

# DOOR COUNTY LIBRARY BOARD MEETING

---

**Date of Meeting:** Monday, July 15<sup>th</sup>, 2019

**Place:** Door Co. Library – Sturgeon Bay Library, 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 June 17, 2019.
5. Reports –
  - A. Director's Report – Library Operations.
    1. Events – Summer Library Programming response
    2. General – Library Foundation
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
6. Position Refill, and Subsequent Vacancy.
7. 2020 Budgets.
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. Miller Art Museum Operations Board.
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**

---

June 17, 2019

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 11:00 A.M. at the Washington Island Branch of the Door County Library by Vice President Bridget Bowers. Board members Mary Jackson, Kelly Avenson, Helen Bacon and Nissa Norton also attended. Tina Kakuske – Library Director, and Kay Jensen – Administrative Assistant also attended. Bob Dickson, Megan Lundahl and Beth Meissner-Gigstead were excused.

Motion by Norton second by Avenson for APPROVAL OF AGENDA. Motion carried.

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

Motion by Jackson, second by Norton, for APPROVAL OF THE MINUTES OF THE MEETING of May 20, 2019. Motion carried.

## **REPORTS:**

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske introduced Washington Island Branch Manager, Laura Hale, to the board.
  - Kakuske provided a summary of upcoming events for the 2019 Summer Reading Program. The theme is “A Universe of Stories.”
  - Kakuske distributed media statistics comparing the 1<sup>st</sup> quarter of 2018 to the 1<sup>st</sup> quarter of 2019.
  - Regarding staffing, Kakuske reported that Shauwn Rosendale is the new Technical Support Specialist and that the Technical Services Acquisitions/Cataloger and the Sister Bay/Liberty Grove Circulation Assistant positions have been posted.
  - Kakuske announced that upcoming meetings include a joint meeting with the Miller Art Museum Board and Library Board, and the August Library Board meeting will be held August 5<sup>th</sup>, due to the county budget schedule.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Jensen provided a report of Miller Art Museum activities from a report provided by Beth Meissner-Gigstead.
  - Helen del Guidice, the new curator for the museum, started on June 10<sup>th</sup>, 2019.
  - The current exhibit runs through Monday, July 22. It is entitled, “Alicia Czechowski: Beyond the Painted Surface.”
  - The next exhibit will begin with an opening reception on July 27<sup>th</sup> and is entitled, “Extraordinary Things: Wisconsin Surrealism in the Permanent Collection.”

**ARCHIVES:** Kakuske advised the board of the Door County Library receiving a NFLS Library Improvement and Innovation grant which will fund audio equipment kits to be used for Oral History for each of the library branches and one for archives. The equipment will also be used for programming purposes.

***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**

---

Kakuske provided the following information to the board regarding the library taking over the archives.

- The archives will only include historical or manuscript records, not public records.
- The proposed plan includes an Archive/Museum Manager and an Assistant Archivist.
- Current library staff may help support the archives, but the archive manager will do their own marketing and social media duties.
- The Library Director will not manage the archives but will administer the archives. It will be run similar to a branch library.
- The archives manager will provide archives information for the monthly Library Board Meetings.
- There will be two separate budgets, one for the library and one for the archives/museum. Both would come under the library budget, but the library board would oversee the library budget and the museum oversight committee would oversee the museum budget.

Motion by Norton, second by Bacon to approve that the Door County Library take over the administration of the Archives. Motion carried.

**AUTHOR VISITS, BOOK SALES:** Kakuske reviewed the requests of two authors to sell their books at upcoming events in Egg Harbor and Sister Bay. Motion by Jackson, second by Bowers to approve the sale of books by authors at upcoming events as presented. Motion carried.

**MISSION, VISION, VALUES STATEMENTS:** Kakuske distributed drafts of revised mission, vision and value statements. The board discussed various versions and changes to the statements. Kakuske asked board members to provide their final comments on the statements presented prior to the next meeting at which time final versions of the statements will be decided on.

**FOUNDATION MEMBER TERM EXTENSIONS:** Motion by Jackson, second by Bowers to confirm the term extensions of Foundation Board Members, Laurel Hauser and Gayle Gulley to July 2022. Motion carried. Motion by Avenson, second by Norton to approve Laurel Hauser as the Vice President of the Door County Library Foundation. Motion carried.

**ELECTION OF OFFICERS:** Motion by Norton, second by Jackson to elect the following slate of officers which includes: Bob Dickson as President, Bridget Bowers as Vice President, and Megan Lundahl as Treasurer. Motion carried. Motion by Jackson, second by Avenson to nominate, close nominations and elect Nissa Norton as Secretary. Motion carried.

Motion by Bowers second by Jackson to accept the MONETARY DONATIONS received in May 2019 for \$677.84. Motion carried.

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

Motion by Bowers, second by Norton to APPROVE PREPAID OPERATING EXPENSES for June 2019 in the amount of \$190.49. Motion carried.

***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**

---

Motion by Jackson, second by Norton to APPROVE OPERATING EXPENSES for June 2019 in the amount of \$ 100,368.51. Motion carried.

Motion by Norton, second by Jackson to APPROVE MEMORIAL BILLS for June 2019 in the amount of \$4,001.75 as presented. Motion carried.

Per Diem code for this meeting is 744.

Motion by Jackson, second by Bacon, for ADJOURNMENT. Motion carried. The meeting was adjourned at 12:30 pm.

## Donations.xlsx

<b>2019</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Jun-19</b>	Book Sale - Forestville Library		61.55	
<b>Jun-19</b>	Donations to Egg Harbor Library		550.00	
<b>Jun-19</b>	Donation to Forestville Library		20.00	
<b>Jun-19</b>	Donation to Sister Bay/Liberty Grove Library		400.00	
<b>Jun-19</b>	Donation to Washington Island Library		100.00	
<b>Jun-19</b>	Altrusa Back to School Fair Donation	Directly from Altrusa	1,000.00	
				<b>2,131.55</b>