

---

## DOOR COUNTY LIBRARY BOARD MEETING

---

**Date of Meeting:** Monday, February 17, 2020

**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 January 20, 2020.
5. Reports –
  - A. Director’s Report – Library Operations.
    1. Events – March
    2. General – Bills, Staffing Update, Strategic Plan Notes
    3. Statistics – Media
  - B. Miller Art Museum Report - MAM Operations.
    1. Announcements
    2. Events
    3. Handouts
  - C. Archives Report - Update
6. State Annual Report - 2019.
7. NFLS Collection Development Grant.
8. Donations.
9. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place. Discussion only.
10. Approval of Prepaid Operating Expenses.
11. Approval of Operating Expenses.
12. Approval of Memorial Bills.
13. Meeting Per Diem Code.
14. 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**

---

January 20, 2020

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 Helen Bacon, Bridget Bowers, Megan Lundahl, 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 was absent.

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

PUBLIC PARTICIPATION/CORRESPONDENCE: Bacon provided a brochure from the Door County Seed Library.

Motion by Bowers, second by Jackson, for APPROVAL OF THE MINUTES OF THE MEETING of December 16, 2019. Motion carried.

### REPORTS:

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
  - Kakuske reported that Door County Reads 2020 will kick off on January 25<sup>th</sup> and she distributed a flyer of all the events that will take place and summarized some of the highlights.
  - Kakuske informed the board about a “Pay It Forward” program she would like to roll out in conjunction with Random Acts of Kindness day in February. The program would involve paying for fines of others. She proposes that the program run from February 14 – 29, 2020. The board concurred with this program and were enthusiastic about it.
  - Kakuske provided a staffing update including the following staff.
    - Tim Clark retired on 1-10-2020, and his replacement Mark Nielson started on 12-30-2019.
    - Jaime Jorns was promoted from the Page position to the Circulation Assistant position, and the open Page position has been posted.
  - Kakuske provided year end comparative statistics for people count, circulation and renewals, and wireless.
- **MILLER ART MUSEUM (MAM) REPORT:**
  - Meissner-Gigstead announced that the opening reception for their current exhibit was held last weekend. The exhibit is entitled “Textile Tableau” and features the exploration of painting with fibers.
  - Meissner-Gigstead provided information on some paintings/exhibits on their mezzanine level including Gerhard Miller’s work desk.
  - Meissner-Gigstead reported that their “Second Thursday Program” will start back up in February 2020.

***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**

---

**PURCHASE OF SERVICE CONTRACT:** Motion by Norton, second by Bacon, to approve the 2020 Purchase of Service Agreement with the Miller Art Museum Foundation as presented. Motion carried.

**FOUNDATION – NEW MEMBER:** Motion by Lundahl, second by Bowers to confirm the appointment of Karen Lambeck to the Door County Library Foundation Board. Motion carried.

Motion by Norton second by Jackson to accept the **MONETARY DONATIONS** received in December 2019 for \$2,877.44. Motion Carried.

The **NEXT MEETING-DATE & TIME** is set for 5:00 pm at the Sturgeon Bay Library on February 17, 2020.

Motion by Bowers, second by Lundahl to **APPROVE PREPAID OPERATING EXPENSES** for January 2020 (for 2019 budget) in the amount of \$2,288.62. Motion carried.

Motion by Lundahl, second by Norton to **APPROVE OPERATING EXPENSES** for January 2020 (for 2019 budget) in the amount of \$15,231.46. Motion carried.

Motion by Jackson, second by Bowers to **APPROVE OPERATING EXPENSES** for January 2020 (for 2020 budget) in the amount of \$12,483.80. Motion carried.

Motion by Norton, second by Jackson to **APPROVE MEMORIAL BILLS** for January 2020 in the amount of \$9,855.46 as presented. Motion carried.

Motion by Dickson, second by Norton, to adjourn to **EXECUTIVE SESSION PER WISCONSIN STATUTE 19.85 SUBSECTION (1)(C) AND SUBSECTION (2) FOR THE PURPOSE OF DISCUSSING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF PUBLIC EMPLOYEES OVER WHOM THE BOARD HAS JURISDICTION OR EXERCISES RESPONSIBILITY.**

A. Annual Evaluation – Library Director.

Motion carried by roll call vote. Dickson-aye, Jackson-aye, Norton-aye, Bowers-aye, Bacon-aye and Lundahl-aye.

Meeting adjourned to **CLOSED SESSION** at 5:45 P.M.

Moved by Norton, second by Jackson to reconvene in **OPEN SESSION**. Motion carried by roll call vote. Dickson-aye, Jackson-aye, Bowers-aye, Norton-aye, Bacon-aye, and Lundahl-aye.

**MEETING RECONVENED TO OPEN SESSION** at 6:12 P.M.

Motion by Norton, second by Jackson to approve the Annual Evaluation of the Library Director and place it on file. Motion carried.

*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**

---

Per Diem code for this meeting is 517.

Motion by Jackson, second by Bowers, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:15 pm.

<b>2020</b>	<b>Donor</b>	<b>in the name of</b>	<b>Donation</b>	<b>Total</b>
<b>Jan-20</b>	Donations to Sister Bay/Liberty Grove Library		196.00	
	Donation - Cordon - Music Series		1,500.00	
	Donation for DC Reads 2020 - from Rotary Club		500.00	
	Donation from LWV for Movies		236.00	
	Donation to Fish Creek Library from craft sales	Donor - B. Bicker	560.00	
	Book Sale - Sister Bay/Liberty Grove Library		125.00	
	Book Sale - Baileys Harbor Library		200.00	
	Donation to Baileys Harbor Library		100.00	
	Donation to Fish Creek Library	In memory of Dorothy Sumnicht	135.00	
				<b>3,552.00</b>