

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, November 18, 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 October 21, 2019.
5. Reports –
 - A. Director’s Report – Library Operations.
 1. Events – December
 2. General – Food for Fines, Patron Issue, 2020 Budget, Foundation Minutes
 3. Statistics – A & E Books, Videos, and Hoopla
 4. Staffing Update

 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Open Hours: Sister Bay/Liberty Grove.
7. Continuing Education.
8. Position Refill and Subsequent Vacancy.
9. Beverage Requests.
10. Donations.
11. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place. Discussion only.
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

October 21, 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 Megan Lundahl, Helen Bacon, Mary Jackson, 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 and Bridget Bowers were excused.

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

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

Motion by Bacon, second by Lundahl, for APPROVAL OF THE MINUTES OF THE MEETING of September 16, 2019. Motion carried.

REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported on the very successful Summer Reading Program. She provided participation statistics to the board.
 - Kakuske provided a brochure to the board summarizing upcoming programming.
 - Kakuske provided information on the upcoming “Food for Fines” event which was approved by the Library Board at the August 2019 meeting. The event will take place at all library branches the week of November 18 – 23, 2019.
 - Kakuske informed the board that she and two staff members recently attended the Wisconsin Library Association Annual Conference in Wisconsin Dells. She provided a summary of the conference sessions that she attended.
 - Kakuske updated the library board on a patron issue at the Sturgeon Bay Branch. The continued issues resulted in the permanent banning of the patron. The Library Board agreed that it was the correct action to take.
 - Kakuske provided the following statistics to the board comparing the first three quarters of 2018 to the first three quarters of 2019: Circs and Renewals, People Count and Wireless.
 - Kakuske informed the board that the Library Page positions have been filled at the Sturgeon Bay and Sister Bay/Liberty Grove Branch Libraries.

- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported that the Miller Art Museum’s current exhibit will end on Monday, November 4th. Their last exhibit for 2019 will be the 44th Juried Annual Show which will open on November 9, 2019.
 - Meissner-Gigstead informed the board that they have a new exhibit upstairs in the museum and it will be changed quarterly. New acquisitions and artwork from the

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Lois Bauer estate are currently in this new exhibition area.

- Meissner-Gigstead reported on the very successful “Hobnob with the Hobbits” fundraising event. Over 80 people attended the event and just under \$20,000 was raised.
- Meissner-Gigstead reported that the Annual Volunteer Recognition Luncheon will be held November 13, 2019.

POSITION REFILL AND SUBSEQUENT VACANCY: Kakuske reviewed the Position Refill for the Maintenance Technician at the Sturgeon Bay Library. Motion by Norton, second by Jackson to refill the Maintenance Technician position and subsequent vacancy at the Sturgeon Bay Library. Motion carried.

ADDITIONAL HOURS: Kakuske informed the board that the Sister Bay/Liberty Grove Library would like to have their library open 6 days a week instead of closing on Thursdays for the winter months. The Sister Bay Library Commission has agreed to fund the additional hours beginning immediately and for 2020. The funding for 2019 totals \$3,000.00 and for 2020, \$6,000.00. Motion by Dickson, second by Norton to approve the additional hours at the Sister Bay/Liberty Grove Library as presented. Motion carried.

Kakuske informed the board that the Egg Harbor Library would like additional open hours. The amount of additional funding agreed to by the County and the Village of Egg Harbor for these hours is \$4,500.00. Where the hours will be added is to be determined, but is expected to allow for some Thursday hours and some overlapping of staff members during peak hours. Motion by Lundahl, second by Dickson to approve the additional hours at the Egg Harbor Library as presented, and that it be contingent on securing the \$4,500.00 in funding. Motion carried.

2020 BUDGETS: Kakuske stated that revisions to the 2020 budgets, as a result of the additional hours at the Egg Harbor Library and the Sister Bay/Liberty Grove Library, need to be approved by the Library Board. She provided a handout and identified the accounts that were revised. Motion by Lundahl, second by Jackson to recommend that the 2020 Library budget revisions of expenses and revenues be approved as follows: County – \$1,512,820, and Revenues – \$127,543. Motion carried.

2020 CLOSED HOURS: Kakuske reviewed the following hours that are being recommended as closed hours for 2020.

Memorial Day	Monday, May 25th	Closed
Independence Day	Saturday, July 4 th	Closed
Labor Day	Monday, Sept. 7th	Closed
Thanksgiving Day	Thursday, Nov. 26th	Closed
Day after Thanksgiving	(Library remains open)	(Staff takes a personal holiday during calendar yr)
Christmas Eve & Day	Thursday, Dec. 24th and	Friday, Dec. 25 th – all Branches Closed
New Year’s Eve	Thursday, Dec. 31 st	This is not a paid holiday.... Close at 5:00 pm – all Branches that are open on Thurs. and would have been open after 5pm will close at 5 pm - STR & EPH

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New Year's Day Friday, Jan. 1, **2021** Closed

Moved by Norton second by Bacon to accept the closed hours as presented. Motion carried.

Kakuske recommended that all branch libraries be closed for one day in 2020 for an all-day staff training session. She suggested that a day in May 2020 might work well as it would be before the busy summer months. Moved by Lundahl, second by Jackson to approve closing all branch libraries for one day in 2020 for staff training on a date to be determined. Motion carried.

OUT OF COUNTY TRAVEL: Kakuske reviewed the travel request for herself, Beth Lokken and Lori Nelson to attend the Wisconsin Library Association Annual Conference, October 8 - 11, 2019, in Wisconsin Dells, Wisconsin. Motion by Lundahl, second by Norton to approve the Out of County Travel Request as presented. Motion Carried.

Kakuske reviewed the travel request for Archivist, Steven Rice to attend the Wisconsin Historical Society Conference, October 25-26, 2019, in Lake Geneva. Motion by Jackson, second by Bacon to approve the Out of County Travel Request as presented. Motion Carried.

Motion by Dickson second by Jackson to accept the MONETARY DONATIONS received in September 2019 for \$2,301.49. Motion Carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm at the Sturgeon Bay Library on November 18, 2019.

Motion by Jackson, second by Bacon to APPROVE PREPAID OPERATING EXPENSES for October 2019 in the amount of \$7,924.51. Motion carried.

Motion by Lundahl, second by Dickson to APPROVE OPERATING EXPENSES for October 2019 in the amount of \$28,654.42. Motion carried.

Motion by Norton, second by Jackson to APPROVE MEMORIAL BILLS for October 2019 in the amount of \$9,691.94 as presented. Motion carried.

Per Diem code for this meeting is 321.

Motion by Jackson, second by Bacon, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:14 pm.

Donations.xlsx

2019	Donor	in the name of	Donation	Total
Oct-19	Book Sale - Baileys Harbor Library		782.00	
Oct-19	Book Sale - Fish Creek Library		110.00	
Oct-19	Book Sale - Egg Harbor Library		343.98	
Oct-19	Donations to Sister Bay/Liberty Grove Library	In Memory of Virginia Phelan	1,490.00	
Oct-19	Donation to Baileys Harbor Library	In Memory of Art Hopper	25.00	
Oct-19	Donation to Sister Bay/Liberty Grove Library		150.00	
Oct-19	Friends - Hoopla		3,250.00	
Oct-19	Friends Grant - Summer Reading Program (#2)		1,376.44	
Oct-19	Book Sale - Egg Harbor Library		1,014.70	
Oct-19	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	340.00	
Oct-19	DC Reads 2020 Friends Grant (for books)		4,450.00	
Oct-19	Friends Grant - Altrusa Back to School Fair		1,700.00	
Oct-19	Friends Grant - Library Live @ the Miller		900.00	
				15,932.12