

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, April 15, 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 March 18, 2019.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Events – LIR, May highlights
 2. General– Summer Grant, NFLS Meeting, Extra Meeting, Chiller
 3. Statistics
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Discussion – Ken Pabich, County Administrator.
7. Position Refills.
8. Beverage Requests.
9. 2020 C.I.P. Budget.
10. Out of County Travel Request.
11. Mission, Vision, and Values.
12. Donations.
13. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
14. Approval of Prepaid Operating Expenses.
15. Approval of Operating Expenses.
16. Approval of Memorial Bills.
17. Meeting Per Diem Code.
18. Adjournment.

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

March 18, 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, Kelly Catarozoli, Bridget Bowers, Laurel Hauser, Megan Lundahl, and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead - Miller Art Museum Executive Director, Kay Jensen – Administrative Assistant and Ken Pabich, County Administrator also attended.

A request was made to move agenda items 17 and 18 to after item 4. Motion by Dickson second by Norton for APPROVAL OF AGENDA including the request to move agenda items 17 and 18. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: Kakuske advised the board that she has received correspondence regarding the condition of the entry way and sidewalks due to snow and ice. She informed the board of how she responded to these concerns. The board concurred that it was very difficult for many locations to keep their sidewalks and entry ways clear due to the amount of snow and ice, the frequency of storms, and the bitter cold. She also advised concerned patrons that their fines and fees would be removed if they couldn't make it in to the library on a certain day due to the weather conditions.

Motion by Hauser second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETING of February 18, 2019. Motion carried.

TOUR THE FORMER YOUNKERS BUILDING: The library board recessed to travel to 56 N. 4th Avenue, the former Younkens building. They reconvened and were provided a tour of the building with the assistance of County Administrator Ken Pabich and Wayne Spritka of the Facilities and Parks Department. The board recessed to travel back to the library and then reconvened the meeting.

REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske provided an update on the archives including a summary of the Door County Library/Archives Merger Proposal they provided to the County Administrator. A copy of the proposal was given to the board members. It contained information regarding oversight/organization, staffing, facility/location, equipment needs, and programming. She also advised the board that the County brought up the possibility of also merging with the Door County Historical Museum. She stated that she will provide more details regarding this possibility at a future meeting after she and the Archives Researcher have gathered more information and have discussed this with other existing library/museum combinations.
 - Kakuske provided an update on the Sturgeon Bay Library Renovation/Expansion project. One of the next steps to be taken will be to meet with Bret Bicoy of the Door County Community Foundation about pre-feasibility.
 - Kakuske advised the board that the Sturgeon Bay Library chiller project has been awarded to Reeke-Marold and work is planned to start by the end of April.

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- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead informed the board that their curator's last day is April 5, 2019, and they are now searching for a replacement. The application period will be open until April 1st and they have already received strong interest in the position.
 - Regarding their current exhibit, the Right to Live Workshop was completed at the Third Avenue Playhouse, the opening reception and their Second Thursday program, "East Meets West," were well-attended.
 - She informed the board that their next Second Thursday program will be held April 11, 2019 and will be a film screening with an immigration topic.

POSITION REFILL: Kakuske informed the board that a retirement letter has been received from the Technical Support Specialist for the Door County Library. Kakuske described the position and the need to keep it as a full time position. Motion by Jackson, second by Lundahl to refill the Technical Support Specialist position. Motion carried.

COUNTY ANNUAL REPORT 2018: Kakuske reviewed the 2018 County Library Annual Report and identified some new additions to the report for 2018. Motion by Dickson, second by Norton, to approve the 2018 County Library Annual Report as presented. Motion carried.

MISSION, VISION, AND VALUES: Motion by Hauser, second by Lundahl to table this agenda item until the April 2019 library board meeting.

Motion by Dickson second by Bowers to accept the **MONETARY DONATIONS** received in February 2019 for \$1,235.00. Motion carried.

The **NEXT MEETING-DATE & TIME** is set for 5:00 pm, Monday, April 15, 2019, at the Sturgeon Bay Library.

Motion by Bowers, second by Hauser to **APPROVE PREPAID OPERATING EXPENSES** for March 2019 in the amount of \$3,387.32. Motion carried.

Motion by Lundahl, second by Jackson to **APPROVE OPERATING EXPENSES** for March 2019 in the amount of \$ 32,630.47. Motion carried.

Motion by Jackson, second by Bowers to **APPROVE MEMORIAL BILLS** for March 2019 in the amount of \$ 2,633.46 as presented. Motion carried.

Motion by Dickson, second by Catarozoli, to adjourn to **EXECUTIVE SESSION PER WISCONSIN STATUTE 19.85 SUBSECTION (1)(C) AND SUBSECTION (2) FOR THE PURPOSE OF DISCUSSING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF PUBLIC EMPLOYEES OVER WHOM THE BOARD HAS JURISDICTION OR EXERCISES RESPONSIBILITY.**

A. Annual Evaluation – Library Director.

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Motion carried by roll call vote. Dickson-aye, Jackson-aye, Norton-aye, Bowers-aye, Catarozoli-aye, Hauser and Lundahl-aye.

Meeting adjourned to CLOSED SESSION at 6:45 P.M.

Moved by Dickson, second by Catarozoli to reconvene in OPEN SESSION. Motion carried by roll call vote. Dickson-aye, Jackson-aye, Bowers-aye, Norton-aye, Hauser-aye, Catarozoli-aye and Lundahl-aye.

MEETING RECONVENED TO OPEN SESSION at 7:15 P.M.

Motion by Norton, second by Bowers to approve the Annual Evaluation of the Library Director and place it on file. Motion carried.

Per Diem code for this meeting is 273.

Motion by Dickson, second by Hauser, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:00 pm.

Donations.xlsx

2019	Donor	in the name of	Donation	Total
Mar-19	Friends - Library Live @ the Miller		618.00	
Mar-19	Friends - January Children's Party		355.99	
Mar-19	Friends - DC Reads		1,354.00	
Mar-19	Donation to Sister Bay/Liberty Grove Library		50.00	
Mar-19	Book Sale - Baileys Harbor Library		170.00	
Mar-19	Donation to Sturgeon Bay Library		25.00	
Mar-19	Book Sale - Sister Bay/Liberty Grove Library		150.00	
Mar-19	NFLS Youth Grant - 3-2019		1,650.00	
				4,372.99