

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, December 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 November 18, 2019.
5. Reports –
 - A. Director’s Report – Library Operations.
 1. Events – January
 2. General – Food for Fines, Archives and Museum Update, 2020 Census, Staff Training
 3. Policies – Unattended Children - Discussion
 4. Staffing Update

 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
6. Donations.
7. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place. Discussion only.
8. Approval of Prepaid Operating Expenses.
9. Approval of Operating Expenses.
10. Approval of Memorial Bills.
11. Meeting Per Diem Code.
12. 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

November 18, 2019

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:03 P.M. at the Sturgeon Bay Branch of the Door County Library by Vice-President Bridget Bowers. Board members Megan Lundahl, Mary Jackson, 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. Bob Dickson and Helen Bacon were excused.

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

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

Motion by Lundahl, second by Norton, for APPROVAL OF THE MINUTES OF THE MEETING of October 21, 2019. Motion carried.

REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported on upcoming December events.
 - Kakuske informed the board that Carl Scholz and Carl Mengert, two longtime library supporters and Library Foundation directors, will be recognized at the LibraryLIVE@the Miller event on December 14th at 1:00 pm.
 - Kakuske reported that the Food for Fines week will run from November 18 – 23, at all branches.
 - Kakuske reported that the recent banning of a patron from the Sturgeon Bay Library has become a system wide problem. Discussion followed. Motion by Norton, second by Jackson, to ban the patron from all Door County Library branches and that if the patron is seen at any of the libraries or the vicinity of the libraries that law enforcement be called. Motion carried.
 - Kakuske reported that the Library's 2020 budget has been passed without any changes.
 - Kakuske advised the board that they will now be receiving approved Door County Library Foundation minutes. The minutes from the Foundation's 9-24-19 meeting was provided to the board.
 - The following quarterly statistics were provided to the board: A & E Books, Videos and Hoopla. It was noted that many patrons are using our digital resources and this is continuing to rise.
 - Kakuske reported that our new technology staff member has completed his probationary time and has been recommended for regular employment status. She also reported on the receipt of a resignation letter from a Circulation Assistant/Sub staff member. Also, the Maintenance Technician position closed and interviews will be scheduled soon.

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- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported that they had a very successful opening reception for their 44th Juried Annual Exhibit. The exhibit will go through December 30th. It involves 48 pieces and 37 artists.
 - Meissner-Gigstead reported that 60 volunteers attended their annual Volunteer Recognition event at Stone Harbor. Special recognition was given to Ruth Scholz, a long term volunteer who recently retired from volunteering at the museum.
 - Meissner-Gigstead informed the board of the upcoming Art Crawl which they are a sponsor of. The Art Crawl runs from November 22 – 24th.

OPEN HOURS - SISTER BAY/LIBERTY GROVE: Kakuske reported that the Sister Bay/Liberty Grove Branch would like to extend their hours to 7:00 pm on November 29th for their Stories with Santa event. Motion by Norton, second by Bowers to approve the additional hours at the Sister Bay/Liberty Grove Branch as presented. Motion carried.

CONTINUING EDUCATION: Kakuske invited Archival Researcher, Steven Rice, to the meeting to provide a brief summary of the 2019 Local History and Historic Preservation Annual Conference which he recently attended. Highlights of the conference included: a Public Records Workshop, attending a session with Troy Reeves the Head of UW-Madison's Oral History Program and Katie Nash, who manages UW-Madison's Archives, and a session about moving collections from the Waukesha Library. All of the sessions he attended were very relevant to what we are doing at the Door County Library with archival activities.

POSITION REFILL AND SUBSEQUENT VACANCY: Kakuske informed the board that she has received a resignation letter from a Circulation Assistant. She reviewed the Position Refill for this position. She informed the board that this position is a sub position and can involve working at all of the Door County Library branches. Motion by Norton, second by Jackson to refill the Circulation Assistant position and subsequent vacancy as presented. Motion carried.

BEVERAGE REQUESTS: Kakuske reviewed the beverage requests for Door County Reads 2020 Events. The events would take place at Door County Brewing Company, Starboard Brewing Company and the Kress Pavilion. Motion by Norton, second by Lundahl to grant permission of beverage requests for Door County Reads Events as presented. Motion carried.

Motion by Bowers second by Norton to accept the MONETARY DONATIONS received in October 2019 for \$15,932.12. Motion Carried.

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

Motion by Jackson, second by Norton to APPROVE PREPAID OPERATING EXPENSES for November 2019 in the amount of \$282.90. Motion carried.

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Motion by Lundahl, second by Norton to APPROVE OPERATING EXPENSES for November 2019 in the amount of \$27,948.53. Motion carried.

Motion by Norton, second by Bowers to APPROVE MEMORIAL BILLS for November 2019 in the amount of \$3,970.89 as presented. Motion carried.

Per Diem code for this meeting is 420.

Motion by Avenson, second by Norton, for ADJOURNMENT. Motion carried. The meeting was adjourned at 5:55 pm.

Donations.xlsx

2019	Donor	in the name of	Donation	Total
Nov-19	Donation to Ephraim Library for magazines		250.00	
Nov-19	Donation to Washington Island Library		100.00	
				350.00