

# DOOR COUNTY LIBRARY BOARD MEETING

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**Date of Meeting:** Monday, May 20, 2019

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

**Board Meeting Time:** 6:00 P.M.

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## AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of April 15, 2019.
5. Reports –
  - A. Director's Report – Library Operations.
    1. General
  
    - B. Miller Art Museum Report - MAM Operations.
      1. Announcements
      2. Events
      3. Handouts
6. 2020 Technical Services Budget.
7. Donations.
8. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
9. Approval of Prepaid Operating Expenses.
10. Approval of Operating Expenses.
11. Approval of Memorial Bills.
12. Archives and Museum.
13. Renovation/Expansion
14. Meeting Per Diem Code.
15. 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**

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April 15, 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, 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, Ken Pabich - County Administrator and Steven Rice - Archives Researcher also attended. Kelly Catarozoli was absent.

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

Motion by Bowers second by Jackson, for APPROVAL OF THE MINUTES OF THE MEETING of March 18, 2019, including the change of the adjournment time to 7:15 pm. Motion carried.

## **REPORTS:**

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske informed the board about a recent LIR class featuring a tour and the history of the Door County Library and the Miller Art Museum. It was very well-attended and well-received, therefore, there are plans to provide another class in the future.
  - Kakuske provided information on the following activities.
    - National Poetry Month – April 2019
    - Free Comic Book Day – May 4, 2019
    - Genealogy Series – May 2019
    - Summer Reading Program – developing programming and materials
  - Kakuske provided information on our summer grant entitled, “Co-Curating the Past: Community Collection Building through History Harvests.” We have been assigned a summer intern to assist us with our digital resources.
  - Kakuske recommended that the Library Board have an extra meeting this month to discuss the Sturgeon Bay Library renovation/expansion project, the archives proposal and the possible management of the historical museum. The board concurred that this was a good idea and a poll will be taken to determine the date of the meeting.
  - Comparative statistics were provided to the board showing people count, circulation/ renewals, and wireless use.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Meissner-Gigstead informed the board that their curator position is now closed. They received many applications, and 5 candidates will be interviewed. They hope to have someone in the position in the very near future.
  - Meissner-Gigstead reported that the museum has once again partnered with the Boys and Girls Club to display their artwork.

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- Meissner-Gigstead reported that their next exhibit will run from April 20 – May 27, 2019 and is the “45<sup>th</sup> Annual Salon of Door County High School Art.” The exhibit features artwork of over 100 students from the 5 high schools in Door County.
- Meissner-Gigstead reported that they recently held a film screening entitled, “Where Do We Go Now?” The film was a drama chronicling a group of women in Lebanon.

**DISCUSSION – KEN PABICH, COUNTY ADMINISTRATOR:** County Administrator, Ken Pabich, provided information to the board regarding the possibility of the Door County Historical Museum and its archives being a part of the library. The following was discussed.

- The current budget and organizational set up of the museum and archives.
- The current employees and volunteers now running the museum.
- Six possible organizational scenarios for the future were provided, some of which involved being a part of the library. Pros and cons were provided for each scenario.
- The board was asked to express their thoughts, concerns and red flags regarding the scenarios.
- Pabich stated that his main goal is to gain stability and sustainment of the museum.
- Basic marketing and programming needs of the museum.
- Possible grants.
- The possibility of having membership in the museum.
- Impacts on the Door County Library.
- Pilot program/One year trial period.

It was decided by board consensus that an additional board meeting this month will be needed to continue to discuss all of the above.

**POSITION REFILLS:** Kakuske informed the board of two position refills, a Technical Services Acquisitions/Cataloger full time position and a Circulation Assistant part time position in Sister Bay. Motion by Jackson, second by Bowers to refill both positions as presented. Motion carried.

**BEVERAGE REQUESTS:** Motion by Hauser, second by Norton to grant permission of beverage requests for the Miller Art Museum functions on June 1, 2019, July 27, 2019 and September 21, 2019. Motion Carried.

**2020 C.I.P. BUDGET:** Kakuske reviewed the C.I.P. budget recommended for 2020 for the Boiler Project totaling \$63,000. The Library Board was reminded that the project costs would be shared half and half with Door County and the City of Sturgeon Bay. Motion by Dickson, second by Jackson to approve the C.I.P. budgets as presented. Motion carried.

**OUT OF COUNTY TRAVEL REQUESTS:** Kakuske reviewed the travel request for herself to attend the Wisconsin Association of Public Libraries Annual Conference, May 1 – 3, 2019, in Rothschild, Wisconsin. She then reviewed the travel request for Laura Kayacan to attend the Curating Community Digital Collections Immersion Workshop in Madison, May 20-23. The workshop and all related expenses will be entirely paid for by IMLS grant funds. Motion by Dickson, second by Hauser to approve the Out of County Travel Requests as presented. Motion Carried.

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MISSION, VISION, AND VALUES: Kakuske provided a handout on mission, vision and values stemming from feedback from staff and some board members. She asked board members to review it and provide their thoughts in order to finalize our mission, vision and values at our next meeting.

Motion by Norton second by Jackson to accept the MONETARY DONATIONS received in March 2019 for \$4,372.99. Motion carried.

The NEXT MEETING-DATE & TIME is set for late April and will be determined after polling board members. The May meeting will be 5:00 pm, Monday, May 20, 2019, at the Sturgeon Bay Library. Also discussed was the possibility of having the Washington Island Library Board Meeting in June to increase the likelihood of a quorum.

Motion by Bowers, second by Jackson to APPROVE PREPAID OPERATING EXPENSES for April 2019 in the amount of \$1,369.09. Motion carried.

Motion by Lundahl, second by Dickson to APPROVE OPERATING EXPENSES for April 2019 in the amount of \$ 25,119.07. Motion carried.

Motion by Jackson, second by Bowers to APPROVE MEMORIAL BILLS for April 2019 in the amount of \$4,640.36 as presented. Motion carried.

Per Diem code for this meeting is 492.

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

## Donations.xlsx

<b>2019</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Apr-19</b>	Foundation Grant - DC Reads 2019		7,793.12	
<b>Apr-19</b>	Friends-Library Live @ the Miller - March event		200.00	
<b>Apr-19</b>	Friends donation - DVD's		2,500.00	
				<b>10,493.12</b>