

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, June 17th, 2019

Place: Door Co. Library – Washington Island Library, 910 Main Rd., Washington Island, WI

Board Meeting Time: 11:00 A.M.

AGENDA

1. Call to Order.
2. Approval of Agenda.
3. Public Input/Correspondence.
4. Approval of Minutes of May 20, 2019.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Events – Summer Library Programming
 2. Statistics
 3. Staff – update
 4. General – upcoming meetings
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Archives.
7. Author Visits, Book Sales.
8. Mission, Vision, Values Statements.
9. Foundation Member Term Extensions.
10. Election of Officers.
11. Donations.
12. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
13. Approval of Prepaid Operating Expenses.
14. Approval of Operating Expenses.
15. Approval of Memorial Bills.
16. Meeting Per Diem Code.
17. 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

May 20, 2019

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 6:00 P.M. at the Sturgeon Bay Branch of the Door County Library by President Bob Dickson. Board members Mary Jackson, Bridget Bowers, Kelly Avenson, Megan Lundahl, Helen Bacon and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead - Miller Art Museum Executive Director, and Kay Jensen – Administrative Assistant. Beth Meissner-Gigstead left the meeting at 6:25 pm.

Motion by Lundahl 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 April 15, 2019. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske welcomed new library board members, Helen Bacon and Kelly Avenson, who represent the City of Sturgeon Bay.
 - Kakuske informed the board that Shauwn Rosendale has accepted the Technical Support Specialist position and will replace Cheryl Wilson who is retiring after more than 30 years with the Door County Library.
 - Kakuske told the board that Laura Kayacan will be participating in the Curating Community Digital Collections workshop this week as part of the grant we received through WiLS and Recollection Wisconsin.
 - Chiller is in place and will be started on May 22.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead informed the board that they have completed second interviews for their curator position and an offer will be made soon.
 - Meissner-Gigstead reported that their current exhibit, the “45th Annual Salon of High School Art” will end on May 25th, after which the museum will close for a week. Their next exhibit, “Alicia Czechowski: Beyond the Painted Surface,” will begin on June 1st.

2020 TECHNICAL SERVICES BUDGET: Kakuske reviewed the 2020 Library T.S. budget. Motion by Dickson, second by Avenson to approve the 2020 Library T.S. Budget as presented in the amount of \$9,468.00. Motion carried.

Motion by Bowers second by Norton to accept the MONETARY DONATIONS received in April 2019 for

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\$10,493.12. Motion carried.

The NEXT MEETING-DATE & TIME is set for 11:00 am at the Washington Island Library on June 17, 2019.

Motion by Bowers, second by Jackson to APPROVE PREPAID OPERATING EXPENSES for May 2019 in the amount of \$4,141.26. Motion carried.

Motion by Lundahl, second by Dickson to APPROVE OPERATING EXPENSES for May 2019 in the amount of \$ 27,128.02. Motion carried.

Motion by Jackson, second by Bowers to APPROVE MEMORIAL BILLS for May 2019 in the amount of \$3,524.71 as presented. Motion carried.

ARCHIVES & MUSEUM: Kakuske reviewed the following for the board.

- The timeline regarding the Library overseeing and maintaining the archives which are currently under the administration of the Door County Historical Museum.
- The hiring of an archives research intern to study the feasibility of the library taking over the archives.
- The scenarios that were looked at for the library to take over the archives.
- The proposal taken to the library board and the museum and archives oversight committee including recommended job descriptions.
- Applying for and receiving the “Curating Community Digital Collections” grant and applying for a larger grant totaling over \$43,000, “Accelerating Promising Practices for Small Libraries,” which would assist in our archival and digitization efforts.
- The request by Ken Pabich that the library add the administration of the Door Co. Historical Museum to their archives proposal.
- The pros and cons of the library administering the Door Co. Historical Museum.

The board discussed all of the above in depth. There was board consensus to support the Door County Archives as part of the Door County Library contingent on more details and financial support from the County.

The discussion then focused on the recommendation of the County to have the Door County Library Director administer the Door Co. Historical Museum. Motion by Dickson, second by Norton, to support a one-year pilot program to allow the Library Director to administer the Door County Historical Museum. Motion carried.

RENOVATION/EXPANSION: Kakuske reviewed the Renovation/Expansion of the Sturgeon Bay Library project which began with a study commissioned by the Door County Library Foundation. She provided a complete history of the project from late 2016 up through the present time. After bringing the board up to

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date on the proposed project, Kakuske asked the board for some direction on how they would like to proceed with the renovation/expansion of the Sturgeon Bay Library. The following items were discussed.

- The renovation options provided by HGA and their associated costs.
- The pros and cons of an expansion.
- It was requested that we find out the square footage of the Younkers building on 3rd Avenue.
- Continuing the partnership with the Miller Art Museum.
- Pros and cons of remaining in the current location.
- The possibility of expansion to 3rd Avenue.
- The possibility of building new at different location.
- The explanation of a 21st century library including connectivity, open spaces, and multi-functional.

In conclusion, it was decided that before any decisions can be made about the renovation/expansion project of the Sturgeon Bay Library, the Library Board and the Miller Art Museum Board should have a joint meeting to voice each of their ideas regarding the project.

Per Diem code for this meeting is 643.

Motion by Lundahl, second by Avenson, for ADJOURNMENT. Motion carried. The meeting was adjourned at 8:55 pm.

Donations.xlsx

2019	Donor	in the name of	Donation	Total
May-19	Book Sale - Baileys Harbor Library		190.00	
May-19	Friends Grant - Summer Reading Program (#1)		436.84	
May-19	Donations to Sister Bay/Liberty Grove Library		51.00	
				677.84