
DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, April 4, 2022

Place: Door Co. Library – Sturgeon Bay Library – In Person-Jane Greene Room and Online for the Public

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 March 21, 2022 Library Board Meeting.
5. Update on Library Director hiring process.
6. Reports –
 - A. Director’s Report – Library Operations.
Staff – Update on open positions
General
 - B. Miller Art Museum Report – MAM Operations.
Announcements.
Events.
 - C. Archives Report.
7. Space Plan Progress.
8. Meeting Room Capacities.
9. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
10. Vouchers Review and Approval.
11. Hoopla Demo.
12. Meeting Per Diem Code.
13. Adjournment.

This meeting will be conducted by teleconference, video conference, and in-person. Members of the public may join the meeting in-person or remotely.

To attend the meeting via computer:

Join Zoom Meeting

<https://us02web.zoom.us/j/87917712772?pwd=a2FHZXlhTnFMcHBBL0NEbXhlemRIUT09>

Meeting ID: 879 1771 2772

Passcode: 216062

Or

Dial by your location

+1 312 626 6799 US (Chicago)

Use above Meeting ID and Passcode

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

March 21, 2022

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:00 P.M. by Library Board President, Bob Dickson. Board members Bob Dickson, Seth Wiederanders, Bridget Bowers, Nissa Norton, Mary L. Jackson, and Megan Lundahl attended in person. Board member Spencer Gustafson attended virtually. Interim Library Director Rebecca Buchmann, Administrative Assistant Kay Jensen, Museum and Archives Manager Steve Rice attended in person. Miller Art Museum Executive Director Beth Meissner-Gigstead attended virtually. Human Resources Director Kelly Hendee was present from 5:00 pm to 5:45 pm. Head of Circulation Morgan Mann attended the meeting from 5:00 pm to 5:15 pm.

Motion by Dickson, second by Jackson for APPROVAL OF AGENDA. Motion carried.

PUBLIC PARTICIPATION/CORRESPONDENCE: Buchmann reported that the Door County Library has received a Certificate of Commendation from Governor Tony Evers.

Motion by Dickson, second by Lundahl, for APPROVAL OF THE MINUTES OF the Library Board on February 21, 2022. Motion carried.

REPORTS:

- **INTERIM DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Buchmann reported on the activities and issues of the library.
 - Buchmann reported on the current staffing of the Door County Library
 - Morgan Mann was introduced to the Library Board and Rebecca informed the board that she has changed positions from the Community Relations Library Assistant position to the Head of Circulation position. Therefore, the Community Relations Library Assistant position will soon be posted.
 - Malia Bicoy has accepted and begun the Library Page position at the Sturgeon Bay Library.
 - Administrative Assistant Kay Jensen has submitted her letter of retirement and her last day will be May 2, 2022.
 - Buchmann reported on improving circulation statistics, programming, projects, facility happenings, progress on the Strategic Plan, upcoming training and activities of the Friends of the Door County Libraries and the Door County Library Foundation.
 - A discussion was held on masking and by Library Board consensus the rule has been changed to staff choice regarding masking.
 - Room capacities were also discussed. The board preferred to remain cautious regarding room capacities and social distancing. It was stated that perhaps we

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DOOR COUNTY LIBRARY BOARD MINUTES

could go up from 25% to 50% of the usual capacities and then revisit this topic again in a few months.

- MILLER ART MUSEUM (MAM) REPORT:
 - Meissner-Gigstead reported that their current exhibit, “Marine Life from Shore to Floor,” will continue through April 11, 2022.
 - Meissner-Gigstead reminded board members that they are continuing to accept applications through April 30, 2022, for the Al and Mickey Quinlan Artist Residency Program.
 - Meissner -Gigstead announced that they have launched a new satellite education space called M3. This new venue will provide active education space for the museum.

- ARCHIVES REPORT: Rice reported on the following activities regarding the Historical Museum and Archives.
 - Rice reported that three finalist firms have been interviewed for the Door County Museum/Archives expansion project. A recommendation will be brought forward to county committees and the county board in April.
 - Rice informed the board that the Museum’s new Lead Curator position has been approved at the committee level and will be posted shortly.
 - Rice reported on the Door County History Week event. The event will involve other county historical organizations and will be held during the week of June 2022.

REQUEST TO REFILL POSITION – ADMINISTRATIVE ASSISTANT AND SUBSEQUENT VACANCY: Buchmann advised the board of the Administrative Assistant upcoming open position at the Sturgeon Bay Library due to a retirement. Motion by Norton, second by Jackson to refill the Administrative Assistant position at the Sturgeon Bay Library and subsequent open position. Motion carried.

UPDATE ON LIBRARY DIRECTOR HIRING PROCESS: Hendee reported that she had telephone interviews with 4 candidates and narrowed it down to 2 candidates that will be interviewed this Thursday. Dickson requested that he and the 3 other library board members on the original interview team be provided copies of all 4 candidates applications. It was also requested that recently retired Library Director, Tina Kakuske again be a part of the interview team. Hendee responded that she will email the 4 candidates’ applications to Mary L. Jackson, Bridget Bowers, Bob Dickson, and Megan Lundahl, and that she would call Tina and ask her to participate in the upcoming interviews.

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DOOR COUNTY LIBRARY BOARD MINUTES

Motion by Dickson, second by Bowers to accept the MONETARY DONATIONS received in February 2022 for \$ 511.43. Motion Carried.

VOUCHERS REVIEW AND APPROVAL. Having reviewed this month's voucher summary; the library board members agreed to the approval of all library expenditures. Treasurer Lundahl's signature to be secured per by-law.

Motion by Bowers, second by Wiederanders to APPROVE MEMORIAL BILLS for March 2022 in the amount of \$3,786.84 as presented. Motion carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm on Monday, April 4, 2022, in the Jane Greene Room or via Zoom.

Per Diem code for this meeting is 321.

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

04 April 2022 – Library Board Meeting

Interim Director's Report

Staffing

- Community Relations Library Assistant position
 - Closing April 5th
- Administrative Assistant 3
 - Working to get this position posted

Circulation

- March circulation is TBD (as of March 29th)

Programming

- Upcoming:
 - National Library Week April 3rd – 9th
 - See Happenings for more April programming
- Summer library program planning is underway
 - Theme: Oceans of Possibilities
 - The library will be focusing on waters surrounding the County

Facilities

- Re-keying Project Update
- Toy Barn rehabilitation
- Restroom issues
- Elevator

OWLSnet/Infosoup Consortia

- Appleton Public Library – renovation project
 - Will stop filling holds March 30th
 - Closing April 13th
 - Will re-open at temporary location May 23rd
 - Unsure how this will affect patrons' ability to receive items from the system

County

- Distributed 2023 Budget Schedule
 - Will be reviewing Library's Technology Budget at the May Library Board Meeting

Collaborations

- Door County Seed Library – nominated for Golden Heart Award

Donations

2022	Donor	in the name of/note	Donation	Total
Mar-22	Donation for Playaways		500.00	
	Donations to Washington Island Library	In memory of Leona Borchert	205.00	
	Donation to Washington Island Library		50.00	
	Donation to Bairleys Harbor Library		20.00	
	Donations to Egg Harbor Library		1,025.00	
	Donations to Sturgeon Bay Library	In memory of Lynn Weborg	125.00	
	Donations to Sister Bay/Liberty Grove Library		76.93	
				2,001.93

3-21-2022

Door County

Accounts Payable Invoice Report

G/L Date Range 03/21/22 - 03/21/22
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2022-00000197		Batch Date 03/21/2022			Entered by User Kay Jensen				
Vendor 11 - A 1 ELEVATOR SALES & SERVICE									
Sub-Department 36 Library									
18875	elevator maintenance - 3-10-2022	Edit		03/21/2022	03/21/2022	03/21/2022			506.25
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 11 - A 1 ELEVATOR SALES & SERVICE Totals			Invoices	1	\$506.25
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
Sub-Department 36 Library									
403144	machinery maintenance	Edit		03/21/2022	03/21/2022	03/21/2022			7.59
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals			Invoices	1	\$7.59
Vendor 12320 - GRAINGER									
Sub-Department 36 Library									
9236857349	machinery maintenance	Edit		03/21/2022	03/21/2022	03/21/2022			19.62
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 12320 - GRAINGER Totals			Invoices	1	\$19.62
Vendor 22298 - LAURA HALE									
Sub-Department 36 Library									
LH-mi-2-2022	operational travel	Edit		03/21/2022	03/21/2022	03/21/2022			49.14
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 22298 - LAURA HALE Totals			Invoices	1	\$49.14
Vendor 20517 - MARCO, INC									
Sub-Department 36 Library									
9741137 & 9745806	Printing & maint eq	Edit		03/21/2022	03/21/2022	03/21/2022			124.15
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 20517 - MARCO, INC Totals			Invoices	1	\$124.15
Vendor 14816 - NFLS									
Sub-Department 36 Library									
2643	Owlsnet Membership Fee - Contract	Edit		03/21/2022	03/21/2022	03/21/2022			67,688.00
				Sub-Department 36 Library Totals			Invoices	1	0
				Vendor 14816 - NFLS Totals			Invoices	1	\$67,688.00
Vendor 15732 - PACIFIC TELEMAGEMENT SERVICE									
Sub-Department 36 Library									
2084292	pay phone	Edit		03/21/2022	03/21/2022	03/21/2022			33.00
				Sub-Department 36 Library Totals			Invoices	1	0

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Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
		Vendor	15732 - PACIFIC TELEMANAGEMENT SERVICE		Totals		Invoices	1	\$33.00
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 36 Library									
SBU-3-8-22-#2	utilities	Edit		03/21/2022	03/21/2022	03/21/2022			1,653.46
			Sub-Department	36 Library		Totals	Invoices	1	0
		Vendor	30820 - STURGEON BAY UTILITIES		Totals		Invoices	1	\$1,653.46
			Batch Number	2022-00000197		Totals	Invoices	8	\$70,081.21
			Department	36 - Library		Totals	Invoices	8	\$70,081.21
36 Library									
						Grand Totals	Invoices	8	\$70,081.21

3-23-2022

Door County

Accounts Payable Invoice Report

G/L Date Range 03/23/22 - 03/23/22
 Report By Department - Batch - Vendor - Invoice
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 36 - Library									
Batch Number 2022-00000202		Batch Date 03/23/2022			Entered by User Kay Jensen				
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
Ing-Mar#3	Books, Proc, SH	Edit		03/23/2022	03/23/2022	03/23/2022			2,309.53
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 14164 - INGRAM LIBRARY SERVICES Totals						Invoices	1		\$2,309.53
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
MidwestT-Mar22#3	AV	Edit		03/23/2022	03/23/2022	03/23/2022			1,075.82
Sub-Department 36 Library Totals						Invoices	1		0
Vendor 10103 - MIDWEST TAPE Totals						Invoices	1		\$1,075.82
Batch Number 2022-00000202 Totals						Invoices	2		\$3,385.35
Department 36 - Library Totals						Invoices	2		\$3,385.35
36 Library				Grand Totals		Invoices	2		\$3,385.35

3-24-2022
Museum + Library

Door County

Accounts Payable Invoice Report

G/L Date Range 03/24/22 - 03/24/22
Report By Department - Batch - Vendor - Invoice
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department 35 - Museum									
Batch Number 2022-00000206		Batch Date 03/24/2022			Entered by User Steven Rice				
Vendor 15157 - AMAZON COM CREDIT									
Sub-Department 35 Museum									
AMZ-31022	Library and Museum Materials	Edit		03/24/2022	03/24/2022	03/24/2022			1,110.48
Sub-Department 35 Museum Totals							Invoices	1	0
Vendor 15157 - AMAZON COM CREDIT Totals							Invoices	1	\$1,110.48
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY									
Sub-Department 35 Museum									
403708	Operating Supplies - Safety	Edit		03/24/2022	03/24/2022	03/24/2022			39.96
K03368	Operating Supplies - Tools	Edit		03/24/2022	03/24/2022	03/24/2022			58.55
Sub-Department 35 Museum Totals							Invoices	2	0
Vendor 8520 - DOOR COUNTY HARDWARE COMPANY Totals							Invoices	2	\$98.51
Batch Number 2022-00000206 Totals							Invoices	3	\$1,208.99
Department 35 - Museum Totals							Invoices	3	\$1,208.99
35 Museum				Grand Totals		Invoices	3		\$1,208.99