

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, June 15, 2020

Place: Door Co. Library – Sturgeon Bay Library, Online via Webex

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 May 18, 2020.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Events – Summer Library Program
 2. General – ILS training
 3. Staff – Update
 4. Status – Update on current activities
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
 - C. Archives Report – Update.
6. Door County Reads 2021 Grant.
7. Reopening Status.
8. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
9. Vouchers Review and Approval.
10. Meeting Per Diem Code.
11. Adjournment.

In light of the declared state of emergency and to mitigate the impact of COVID-19 this meeting will be conducted by teleconference or video conference. Members of the public may join the meeting remotely.

To attend the meeting via computer:

Go to:

<https://doorcounty.webex.com/doorcounty/onstage/g.php?MTID=cac38243178ab6af64f7419d0ea981964>

Event Password: June15lib2020

Access Code: 146 835 3791

To Connect via phone:

1-408-418-9388

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

May 18, 2020

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:00 P.M., by Library Board President Bob Dickson. Seven Library Board members appeared virtually – Bob Dickson, Helen Bacon, Bridget Bowers, David Hayes, Megan Lundahl, Mary Jackson and Nissa Norton. Tina Kakuske – Library Director and Kay Jensen – Administrative Assistant were physically present at the Sturgeon Bay Library. Beth Meissner-Gigstead – Miller Art Museum Executive Director appeared virtually.

Motion by Dickson second by Lundahl for APPROVAL OF AGENDA. Motion carried. Dickson welcomed new Board member David Hayes.

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

Motion by Dickson, second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETING of March 16, 2020. Motion carried.

REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported that during the closure of all branches, virtual programming has been done including storytimes, book discussions and online programming.
 - Kakuske reviewed some of the programming that is happening this month and asked board members to review the May Happenings for further details which was included in the agenda packet.
 - Kakuske reported that all of the Summer Reading Programs will be virtual and will include programming through an online program called Beanstack, take home craft bags, and interactive challenges. She also said we may use Beanstack for Door County Reads 2021.
 - Due to our closures and the skewing of statistics, Kakuske recommended that the presentation of statistics be shown through 6-30-20 and 12-31-20. The board concurred.
 - Kakuske provided a timeline of Door County Library activities from mid-March 2020 to the present time due to the coronavirus pandemic. Information provided included closures and no public access, staffing, social distancing, personal protective equipment, public health protocols, curbside service, and quarantining of library materials.

- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead informed the Library Board that the museum has been closed since March 18th. At that time, the Judi Ekholm Exhibit went virtual.
 - Meissner-Gigstead stated that the 46th Annual Salon of Door County High School Art will be virtual and is their current exhibit. She informed board members that

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DOOR COUNTY LIBRARY BOARD MINUTES

an app needs to be downloaded to view the exhibit. This information will be provided on their website and Facebook page.

- Meissner-Gigstead stated that during their closure they have distributed well over 100 sketchbooks to the public at no cost. They are hoping the sketchbooks will be returned after the pandemic and will be historical documentation of this time in our community.
- ARCHIVES REPORT:
 - Kakuske reported that there is no new information regarding the Door County Archives and that it is on hold for now.

TECHNICAL SERVICES BUDGET – 2021. Kakuske reviewed the 2021 Library Technical Services budget. Motion by Dickson, second by Norton to approve the 2021 Library Technical Services Budget as presented in the amount of \$9,702.00. Motion carried.

NON-MAJOR CIP BUDGET – 2021. Kakuske reviewed the 2021 Library Non-Major CIP Budget. Motion by Bacon, second by Bowers to approve the 2021 Library Non-Major CIP Budget as presented in the amount of \$29,815.00. Motion carried.

ELECTION OF OFFICERS: Motion by Dickson, second by Lundahl to nominate, close nominations and elect the following slate of Officers which includes: Bob Dickson as President, Bridget Bowers as Vice President, Mary Jackson as Secretary and Megan Lundahl as Treasurer. Motion carried.

Motion by Dickson second by Jackson to accept the MONETARY DONATIONS received in March and April 2020 for \$2,408.65. Motion Carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm at the Sturgeon Bay Library on June 15, 2020, and will again be held virtually.

Motion by Dickson, second by Norton to APPROVE PREPAID OPERATING EXPENSES for March 2, 2020 through May 15, 2020 in the amount of \$98,859.61. Motion carried.

Motion by Dickson, second by Bowers to APPROVE MEMORIAL BILLS for May 2020 in the amount of \$2,957.12 as presented. Motion carried.

Per Diem code for this meeting is 527.

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



IMAGINE YOUR STORY



SUMMER READING WITH BEANSTACK

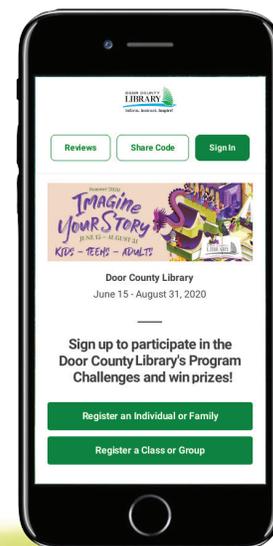


WHAT IS BEANSTACK?

Beanstack is the library's new web-based Summer Reading Challenge software. It allows you to track your reading minutes, write book reviews, and participate in fun activities to earn digital tickets and badges! The tickets can be entered into raffle drawings for free books or Destination Door County Gift Certificates.

HOW DO I SIGN UP ONLINE?

1. **Go to** our Beanstack website: <https://doorcountylibrary.beanstack.org>
2. **Click on** "Register an Individual or Family."
3. **Fill in the information.** If you are a parent registering a child, be sure to enter your information in under "Adult Information." Beanstack allows families to be linked together, so that all family members can be accessed with one login.
4. **Log your minutes and activities.** Once you are register, you will be taken to your account page. This is where you will log your minutes and activities and track the badges you earn!



IS THERE AN APP FOR THAT?

Yes! Go to your device's app store and search for beanstack (by the developer Zoobean, Inc.). Then follow these steps:

1. **Search for** Door County Library.
2. **Click on** our library.
3. **Follow the same steps as above** to register an individual or family!



HOW DO I LOG MINUTES, REVIEWS, AND ACTIVITIES?

1. **Go to** our Beanstack website: <https://doorcountylibrary.beanstack.org> or open your Beanstack app.
2. **Click on** the blue "Log Reading and Activities" button in the upper left corner of the website or on the blue plus sign in the app.
3. **Follow the prompts** on the screen to log whatever you've accomplished.
4. **Receive a badge and your tickets** when you hit a reading landmark or complete a review/activity. Tickets must be assigned to a prize in order for you to be entered into the drawings. Unused tickets will disappear at the end of SRP 2020.

Page Turner Adventures (Weekly Preview): Imagine Your Fairytale Story



Join us for our Virtual Summer Reading Program with **Page Turner Adventures**, launching this week!

This Week: Imagine Your Fairytale Story

@ 9:00 a.m.

Videos will be available to watch on our website at 9am and 6pm on the days mentioned below and always available to watch inside our closed group on Facebook: <https://www.facebook.com/groups/VirtualLibraryStoryTime>

Monday: The Mixed-up Fairytale Show (video)

Tuesday: Paper bag gingerbread houses and fairytale paper bag puppets

Wednesday: Author Day: Chris Grabenstein and Lucia Gonzalez (video)

Thursday: Little Red Riding Hood's no-bake cookies

Tweens:

Tuesday: Decorate Fairytale Eggs

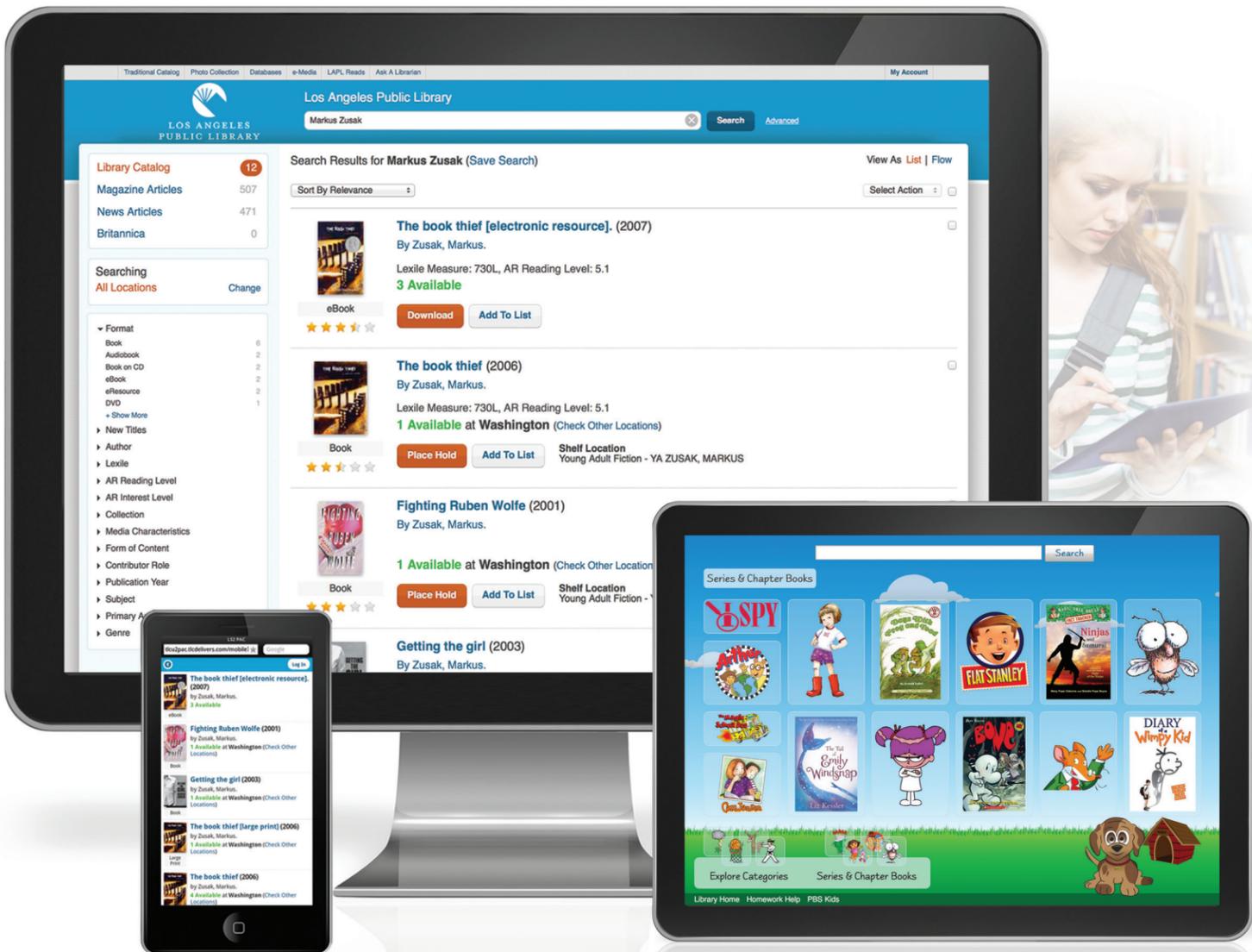
Thursday: Fairytale Madlibs

Friday: Guest Performer: Grammy-Winning King of Kid-Hop Secret Agent 23 Skidoo (video)

For more Summer Reading Program fun, visit our [Summer page](#) and join our Facebook group: <https://www.facebook.com/groups/SummerReadingProgram/>



CARL



Beautiful and Powerful OPAC Software

LS2 PAC constitutes the core of CARL's configurable, multilingual OPAC environment. LS2 PAC uses a Lucene search engine to offer powerful search capabilities with easily accessed interfaces for diverse communities, and it can present any language, including those with non-Roman characters. It also provides outstanding integration and presentation of multimedia/multiformat metadata, including e-book, photo, audio, and video collections. Our open access to CARL's APIs and modular approach to OPAC functionality maximize your ability to customize your interface and build a portal that blends with your Web site.

Patrons may pay fines and fees using a credit card, create personal profiles, save favorite searches, register for RSS feeds, and receive program event alerts via e-mail. Patrons may create personal lists to save titles to their "bookshelf" to place holds or keep items in a Netflix-like queue.



THE LIBRARY CORPORATION

TLC's CARL automation system is made better through its years of significant use by some of the largest public libraries in the world. TLC has achieved and maintained a reputation for beautiful software - software that looks fantastic, software that anticipates public library scenarios, and software that delivers a richer library experience, for 40 years. Experience has taught TLC to adapt to technology trends inside and outside the library industry, and that is showcased through CARL.

Libraries using CARL include Chicago Public Library in Illinois, Broward Public Library in Fort Lauderdale, Fla., Los Angeles Public Library in California, and the Monroe County Library System Consortium in New York.



The Heart of the System

Designed and developed in partnership with some of the largest libraries in the United States and beyond, CARL X uses established, thoughtfully created design and development principles. It showcases libraries' individual strengths, while freeing staff from routine functions. This UNIX and SQL/Oracle-based, solution uses Web and MS Windows client software to offer an array of services and features.

CARL X serves the needs of the largest libraries, but is scalable to handle the demands of consortia of any size, while preserving each library's autonomy. These benefits are available whether you choose a SaaS hosted solution, or prefer to maintain equipment on-site.

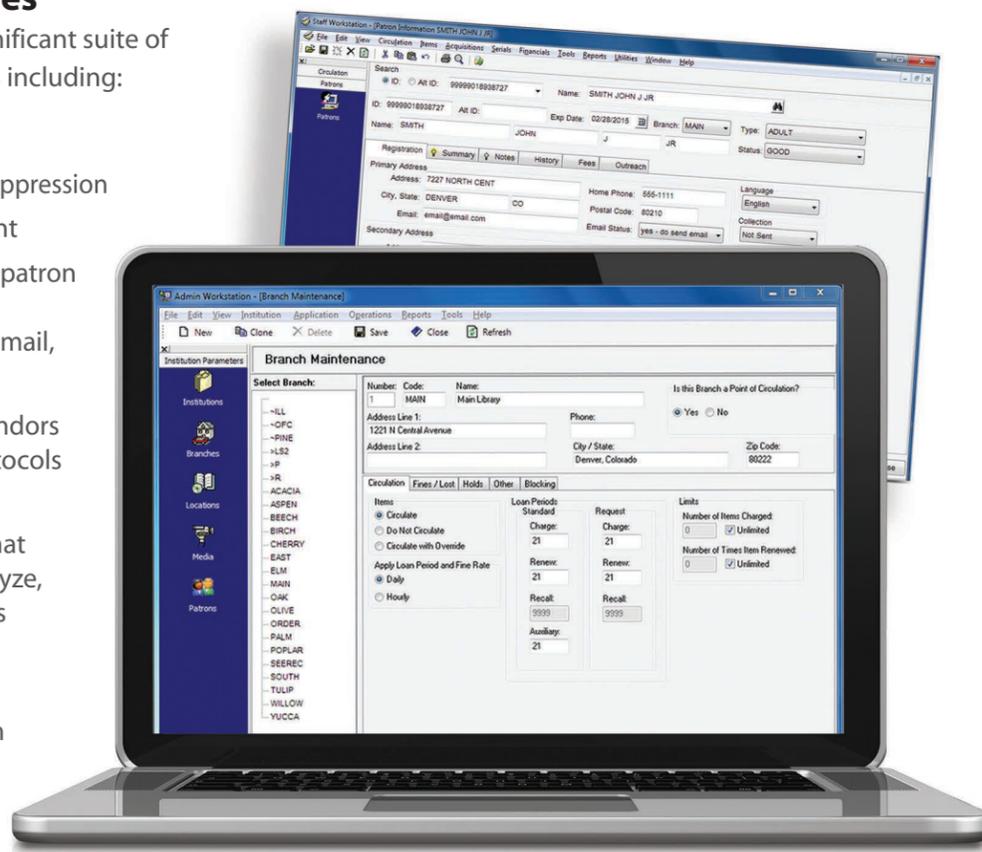
Open System Integration

CARL X is a true open system. In fact, TLC collaborates with countless other leading technologies and library partners to create the ideal user experience. The robust database structure and CARL X web service APIs offer a proven foundation to help your library deliver an unparalleled and ground-breaking experience to your community.

Leading-Edge, Flexible Modules

CARL X provides public libraries with a significant suite of unique, dynamic and configurable features including:

- Real-time processing of activities logged
- Automated bibliographic and item level suppression
- Global update options with the staff client
- Highly configurable library workflow and patron services such as claims returned, floating collections, outreach, and sophisticated email, phone and text notice features
- Seamless interactions with third-party vendors through a wide range of technology protocols including SIP2
- Availability of demonstrated web API's that expand options to integrate, extend, analyze, modify, and open data to meet the needs of today's modern library
- Open and direct access to the powerful Oracle data base for Ad-hoc Reporting, in addition to a full suite of flexible canned reports covering all functional areas



CARL Connect Beyond Library Walls

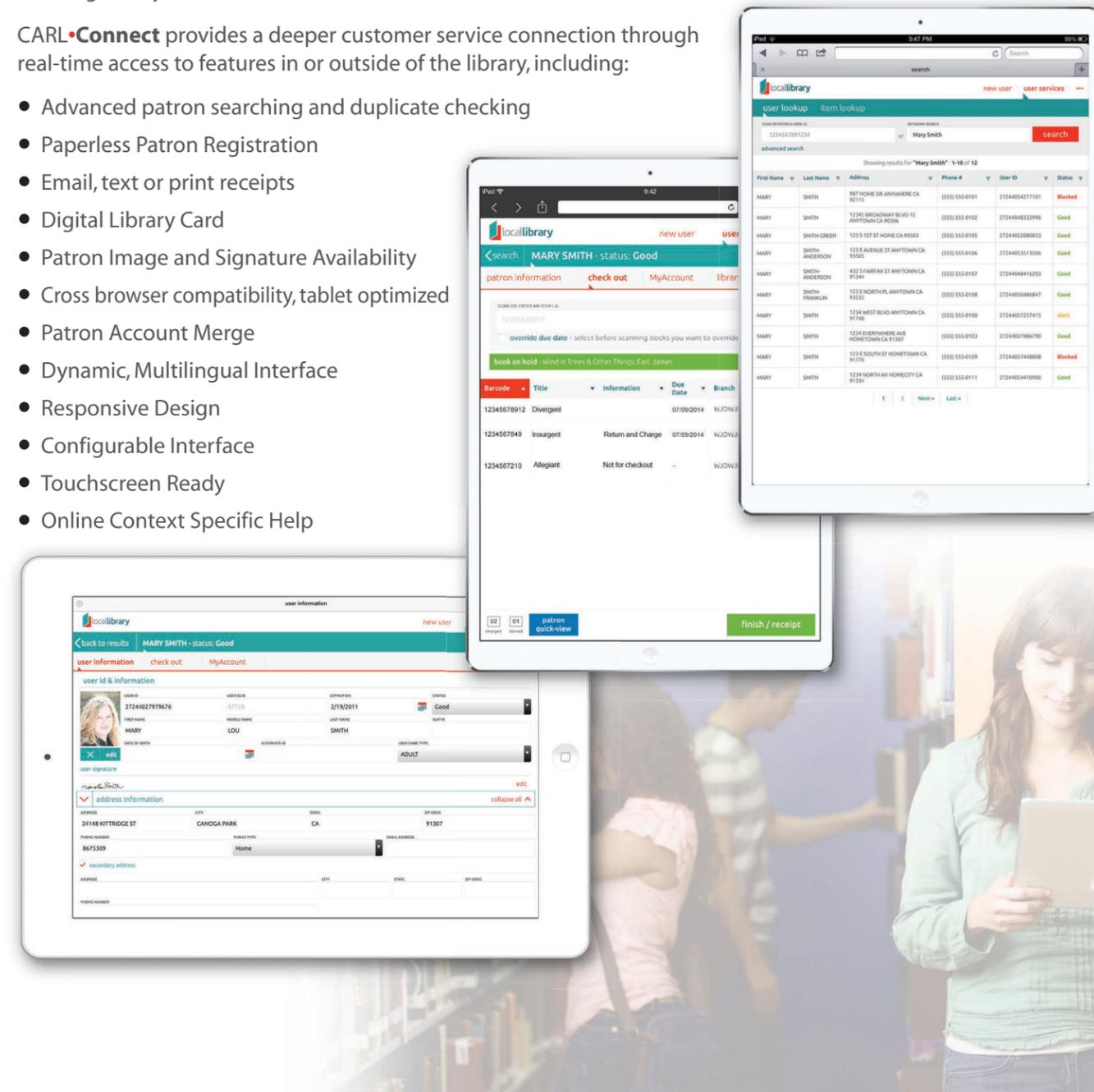
CARL Connect is TLC's newest product line, featuring mobile, web-based staff clients empowering connection through desk-free interactions.

Power of Mobility

CARL Connect allows libraries to enhance their service offerings and engage users by supporting a BYOD (bring your own device) philosophy. Whether staff will be using a PC, tablet or smartphone, libraries will have the power to be inventive, providing new ways to serve their users through wireless, mobile and bluetooth technologies while meeting library users on their terms.

CARL Connect provides a deeper customer service connection through real-time access to features in or outside of the library, including:

- Advanced patron searching and duplicate checking
- Paperless Patron Registration
- Email, text or print receipts
- Digital Library Card
- Patron Image and Signature Availability
- Cross browser compatibility, tablet optimized
- Patron Account Merge
- Dynamic, Multilingual Interface
- Responsive Design
- Configurable Interface
- Touchscreen Ready
- Online Context Specific Help



Wisconsin Public Libraries Reopening Guide At-A-Glance

Wisconsin Department of Instruction, Division for Libraries and Technology
June 2, 2020

The [Wisconsin Public Libraries Reopening Guide](#), a collaborative effort between the Department of Public Instruction (DPI) and the Wisconsin public library community, provides a process to help libraries develop their own reopening plans. The information in the guide focuses on the safety of staff and the community and is specific to the needs and issues of libraries and library services during this COVID-19 public health event. **How and when to reopen a library is a local decision.**

Step 1 - Perform a general safety readiness assessment

The information in the guide provides links to public health resources and shares current health and safety information from CDC and DHS. This step will help libraries:

Assess Community Conditions

- Are there any local governmental orders related to COVID-19 that your library needs to follow?
- Are you aware of local community health conditions related to COVID-19?

Assess Library Safety Capacities and Abilities

- Are you able to ensure the safety of your staff?
- Are you able to set up and maintain your facility to be safe for staff and patrons?
- Have you developed amended temporary policies, as needed?

Step 2 - Determine level of access to the library and services based on safety readiness

Input from the Wisconsin library community and reopening plans from other states provided the basis for the information in this section. This step will help libraries make decisions about the following:

Occupancy

- How can the library determine how many people it can safely allow in the building or different spaces in the library at one time?

Service Levels

- What health and safety information should be considered to safely handle materials?
- If our library decides it can circulate materials to patrons, what are options we may consider to do so safely?
- What do systems and member libraries need to consider to safely coordinate and provide delivery between libraries?
- What information is there about the resumption of statewide resource sharing via ILL/WISCAT and statewide delivery?
- What service options should libraries consider to safely provide access to technology, training, programming, etc.?

Step 3 - Board and Communication Considerations

Leadership and communication are vital to the success of libraries as they reopen to the public. The information in this step is intended to help with:

Library Board Meetings

- How can the library board meet safely and legally to provide leadership and make decisions necessary for the library to be flexible and responsive to changing circumstances?

Messaging

- What are practices we should be considering to communicate with various stakeholders in our library and community?

Accounts Payable Invoice Report

G/L Date Range 05/13/20 - 05/20/20
 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 2020-00000290		Batch Date 05/20/2020			Entered by User Kay Jensen				
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
INGR-5-20-20	books and processing	Edit		05/20/2020	05/20/2020	05/20/2020			1,827.88
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 14164 - INGRAM LIBRARY SERVICES Totals			Invoices		1	<u>\$1,827.88</u>
Vendor 15732 - PACIFIC TELEMANAGEMENT SERVICE									
Sub-Department 36 Library									
2044160	pay phone	Edit		05/20/2020	05/20/2020	05/20/2020			33.00
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 15732 - PACIFIC TELEMANAGEMENT SERVICE Totals			Invoices		1	<u>\$33.00</u>
Vendor 30820 - STURGEON BAY UTILITIES									
Sub-Department 36 Library									
SBU-5-6-20	utilities	Edit		05/20/2020	05/20/2020	05/20/2020			1,550.08
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 30820 - STURGEON BAY UTILITIES Totals			Invoices		1	<u>\$1,550.08</u>
Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP									
Sub-Department 36 Library									
wps5-15-20	heat	Edit		05/20/2020	05/20/2020	05/20/2020			362.41
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 38670 - WISCONSIN PUBLIC SERVICE CORP Totals			Invoices		1	<u>\$362.41</u>
			Batch Number 2020-00000290 Totals			Invoices		4	<u>\$3,773.37</u>
			Department 36 - Library Totals			Invoices		4	<u>\$3,773.37</u>
36 Library									
			Grand Totals			Invoices		4	<u><u>\$3,773.37</u></u>

Accounts Payable Invoice Report

G/L Date Range 05/27/20 - 05/27/20
 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 2020-00000308 Batch Date 05/27/2020 Entered by User Kay Jensen									
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 36 Library									
3447042256	operating supplies	Edit		05/27/2020	05/27/2020	05/27/2020			79.03
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 15069 - STAPLES ADVANTAGE Totals			Invoices		1	\$79.03
Vendor 6359 - WIL KIL PEST CONTROL									
Sub-Department 36 Library									
3894072	pest control	Edit		05/27/2020	05/27/2020	05/27/2020			113.50
			Sub-Department 36 Library Totals			Invoices		1	0
			Vendor 6359 - WIL KIL PEST CONTROL Totals			Invoices		1	\$113.50
			Batch Number 2020-00000308 Totals			Invoices		2	\$192.53
			Department 36 - Library Totals			Invoices		2	\$192.53
36 Library									
			Grand Totals			Invoices		2	\$192.53

Accounts Payable Invoice Report

G/L Date Range 05/28/20 - 05/28/20
 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 2020-00000309		Batch Date 05/28/2020			Entered by User Kay Jensen				
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
Ingram-May28	Books, proc & sh	Edit		05/28/2020	05/28/2020	05/28/2020			1,428.68
			Sub-Department 36 Library Totals				Invoices	1	0
			Vendor 14164 - INGRAM LIBRARY SERVICES Totals				Invoices	1	\$1,428.68
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
MidwestTMay28	AV	Edit		05/28/2020	05/28/2020	05/28/2020			272.14
			Sub-Department 36 Library Totals				Invoices	1	0
			Vendor 10103 - MIDWEST TAPE Totals				Invoices	1	\$272.14
			Batch Number 2020-00000309 Totals				Invoices	2	\$1,700.82
			Department 36 - Library Totals				Invoices	2	\$1,700.82
36 Library									
			Grand Totals				Invoices	2	\$1,700.82

Accounts Payable Invoice Report

G/L Date Range 06/03/20 - 06/30/20
 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 2020-00000320 Batch Date 06/03/2020 Entered by User Kay Jensen									
Vendor 14164 - INGRAM LIBRARY SERVICES									
Sub-Department 36 Library									
ING-June5,2020	books and processing	Edit		06/03/2020	06/03/2020	06/03/2020			2,528.35
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 14164 - INGRAM LIBRARY SERVICES Totals	Invoices	1	<u>\$2,528.35</u>
Vendor 7349 - MAC FOUNDATION INC									
Sub-Department 36 Library									
MAM-6-2020	MAM- June 2020	Edit		06/03/2020	06/03/2020	06/03/2020			977.83
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 7349 - MAC FOUNDATION INC Totals	Invoices	1	<u>\$977.83</u>
Vendor 10103 - MIDWEST TAPE									
Sub-Department 36 Library									
6-2020AVonly	AV Materials	Edit		06/03/2020	06/03/2020	06/03/2020			965.56
98969168	Hoopla	Edit		06/03/2020	06/03/2020	06/03/2020			2,366.23
						Sub-Department 36 Library Totals	Invoices	2	0
						Vendor 10103 - MIDWEST TAPE Totals	Invoices	2	<u>\$3,331.79</u>
Vendor 15069 - STAPLES ADVANTAGE									
Sub-Department 36 Library									
3447332821	operating supplles	Edit		06/03/2020	06/03/2020	06/03/2020			65.77
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 15069 - STAPLES ADVANTAGE Totals	Invoices	1	<u>\$65.77</u>
Vendor 5999 - WISCONSIN DOCUMENT IMAGING									
Sub-Department 36 Library									
104321&104322	Printing & maint eq	Edit		06/03/2020	06/03/2020	06/03/2020			311.13
						Sub-Department 36 Library Totals	Invoices	1	0
						Vendor 5999 - WISCONSIN DOCUMENT IMAGING Totals	Invoices	1	<u>\$311.13</u>
						Batch Number 2020-00000320 Totals	Invoices	6	<u>\$7,214.87</u>
						Department 36 - Library Totals	Invoices	6	<u>\$7,214.87</u>
36 Library				Grand Totals		Invoices	6		<u>\$7,214.87</u>