
DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, March 16, 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 February 17, 2020.
5. Reports –
 - A. Director’s Report – Library Operations.
 1. Events – April
 2. General – policy review, culture pass, staff update, State Annual Report
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
 - C. Archives Report – Update.
6. Materials Management Policy.
7. County Annual Report - 2019.
8. Beverage Requests.
9. Position Refill and Subsequent Vacancy.
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

February 17, 2020

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:00 P.M. at the Sturgeon Bay Branch of the Door County Library by President Bob Dickson. Board members Helen Bacon, Bridget Bowers, Megan Lundahl, and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead – Miller Art Museum Executive Director, and Kay Jensen – Administrative Assistant. Ken Pabich – County Administrator and Steven Rice – Archives Researcher also attended for a portion of the meeting regarding Archives. Mary Jackson was excused. Kelly Avenson was absent.

Motion by Dickson second by Bowers for APPROVAL OF AGENDA to include amending it to move the Archives Report to the beginning of the meeting. Motion carried.

- **ARCHIVES REPORT:**
 - Kakuske updated the board on what has been done so far with the archives and the Younkens property on 4th Avenue.
 - Pabich reviewed drawings of the Younkens building which were provided by Engberg Anderson Architects. He spoke about the location of the current and future archive storage, about the climate controlled areas of the building, and about some space being used as a business incubator. He informed the board that the Facilities and Parks Committee has approved the concept and it will go to the County Board next week. Discussion followed. Motion by Bowers, second by Bacon to approve the concept of the Door County Archives project as presented and forward it to the County Board. Motion carried.
 - Rice provided an overview of the Door County Speaks project and Oral History Kits, which will be available at all 8 branches for check out. He will be providing training sessions for the Oral History Kits in the near future. Plans are also in place to give presentations about the Oral History Kits at the Wisconsin Library Association and the Wisconsin Historical Society's Annual Conferences. Bacon suggested working with veterans with the Oral History Kits.
 - Rice announced that in May of 2020 there will be a Door County Heritage Alliance Conference which will bring all the county historical societies together. This conference will be held at the Kress Center in Egg Harbor.

PUBLIC PARTICIPATION/CORRESPONDENCE: Bowers provided a verbal thank you to the Door County Library and the Door County Reads Committee for their part in bringing Anne Moser and the Hypothermia Activity to Sevastopol Schools for 8th and 9th graders.

Motion by Norton, second by Dickson, for APPROVAL OF THE MINUTES OF THE MEETING of January 20, 2020. Motion carried.

REPORTS:

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DOOR COUNTY LIBRARY BOARD MINUTES

- **DIRECTOR’S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported that Door County Reads 2020 wrapped up last week. Over 1,500 people participated in the programming.
 - Kakuske announced that an NEA Big Read Grant has been submitted to help fund Door County Reads 2021.
 - Kakuske informed the board that for Random Acts of Kindness we are in the midst of a Pay it Forward program until the end of February, where patrons can help pay off fines.
 - The procedures for handling the payment of bills for the library, archives and the museum were discussed. Kakuske provided a summary of how it is done now and proposed that we do a hybrid this year as we learn more about the operations of the museum and archives. She also provided the wording from Chapter 43 of the State Statutes as it pertains to libraries and bill paying procedures. A recommendation will come at a later time.
 - Regarding staffing, Kakuske announced that Jamie Jorns has accepted the Circulation Assistant Sub position, interviews for the Page position are in process, and the Archives and Museum Manager position will soon be posted.
 - Kakuske provided a handout and an update on the Library’s Strategic Plan. She identified items that were completed in 2019.
 - Media and Social media statistics were provided to the board.

- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead announced that their next exhibit entitled, “Wade in Water, Into the Field: Paintings by Judi Ekholm,” will open with a reception on February 29th from 3:00 to 4:30 pm.
 - Meissner-Gigstead informed the board that their attendance in 2020 is up 60% over 2019.
 - Meissner-Gigstead announced that they have a new partnership with Door County Living magazine. The magazine will feature pieces from their permanent collection.

STATE ANNUAL REPORT: Kakuske reviewed the 2019 State Library Annual Report and provided some comparisons from the 2018 State Annual Report. Motion by Bacon, second by Norton, to approve the 2019 State Library Annual Report as presented. Motion carried.

NFLS COLLECTION DEVELOPMENT GRANT: Kakuske reviewed the Nicolet Federated Library System Subprogram Form for 2020 – Library Services Grant. Motion by Lundahl, second by Bowers to accept the **NICOLET FEDERATED LIBRARY SYSTEM SUBPROGRAM FORM FOR 2020 – LIBRARY SERVICES GRANT** in the amount of \$3,030. Motion carried.

Motion by Dickson second by Norton to accept the **MONETARY DONATIONS** received in January 2020 for \$3,552.00. Motion Carried.

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DOOR COUNTY LIBRARY BOARD MINUTES

The NEXT MEETING-DATE &TIME is set for 5:00 pm at the Sturgeon Bay Library on March 16, 2020.

Motion by Bowers, second by Norton to APPROVE PREPAID OPERATING EXPENSES for February 2020 in the amount of \$720.24. Motion carried.

Motion by Lundahl, second by Norton to APPROVE OPERATING EXPENSES for February 2020 in the amount of \$25,943.84. Motion carried.

Motion by Norton, second by Jackson to APPROVE MEMORIAL BILLS for February 2020 in the amount of \$1,869.41 as presented. Motion carried.

Per Diem code for this meeting is 571.

Motion by Dickson, second by Bacon, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:25 pm.

Feb-20	Donations to Washington Island Library	475.00	
	NFLS Youth Grant - 2-2020	1,650.00	
	Donations for Door County Reads 2020	1,020.00	
	Donation to Baileys Harbor Library	25.00	
	Donation to Sturgeon Bay Library for Mtg Room	100.00	
	Book Sale - Sister Bay/Liberty Grove Library	15.25	
			3,285.25