

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, September 16, 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 August 5, 2019.
5. Reports –
 - A. Director’s Report – Library Operations.
 1. Events – September Programming
 2. General – Library Foundation By-Laws highlights, ILS Merger, New Timekeeping Software, Agenda format
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Position Refill and Subsequent Vacancy.
7. Authors Book Sales.
8. 2020 Budgets.
9. Donations.
10. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
11. Approval of Prepaid Operating Expenses.
12. Approval of Operating Expenses.
13. Approval of Memorial Bills.
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

August 5, 2019

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:05 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, Kelly Avenson and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead – Miller Art Museum Executive Director, and Kay Jensen – Administrative Assistant also attended.

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

PUBLIC PARTICIPATION/CORRESPONDENCE: Kakuske reported that she received an email from some visitors thanking the Library and the Miller Art Museum for the awesome jazz music and great display of artwork, and that they will definitely make a return trip the next time they visit the area. Bowers reported on some great collaboration and a very successful Altrusa Back to School Fair.

Motion by Lundahl, second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETING of July 15, 2019. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske provided an update on the Summer Reading Program and reported that a new programming spreadsheet has been developed to provide statistics for the Summer Reading Program and all programming. The new spreadsheet began to be used in June 2019. She identified participation numbers from various programs that were held at the branch libraries during the month of June.
 - Kakuske recommended that a Door County Library Certificate of Recognition be developed to acknowledge those who give of themselves to make our libraries better places. She proposes that Barbara Bicker be the first to receive this. Since 2005, Barbara has given over \$24,000 to the library through the sales of her ornaments at the Fish Creek branch, and she is retiring this fall. The board agreed with this suggestion and Kakuske will have Morgan Mann create the certificate.
 - Kakuske provided an update on the 2019 Initiatives. Some of those mentioned included: Library Card Sign Up Month, National Friends of the Library Week, Picture Book Month, Children’s Book Week, International Games Week, NaNoWriMo, Food for Fines and National Write a Business Plan Month.
 - Kakuske announced the receipt of an Improvement and Innovation Grant from the Nicolet Federated Library System for “Door County Speaks – A Library Oral History Initiative.” The grant will pay for oral history kits for each branch. Another highly competitive IMLS grant to which we sent a proposal, was awarded to 30 other libraries around the Country.
 - Kakuske reviewed the following statistics comparing January - June 2018 to January-June 2019: Circs and Renewals, People Count, Wireless, A Books, E Books, Videos, Hoopla, Social Media and Website.

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- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported that their new exhibit, “Extraordinary Things: Wisconsin Surrealism in the Permanent Collection,” began on July 27th. She also announced that an article about the exhibit will be in the next Door County Living magazine.
 - Meissner-Gigstead informed the board that the “Art and Treasure Sale” is now in progress through August 17th.

FOUNDATION BOARD FUNCTIONS: Kakuske reported that the current Door Co. Library Foundation Board has been looking at the interpretation of their by-laws and discussing changes made to their function. Two areas that have been specifically mentioned are adding members to their board, which currently has 5 members, and fundraising. The majority of library board members did voice that they thought more members would be a good idea. The library board requested that the By-Laws of the Door Co. Library Foundation be brought to a future library board meeting for discussion. They also requested that the Door Co. Library Foundation board members provide the recommended changes they want to the library board and that current needs versus past needs be discussed.

2020 BUDGETS: Kakuske provided and reviewed the proposed 2020 budgets for County, City/County, and Revenues. She identified the accounts that were revised since the July 2019 meeting. Motion by Avenson, second by Jackson to recommend that the 2020 Library budget expenses and revenues be approved as follows: County – \$1,504,820, City/County – \$166,746, and Revenues – \$117,043. Motion carried.

FOOD FOR FINES: Kakuske reviewed and explained how a “Food For Fines” event would work. She proposed that the event take place the week of November 18 – 23, 2019, right before Thanksgiving. Patrons would be invited to bring in non-perishable items in exchange for fine removal. One non-perishable item would be equal to \$1.00 off of fines, with a maximum fine removal of \$5.00 for five non-perishable items. She proposed that all branches take part in this event and that the non-perishable items be distributed to pantries in both northern and southern Door County. Motion by Jackson, second by Avenson to proceed with a “Food for Fines” event the week of November 18 – 23, 2019, as presented. Motion carried.

MISSION, VISION AND VALUES: Kakuske distributed and reviewed the latest version of the Mission, Vision and Values. It was decided to remove the bulleted items and make a very small change to the Mission and Motto. Motion by Jackson, second by Bowers to approve the Mission & Motto and the Vision & Values as amended. Motion carried.

Motion by Dickson second by Norton to accept the MONETARY DONATIONS received in July 2019 for \$11,200.38. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm at the Sturgeon Bay Library on September 16, 2019.

Motion by Norton, second by Jackson to APPROVE PREPAID OPERATING EXPENSES for August 2019 in the amount of \$2,465.58. Motion carried.

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Motion by Lundahl, second by Bowers to APPROVE OPERATING EXPENSES for August 2019 in the amount of \$11,383.78. Motion carried.

Motion by Bowers, second by Dickson to APPROVE MEMORIAL BILLS for August 2019 in the amount of \$2,172.43 as presented. Motion carried.

Per Diem code for this meeting is 572.

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

Donations.xlsx

2019	Donor	in the name of	Donation	Total
Aug-19	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	505.00	
Aug-19	Donation to Fish Creek Library	For Wall St. Journal	200.00	
Aug-19	Book Sale - Fish Creek Library		253.00	
Aug-19	Book Sale - Egg Harbor Library		82.35	
Aug-19	Donation to Ephraim Library	In memory of Betty Aik	65.00	
Aug-19	NFLS - Continuing Ed.		292.50	
Aug-19	Book Sale - Baileys Harbor Library		270.00	
				1,667.85