

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, October 21, 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 September 16, 2019.
5. Reports –
 - A. Director’s Report – Library Operations.
 1. Events – Summer Reading Program Wrap up, Programming
 2. General – WLA Conference, Patron Issue
 3. Statistics – Circs and Renewals, People Count, Wireless
 4. Staffing Update

 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Position Refill and Subsequent Vacancy.
7. Additional Hours.
8. 2020 Budgets.
9. 2020 Closed Hours.
10. Out of County Travel.
11. Donations.
12. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place. Discussion only.
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

September 16, 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, 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. Mary Jackson was excused.

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

PUBLIC PARTICIPATION/CORRESPONDENCE: Kakuske informed the board that she received an email voicing an opinion about the personnel change at the Egg Harbor Branch Library.

Motion by Norton, second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETING of August 5, 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 following: September programming, Library Card Sign Up Month, book sales, book discussions, Katie Dahl - LibraryLIVE @ the Miller, and upcoming author programs.
 - Kakuske provided highlights of the Door County Library Foundation By-Laws. This information included their purpose, the board of directors and officers, and what the Door County Library Foundation needs to provide to the library board on a regular basis.
 - Kakuske reported on the ILS Merger. Due to budget difficulties, this decision will not be completed this year. She will continue to keep the board posted on this decision.
 - Kakuske advised the library board of the new time-keeping system for county employees. September 22nd is the start date.
 - Kakuske reported on the library’s agenda format, stating that the library follows the format of other county committees. It was noted that agenda items can be acted upon unless the words “discussion only,” are indicated with the agenda item.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported that the Miller Art Museum is a partner in the Chalk The Bay Event to be held on September 21st. Three professional chalk artists from Iowa, Wisconsin and Michigan will be featured at the event.
 - Meissner-Gigstead invited the library board to the opening reception of their next exhibit on September 21st. The exhibit, entitled, “Wildlife Biennial XIX,” features artists who celebrate living creatures in Wisconsin’s natural environment and throughout the world.
 - Meissner-Gigstead invited library board members to their upcoming fundraiser which

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- is “Hobnob with the Hobbits – A Middle Earth Experience.” The event will take place on September 30th, from 5:00 to 8:30 pm at Door County’s iconic dome home.
- Meissner-Gigstead informed the library board of two author readings at the museum coming up in October.

POSITION REFILL AND SUBSEQUENT VACANCY: Kakuske reviewed the Position Refill for the Interim Branch Manager at the Egg Harbor Library. Kakuske recommended that the current employee filling this position has been filling it since August 7th, and this will allow for her to be paid commensurate with the duties she is performing. This will also enable the library to refill the regular position if it becomes available in the future. Motion by Bacon, second by Norton to refill the Interim Branch Manager position and subsequent vacancy at the Egg Harbor Library. Motion carried.

AUTHOR BOOK SALES: Kakuske reviewed the requests of authors/artists to sell their books/merchandise at upcoming events at our branch libraries. Motion by Norton, second by Bowers to approve the sale of books/merchandise by authors/artists at upcoming events as presented. Motion carried.

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 August 2019 meeting. Motion by Dickson, second by Norton to recommend that the 2020 Library budget expenses and revenues be approved as follows: County – \$1,502,320, City/County – \$166,746, and Revenues – \$117,043. Motion carried.

Motion by Dickson second by Norton to accept the MONETARY DONATIONS received in August 2019 for \$1,667.85. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm at the Sturgeon Bay Library on October 21, 2019.

Motion by Norton, second by Bowers to APPROVE PREPAID OPERATING EXPENSES for September 2019 in the amount of \$10,100.73. Motion carried.

Motion by Lundahl, second by Norton to APPROVE OPERATING EXPENSES for September 2019 in the amount of \$20,902.23. Motion carried.

Motion by Bowers, second by Avenson to APPROVE MEMORIAL BILLS for September 2019 in the amount of \$11,072.91 as presented. Motion carried.

Per Diem code for this meeting is 987.

Motion by Avenson, second by Lundahl, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:05 pm.

Donations.xlsx

2019	Donor	in the name of	Donation	Total
Sep-19	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	236.00	
Sep-19	Donations to Sister Bay/Liberty Grove Library	In Memory of Virginia Phelan	155.00	
Sep-19	Book Sale - Fish Creek Library		110.00	
Sep-19	Donation to Washington Island Library		50.00	
Sep-19	Donation to Baileys Harbor Library		22.49	
Sep-19	Friends Grant - BookPage		1,728.00	
				2,301.49