend from a Milwaukee visitor, saying our library is fantastic.

Motion by Dickson second by Norton, for APPROVAL OF THE MINUTES OF THE MEETING of October 15, 2018. Motion carried.

REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported on the following recent Door County Library Happenings: NaNoWriMo (national novel writing month), Door Peninsula Astronomical Society event at the Egg Harbor Library, Lego Program at the Washington Island Library, and 3-D Printer Program at Ephraim Library.
 - Kakuske announced that the last Friends Book Sale for 2018 will be held on December 1st.
 - Regarding library staff, Kakuske informed the board of the hiring of Steven Rice, for the LTE Archive Research Intern position and the resignations of two Circulation Assistants.
 - Kakuske provided quarterly media statistics to the board.
 - Kakuske informed the board that the 2019 budget passed as recommended with the addition of the LTE archive researcher position.
 - Kakuske reported on highlights from the recent meeting of the Steering Committee for the Expansion/Remodeling of the Door County Library Headquarters/Sturgeon Bay Branch project.
 - Kakuske reported what has been accomplished so far in regard to the Archives project and announced that Steven Rice, Archives Research Intern, will be attending the December board meeting with archives survey results.
 - Kakuske reported that Dr. Kathleen Toerpe did a recent presentation for the library staff regarding JUST Door County, a new local social justice non-profit fostering community and inclusion for all who work, live and visit Door County. The Board requested that JUST Door County be put on the December Library Board agenda.
 - Kakuske reported that she recently visited the Ephraim Branch of the Door County Library with Friends member, Jan Campbell, to meet with the Ephraim Library Committee and Branch

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Manager, Mary Sawyer. A history of the Friends of the Door County Libraries organization was provided as well as current activities that benefit all branch libraries.

- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead informed the Board that their current exhibit, “43rd Juried Annual Exhibition,” is running from November 10 to December 22, 2018. She provided a brochure of the exhibit to board members. It features 38 local and regional artists from 6 counties.
 - Meissner-Gigstead reported that their next exhibit, beginning on January 19, 2019, will feature photography.
 - Meissner-Gigstead announced that their Holiday Pop-Up Shop opened on November 17, 2018.

STRATEGIC PLAN – DRAFT ONE: Kakuske distributed and reviewed the first draft of the Strategic Plan for 2019 - 2021. It was requested that the review/rewrite of the mission, vision, and values of the Door County Library begin in January 2019. Motion by Hauser, second by Lundahl to approve the 2019 – 2021 Strategic Plan for the Door County Library as presented, and with the additional note regarding the mission, vision, and values as discussed. Motion Carried.

CLOSED HOURS: Kakuske requested that the Ephraim Branch be closed on New Year’s Eve due to their evening hours on Mondays. Moved by Jackson second by Bowers to accept the closed hours as presented. Motion carried.

POSITION REFILLS: Kakuske informed the board of two recent Circulation Assistant resignations. Motion by Lundahl second by Norton to approve both Circulation Assistant positions, and any subsequent positions that may result from these position refills. Motion carried.

AUTHOR BOOKS SALES: Kakuske reviewed the request of author Judy DuCharme to sell her books at upcoming author events at Egg Harbor and Sister Bay/Liberty Grove Libraries. Motion by Norton, second by Jackson to approve the sale of the book as presented. Motion carried.

Motion by Jackson second by Bowers to accept the **MONETARY DONATIONS** received in October 2018 for \$3,351.84. Motion carried.

The **NEXT MEETING-DATE & TIME** is set for 5:00 pm, Monday, December 17, 2018, at the Sturgeon Bay Library.

Motion by Hauser, second by Lundahl to **APPROVE PREPAID OPERATING EXPENSES** for November 2018 in the amount of \$6,133.49. Motion carried.

Motion by Lundahl, second by Bowers to **APPROVE OPERATING EXPENSES** for November 2018 in the amount of \$ 32, 014.27. Motion carried.

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Motion by Bowers, second by Jackson to APPROVE MEMORIAL BILLS for November 2018 in the amount of \$5,563.67 as presented. Motion carried.

Per Diem code for this meeting is 744.

Motion by Jackson, second by Hauser, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:30 pm.

Donations

2018	Donor	in the name of	Donation	Total
Nov-18	Book Sale - Baileys Harbor Library		963.25	
Nov-18	Friends Grant - BookPage		1,584.00	
Nov-18	Donation to Forestville Library	In honor of Joe Porten	1,500.00	
Nov-18	Donation of new copier for Sister Bay/LG Library		5,520.00	
Nov-18	Donation to Sturgeon Bay Library	In honor of George Pinney	25.00	
Nov-18	NFLS - Continuing Ed.		387.89	
Nov-18	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	680.00	
Nov-18	Donation to Fish Creek Library		5.00	
Nov-18	Materials - Forestville		289.18	
				10,954.32