

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, February 18, 2019

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

**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 January 21, 2019.
5. Reports –
  - A. Director's Report – Library Operations.
    1. Events – DC Reads Wrap-up, March Happenings
    2. Staffing – Current status
    3. General– Statistics: 2018 Audiobooks, ebooks, videos and hoopla, Renovation/expansion update, Patron issue clarification, Hoopla options
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
6. State Annual Report 2018.
7. Mission, Vision, and Values.
8. Donations.
9. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
10. Approval of Prepaid Operating Expenses.
11. Approval of Operating Expenses.
12. Approval of Memorial Bills.
13. Meeting Per Diem Code.
14. 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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January 21, 2019

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, Bridget Bowers, Laurel Hauser, and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead - Miller Art Museum Executive Director, Kay Jensen – Administrative Assistant and Steven Rice-Archives Researcher also attended. Kelly Catarozoli was absent.

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

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

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

## **REPORTS:**

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske provided a brochure for Door County Reads 2019. She provided highlights of the events, book discussions, special presentations, author talks, writing workshops, play readings and musical performances.
  - Kakuske informed the board of two new circulation assistants for Forestville and Washington Island.
  - Steven Rice, Archives Researcher, provided an archives update for the board. His presentation included project goals, unpacking the data, survey questions and their results, and conclusions and takeaways.
  - Kakuske reported on the next step and future plans for the Archives Project. A proposal will be submitted to County Administration which will include a five year plan, vision and mission, description of function and goals, job descriptions, collection parameters, hours of operation, equipment, computing needs, shelving and storage needs, and a fiscal analysis.
  - Kakuske reported that we will be participating in a grant from The Institute of Museum and Library Services from WiLS (Wisconsin Library Services). The grant will provide an archives intern for the summer, and the intern will be a library graduate student. Door County Library will also be applying for a second grant from IMLS. The goal of the second grant is to support projects that strengthen the ability of small and rural libraries and archives to serve their communities.
  - Kakuske also provided information to the board on the following items: building renovation update, last quarter library statistics, the 2019-2021 Strategic Plan, and Ancestry.com.

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## **DOOR COUNTY LIBRARY BOARD MINUTES**

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- **MILLER ART MUSEUM (MAM) REPORT:**
  - Meissner-Gigstead informed the board that their new exhibit opened on January 19, 2019, and is entitled, “New Deal Utopias.” It features the photographs of Jason Reblando.
  - Meissner-Gigstead reported on the following upcoming events: Love on Holiday, Exhibition Talk with Erin TerBeek, and Mitli Mitlak (Like You, Like Me).
  - Meissner-Gigstead informed the board that they are beginning to do a photographic archive of their collections and they are outsourcing this service.

**PURCHASE OF SERVICE CONTRACT:** Motion by Hauser, second by Lundahl, to approve the 2019 Purchase of Service Agreement with the Miller Art Museum Foundation as presented. Motion carried.

**NFLS COLLECTION DEVELOPMENT GRANT:** Kakuske reviewed the Nicolet Federated Library System Subprogram Form for 2019 – Library Services Grant. Motion by Lundahl, second by Jackson to accept the **NICOLET FEDERATED LIBRARY SYSTEM SUBPROGRAM FORM FOR 2019 – LIBRARY SERVICES GRANT** in the amount of \$3,030. Motion carried.

**MISSION, VISION, VALUES EXERCISE:** Kakuske explained the exercise to board members and asked them to send her their results prior to the next board meeting. This item will be put on the Library Board’s February 18, 2019 agenda.

Motion by Dickson second by Hauser to accept the **MONETARY DONATIONS** received in December 2018 for \$10,082.51. Motion carried.

The **NEXT MEETING-DATE & TIME** is set for 5:00 pm, Monday, February 18, 2019, at the Sturgeon Bay Library.

Motion by Norton, second by Jackson to **APPROVE PREPAID OPERATING EXPENSES** for January 2019 (for 2018 & 2019) in the amount of \$19,133.12. Motion carried.

Motion by Jackson, second by Lundahl to **APPROVE OPERATING EXPENSES** for January 2019 (2018 & 2019) in the amount of \$ 24,946.53. Motion carried.

Motion by Jackson, second by Norton to **APPROVE MEMORIAL BILLS** for January 2019 in the amount of \$16,922.57 as presented. Motion carried.

Per Diem code for this meeting is 1926.

Motion by Jackson, second by Hauser, for **ADJOURNMENT**. Motion carried. The meeting was adjourned at 6:35 pm.

## Donations

<b>2019</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Feb-19</b>	Donation to Baileys Harbor Library		200.00	
<b>Feb-19</b>	Donation to Egg Harbor Library	In memory of Winifred Dahlon	75.00	
<b>Feb-19</b>	Donation to Sturgeon Bay Library		100.00	
<b>Feb-19</b>	Donation to Sister Bay/Liberty Grove Library		100.00	
<b>Feb-19</b>	Donation to Door County Library-Wild Tomato		68.00	
<b>Feb-19</b>	Donation for Door County Reads 2019	Donor: Rotary Club	750.00	
				<b>1,293.00</b>