

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, August 5th, 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 July 15, 2019.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Events – Summer Library Programming Update
 2. General – DC Library Certificate of Recognition, 2019 Initiatives Update, Grant Update
 3. Statistics – Circs & Renewals, People Count, Wireless, A Books, E Books, Videos, Hoopla, Social Media, Website
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Foundation Board Functions.
7. 2020 Budgets.
8. Food for Fines.
9. Mission, Vision and Values.
10. Donations.
11. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
12. Approval of Prepaid Operating Expenses.
13. Approval of Operating Expenses.
14. Approval of Memorial Bills.
15. Meeting Per Diem Code.
16. 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

July 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 Bridget Bowers, Megan Lundahl, Mary Jackson, Helen Bacon and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead – Miller Art Museum Executive Director, and Kay Jensen – Administrative Assistant also attended. Kelly Avenson was absent. Ken Pabich entered at 5:15 pm and left at 5:30 pm. The following Miller Art Museum Operations Board members arrived at 5:30 pm and remained for the duration of the meeting: Sam Burris, Miriam Erickson, Jim Vander Heiden, Bill Parsons, Kristi Roenning, Cheryl Stidwell Parker, Jacqueline Szczysanski and Hermke Timm.

Motion by Dickson second by Lundahl for APPROVAL OF AGENDA. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: Kakuske advised the board of correspondence she received regarding our Planetarium program from someone whose child was asked not to participate due to their age. Kakuske addressed the problem and it was decided that all children’s programs will have appropriate ages listed on our program materials.

Meissner Gigstead informed the board of a patron who complained about the railings in the Miller Art Museum when visiting with his grandchild. This was up to code at the time the building was completed, but will be addressed and taken care of with any future remodel/renovation project involving the building. In the meantime, some cautionary signage is being discussed.

Motion by Bowers, second by Norton, for APPROVAL OF THE MINUTES OF THE MEETING of June 17, 2019. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported on the wonderful response we’ve had for our Summer Reading Program – “A Universe of Stories.”
 - Kakuske informed the board about a trustee vacancy on the Door County Library Foundation. The Foundation hopes to find a new trustee with a financial and/or legal background. She asked board members for any suggestions they might have.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported that their next exhibit will open on July 27, 2019. It is entitled, “Extraordinary Things: Wisconsin Surrealism in the Permanent Collection.”
 - Meissner-Gigstead reminded board members of their “Art and Treasure Sale.” It will run from August 3 – 17, 2018, and donations are welcome.

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POSITION REFILL, AND SUBSEQUENT VACANCY: Kakuske advised the board that the open position of Circulation Assistant at the Sister Bay/Liberty Grove Branch will be filled soon. A Page position needs to be refilled. Motion by Lundahl, second by Jackson to refill the part time Page position at the Sister Bay/Liberty Grove Branch Library and any subsequent open position. Motion carried.

2020 BUDGETS: Kakuske provided and reviewed the proposed 2020 budgets for County, City/County, and Revenues. She identified the accounts that are changing from 2019 to 2020, which are very few accounts. She asked the board to review them and let her know if they have any questions or suggestions for the 2020 budgets. The budgets will be brought to the next library board meeting on August 5, 2019 for final approval.

Motion by Dickson second by Bowers to accept the MONETARY DONATIONS received in June 2019 for \$2,131.55. Motion carried.

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

Motion by Bacon, second by Norton to APPROVE PREPAID OPERATING EXPENSES for July 2019 in the amount of \$216.01. Motion carried.

Motion by Bowers, second by Norton to APPROVE OPERATING EXPENSES for July 2019 in the amount of \$15,343.53. Motion carried.

Motion by Norton, second by Jackson to APPROVE MEMORIAL BILLS for July 2019 in the amount of \$1,714.62 as presented. Motion carried.

MILLER ART MUSEUM OPERATIONS BOARD: Library Board President, Bob Dickson, welcomed the Miller Art Museum Operations Board to the meeting. Kakuske and Meissner-Gigstead provided information on the history of the Library and Museum's partnership and a planning timeline regarding the exploration of renovation/new construction for the Sturgeon Bay Branch Library and Museum. They also reviewed what the library and museum do, and then provided a vision of what a 21st Century Library and Modern Art Museum would look like.

Vander Heiden asked those present for the pros and cons in regard to continuing the Library and Museum partnership. The pros identified were: a community center, a cultural center and fundraising potential. The cons identified were: Concern about the current building and not excited about the designs. Discussion followed. Motion by Lundahl, second by Bacon that the Door County Library and the Miller Art Museum move forward together and continue their partnership. Motion carried.

Each meeting participant voiced their excitement about the continuation of this partnership, agreeing to shape our vision together and keep the energy going. It was agreed that Timm voiced it well when he said the following: "The Door County Library is the heart of the community and the Miller Art Museum is the soul of the community."

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Per Diem code for this meeting is 451.

Motion by Jackson, second by Lundahl, for ADJOURNMENT. Motion carried. The meeting was adjourned at 7:15 pm.

Donations.xlsx

2019	Donor	in the name of	Donation	Total
Jul-19	Book Sale - Ephraim Library		1,318.10	
Jul-19	Book Sale - Baileys Harbor Library		130.00	
Jul-19	Materials - Forestville		759.28	
Jul-19	NFLS - Continuing Ed.		247.50	
Jul-19	Friends Grant - Movie Licensing Fee		1,588.00	
Jul-19	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	88.00	
Jul-19	Friends of the Door Co Libraries (Ann.Donations)		2,700.00	
Jul-19	NFLS - Oral History Project		4,369.50	
				11,200.38