

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, January 21, 2019

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 December 17, 2018.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Events – DCR 2019.
 2. Staffing – Circ. Asst. at Forestville and Washington Island.
 3. General– Archives update, Stats for last quarter of 2018: circs and renewals, people count and wireless.
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Purchase of Service Contract - MAM.
7. NFLS Collection Development Grant.
8. Mission, Vision, Values exercise.
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

December 17, 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 Mary Jackson, Megan Lundahl, 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 and Laurel Hauser were absent.

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

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

Motion by Dickson second by Jackson, for APPROVAL OF THE MINUTES OF THE MEETING of November 19, 2018. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske identified January 2019 Library Happenings.
 - Kakuske informed the board that the library will be partnering with the Door County Auditorium’s Winter Water Fest which features the book “Paddle to the Sea.”
 - Kakuske provided an update on the 2019 Door County Reads program. The two books are now available for pick up. She also described some of the program highlights.
 - Kakuske provided an update on staffing including the archives position and the circulation assistant positions.
 - Kakuske announced the 2019 Countywide Initiatives that the library will be participating in.
 - Kakuske reported that the Sturgeon Bay Library roof project has been completed.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead informed the board that the last day to view their 43rd Juried Annual exhibit will be December 22, 2018. After that the annual maintenance closure will take place from December 24 to January 18, 2019. The next exhibit will feature the work of photographer, Jason Reblano, and will begin on January 19, 2019.
 - Meissner-Gigstead announced that they were a grant recipient from the Green Bay Packer Foundation and received a \$3,125 grant in support of the Community Mural Project.
 - Meissner-Gigstead handed out a flyer informing the board about a 6-week “Right to Live Workshop.” They are partnering with the Third Avenue Playhouse for this workshop and will culminate with a public presentation.

POLICIES – SEVERE WEATHER: Kakuske distributed and reviewed a draft of the Door County Library Severe Weather Policy. Motion by Dickson second by Lundahl to approve the Door County Library Severe

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DOOR COUNTY LIBRARY BOARD MINUTES

Weather Policy as presented, with the addition of the word, “Unaccompanied” before children. Motion carried.

ARCHIVES REPORT: Kakuske introduced Steven Rice, the Archives Intern to the Board and reported that as of 1-2-19 his title will be Archives Researcher, as the position was approved with the 2019 budget. Steven provided the following information.

- A summary of his job duties.
- He has been in touch with 23 historical groups.
- He identified 3 key needs regarding Door County archives.
 - Cataloging and digitizing assistance is needed.
 - Communication and resource sharing is needed.
 - Improved storage of archives is needed.
- He reported on ways the library can be involved.
 - Provide scanning days.
 - Offer digitizing services.
 - Accessing new materials for donation.
 - Provide archives programming.
- He reported that he will be meeting with County Administrator, Ken Pabich, in January 2019 to report on his research so far.

MISSION, VISION, VALUES EXERCISE: Kakuske handed out the Door County Library’s current Mission, Vision and Values. She then asked them to perform an exercise with these and get back to her with their answers prior to the next board meeting.

JUST DOOR COUNTY: Kakuske provided a brief description of the group Just Door County and provided a handout identifying the current businesses that are a part of this group. By board consensus, it was decided at this time to continue to support only two JUST initiatives: the Warmth For Winter campaign and social justice tagging of library materials.

Motion by Dickson second by Bowers to accept the MONETARY DONATIONS received in November 2018 for \$10,954.32. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm, Monday, January 21, 2019, at the Sturgeon Bay Library.

Motion by Norton, second by Jackson to APPROVE PREPAID OPERATING EXPENSES for December 2018 in the amount of \$2,289.27. Motion carried.

Motion by Lundahl, second by Bowers to APPROVE OPERATING EXPENSES for December 2018 in the amount of \$ 18,693.69. Motion carried.

Motion by Bowers, second by Lundahl to APPROVE MEMORIAL BILLS for December 2018 in the amount of \$7,371.93 as presented. Motion carried.

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DOOR COUNTY LIBRARY BOARD MINUTES

Per Diem code for this meeting is 1724.

Motion by Jackson, second by Norton, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:40 pm.

**PURCHASE OF SERVICE
AGREEMENT**

MILLER ART MUSEUM FOUNDATION - DOOR COUNTY LIBRARY

I. PARTIES AND CONTRACT PERIOD

Recognizing the long term relationship of the Miller Art Museum and the Door County Library, we renew this annual agreement to purchase curatorial service. Therefore, this Contract is between Door County Library Board, whose business address is 107 South Fourth Avenue, Sturgeon Bay, WI, hereinafter referred to as Purchaser, and Miller Art Museum Foundation, Inc. whose business address is 107 S. 4th Avenue, Sturgeon Bay, WI, hereinafter referred to as Provider. This Contract is to be effective for the period of *January 1, 2019 through December 31, 2019.*

II. SERVICES TO BE PROVIDED

The Miller Art Museum Foundation shall provide curatorial service. Such Curator of Exhibitions and Collections shall be responsible for the planning, coordinating, installing, and disposition of changing exhibits, including catalogues and publicity. It shall also be responsible for the acquisition, documentation, and conservation of the Miller Art Museum Permanent Collection. The Curator will attend meetings when requested and maintain a limited period of office hours for consultation.

The Miller Art Museum will operate according to approved museum standards.

The Door County Library Board and the Library Director shall approve action of the Curator in the areas covered by this agreement.

Duties referenced by attachment to this document of Curator Job Description.

III. PAYMENT FOR SERVICES

For the services described in Part II, above, the Miller Art Museum Foundation shall be paid a total of \$11,734.00 in twelve equal installments of \$977.83 per month. This payment to underwrite the cost of curatorial services.

IV. OPERATING EXPENSES

The Curator, as agent of the Provider, shall follow established procedures for requests of expenditures.

V. REPORTS

A representative from the Miller Art Museum will present reports of Museum activities to the Door County Library Board at the monthly Library Board meetings.

VI. EQUAL OPPORTUNITY

The Provider shall agree to follow County Policy #140.0 - Equal Opportunity. (See attached.)

VII. CONTRACT REVISIONS / OR TERMINATIONS

Revisions of this Contract must be agreed to by Purchaser and Provider by an addendum signed by the authorized representatives of both parties.

VIII. RESOLUTION OF DISPUTES

Disputes will be resolved by using a mediator agreed upon by the parties prior to going to court.

IX. SIGNATURES

A. This Contract is agreed upon and approved by the authorized representatives of Door County Library Board and Miller Art Museum Foundation as indicated below.

B. This Contract becomes null and void if the time between the Purchaser's authorized representative signature and the Provider's authorized representative signature on this Contract exceeds sixty days.

Door County Library Board

Date

Miller Art Museum Foundation

Date



**NICOLET FEDERATED LIBRARY SYSTEM
SUBPROGRAM FORM FOR 2019
Library Services Grant**

Please return 1 copy of each subprogram to the System office by February 15, 2019.

NAME OF LIBRARY: *Door Co. Library*

or COUNTY LIBRARY SERVICE BOARD:

Person completing form: *Tina Kakuske, Library Director*

Has this subprogram been approved by your full board? Yes Date of approval: *1/21/19*

No

Amount Budgeted: State Aid: \$ *3,030* Local: \$ Total: \$ *3,030*

NAME OF SUBPROGRAM:

1. Briefly describe the subprogram indicating purpose and target audience.

We will divide the collection development grant according to percentage of overall circ. At each library during 2018.

*BAI = 211 FOR = 184
EGG = 211 SIS = 563
EPH = 56 STR = 1,557
FIS = 93 WSH = 156*

2. Goal (s) of the subprogram.

Each library site will have new books in a format that meets the needs of their communities with an aim to maintain or strengthen our lender/borrower statistics within OwlsNET.

2. How will you evaluate this subprogram? List measurable objectives.

We will monitor the lender/borrower ratio.

Mission, Vision, Values

Our Mission

To provide the people of Door County, our seasonal and occasional visitors, and virtual guests with a comprehensive, accessible and growing collection of resources available over a broad spectrum of media. We create accepting, functional and pleasant places for people to gather, enrich their lives and build community. Through our staff, our networks, and our technology we facilitate, guide and connect people and communities with the knowledge, resources and places needed for them to prosper.

Our Vision

The Door County Library is the integral physical and virtual hub and gateway for Door County to access information, ideas and knowledge from all parts of the world. We are place communities and people come to educate, entertain and enrich themselves. Staff is renowned for creating a friendly, welcoming atmosphere and skillfully connecting people with the resources they seek. The Library is a major reason that literacy and a love of the written word thrive in Door County.

Our Values

- Creating places that are accepting, welcoming and non-judgmental.
- Unsurpassed friendliness, civility, courtesy and competence by staff in person and through our virtual interface.
- Respectfully consider different perspectives, and include individuals with different backgrounds, ideas and viewpoints.

Mission

Vision

Values

Donations

2018	Donor	in the name of	Donation	Total
Dec-18	Friends Grant - Chalk the Bay		765.88	
Dec-18	Donation to Ephraim Library		200.00	
Dec-18	Materials - Forestville		96.33	
Dec-18	Donations to Egg Harbor Library		117.00	
Dec-18	DC Reads 2019 Grant - DC Comm Foundation		4,668.00	
Dec-18	Donation to Baileys Harbor Library		204.95	
Dec-18	Donation to Door County Library-Wild Tomato		84.00	
Dec-18	Donation to Sturgeon Bay Library for mtg room		50.00	
Dec-18	Donations to Sister Bay Library		250.00	
Dec-18	DC Reads 2019 Friends Grant (Wintering)		2,646.00	
Dec-18	Friends Grant - Egg Harbor Cart		1,000.35	
				10,082.51