

Notice of Public Meeting

Tuesday, June 25, 2019  
11:45 a.m.

**MUSEUM & ARCHIVES  
COMMITTEE**

Door County Government Center  
Chambers Room, 1<sup>st</sup> floor  
421 Nebraska Street, Sturgeon Bay, WI

*Oversight for the Door County Historical Museum & Archives*

**AGENDA**

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes of the March 19, 2019 Committee Meeting**
5. **Correspondence**
6. **Public Comment**
7. **Curator Report**
  - ◆ Friends of Museum Report
8. **Continuing/Pending Business (Review/Action)**
  - ◆ Status of Younkers Home Store Building
  - ◆ Status of Parcels 2811085260101 and 2811085262502 (442 Michigan St)
9. **New Business (Review/Action)**
  - ◆ Door County Library / Museum / Archives Merger Proposal
10. **Requests for Agenda items for next meeting**
11. **Next Meeting Date: tbd**
12. **Meeting Per Diem Code:**
13. **Adjourn**

*Deviation from the order shown may occur*

**Monday, March 19, 2019  
Minutes**

**MUSEUM & ARCHIVES  
COMMITTEE**

*Door County Government Center  
Door County Museum  
18 N 4<sup>th</sup> Ave, Sturgeon Bay, WI*

*Oversight for the Door County Historical Museum & Archives*

**Call meeting to order**

The Tuesday, March 19, 2019 Door County Museum & Archives Meeting was called to order at 11:30 a.m. by Chairman Linda Wait in the Chambers Room at the Door County Government Center.

**Establish a Quorum ~ Roll Call**

Committee members present were: Linda Wait, Helen Bacon, David Englebert, Dan Austad, Susan Kohout and Ken Fisher. Joel Gunnlaugsson was excused.

Others Present: Maggie Weir- Museum Curator, Ken Pabich, County Administrator, Tina Kakuske, Library Director, Steve Rice, Archives Intern and other Museum employees.

**Adopt agenda/Properly noticed**

Motion by Supervisor Fisher, seconded by Supervisor Kohout to adopt the agenda. Motion carried by unanimous voice vote.

**Approve the minutes of the January 15, 2019 meeting**

Motion by Supervisor Austad, second by Supervisor Englebert, to approve the minutes of the January 15, 2019 meeting. Motion Carried by unanimous voice vote.

**Correspondence**

Supervisor Austad presented a letter from the Pioneer Fire Company that the 3 fire trucks that are in the Museum are insured by the Pioneer Fire Company.

**Public Comment**

None

**Curator Report**

Maggie Weir gave her curator report. Stated they are continuing to work on accessioning all the items brought in over the year. A volunteer group continues to work on accessioning the items and photos they received from the DC Advocate. Maggie also stated they are still closed for the winter but continue to get phone calls on various questions. They are beginning to do cleaning and spruce up exhibits and also working on creating new exhibits. Maggie plans to have Laddie Chapman come through on the last day before opening to video all exhibits for insurance purposes.

**Friends of the Museum Report**

No Report

**Continuing/Pending Business**

**Status of Acquisition of the Younkers Home Store Building**

Administrator Pabich stated we are at about 80% on closing on the building and should have the recorded documents by the end of the week. The funds are sitting in an escrow. It is required to have fire service for the building, so are staying with the current service for now. The county will work on putting fiber in to be able to cover our own fire service. We are also re-keying the building. Pabich also stated that the Property Committee authorized staff to allow a partnership as a lease to use up some of the space.

Supervisor Wait asked the committee if they were okay with continuing with the current window displays for free until we know what we are doing with the whole building. All agreed that was fine. Supervisor Wait

also stated that we need to take our time to figure out what we really want to do with the whole building before looking to lease to others.

**Recommendation on Parcels 2811085260101 and 2811085262502 (442 Michigan St)**

Supervisor Austad stated that we really don't need to make any decision on this right now. We can wait until all items are removed from the house and are settled into the new building then have more discussion on it. Maggie suggested that we should keep the lots in case we would want to expand the museum in the future.

**New Business (Review/Action)**

**Review Door County Library/Archives Merger Proposal**

Tina Kakuske went through the proposal that was included in the packet. Steve Rice also went through the space needs and visualization of archiving and the possible layout of the Younkers building. Supervisor Austad questioned how this was going to be staffed and if the Library could do it with their current staff. Tina stated they could not. Ken Pabich went through the possible employees needed to manage the archives which is also in the packet.

**Request for Agenda Items**

Library/Archives Merger Proposal  
Younkers status

**Next meeting date:** Tuesday, May 21, 2019 at the Government Center.

**Meeting Per Diem Code:** 2024

**Adjournment**

Motion by Supervisor Englebert, second by Supervisor Fisher, to adjourn. Motion carried by unanimous voice vote. Meeting adjourned at 12:47 p.m.

Respectfully submitted, Barb Pavlik

**“These minutes have not been reviewed by the oversight committee and are subject to approval at the next regular committee meeting.”**



## **COUNTY OF DOOR**

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

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### **Ken Pabich**

County Administrator  
(920) 746-2303  
kpabich@co.door.wi.us

TO: Museum Committee

FROM: Ken Pabich, County Administrator

DATE: June 25, 2019

RE: Museum & Archives Proposal

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### **Background**

- Since 2016, we have been reviewing different ways to develop a long-term operational plan for the Museum and Archives.
- In 2017, we hired a consultant that put together a strategic plan. At that time, it was recommended that the County should look for an external partner. The County had discussions with both the Maritime and Historical Society and while there was interest, the overall timing and framework did not match the needs of all parties.
- The strategic plan also recommended considering moving the Archives under the administration of the Library. This analysis has been completed and presented to the Library Board and Museum Committee.
- The last part of the project was to determine how to provide support to the Library. We had proposed considering having the Museum move with the Archives. We provided analysis of pros and cons to both the Library Board and Museum Committee. (Please see attached analysis)

### **Analysis:**

In reviewing the options, staff is recommending that both the Museum & Archives move under the administration of the Library Director. The one caveat to the recommendation is that the Museum would move under the administration of the Library under a one-year pilot. The main concern is that we need to ensure we find a manager that can ensure the Library Director does not get drawn into the day-to-day operations of the Museum.

In essence, we need the Museum and Archives to function similar to a Library branches. The Manager is responsible for the day-to-day operations and the Library will provide overall administrative support.

### **Fiscal Impact:**

Under the options that we have reviewed, the fiscal impact remains the same in that we need to hire a full time Museum & Archives manager and also a part time assistant. (Please see the attached position descriptions.)

### **Recommendation:**

Based on our analysis, we are recommending the following:

- The Archive Program is moved under the administration of the Library.
- The Museum is moved under the administration of the Library. This would be done as a pilot for the first year to ensure we are not impacting the overall mission of the Library.

- As part of the proposal, staff would add one full time Museum & Archives manager and one part-time Museum & Archives assistant into the 2020 budget.
- For day to day operations, staff would report to the Library Director.
- For the Archives, it would be under the oversight of the Library Board
- For the Museum, it would be under the oversight of the Museum Committee.

In terms of timeline, staff would work on the necessary changes to make the implementation effective for January 1, 2020.

# Organization Options

Museum & Archives Director	Part Time Museum Manager & Part Time Archives Manager
Reports to County Administrator	Reports to County Administrator
<p>Pros</p> <ul style="list-style-type: none"> <li>• County would have the management it needs for the Museum &amp; Archives</li> <li>• No additional duties for the Library</li> </ul>	<p>Pros</p> <ul style="list-style-type: none"> <li>• County would have the management it needs for the Museum &amp; Archives</li> <li>• No additional duties for the Library</li> </ul>
<p>Cons</p> <ul style="list-style-type: none"> <li>• Manager would need to be Director with higher County Cost</li> <li>• Archives have a stronger tie to the Library and related programming</li> <li>• Library branches help serve as the outreach for the archives</li> </ul>	<p>Cons</p> <ul style="list-style-type: none"> <li>• Communication coordination between two positions</li> <li>• Part time managers will be difficult to find &amp; 2 Manager to Supervise</li> <li>• Difficult to recruit two part time positions</li> <li>• Archives have a stronger tie to the Library and related programming</li> <li>• Library branches help serves as the outreach for the archives</li> </ul>

Part Time Museum Manager & Part Time Archives Manager	Full Time Museum Manager & Archive Manager
Museum Manager Reports to County Administrator Archive Manager Reports to Library Director	Museum Manager Reports to County Administrator Archive Manager Reports to Library Director
<p>Pros</p> <ul style="list-style-type: none"> <li>• County would have the management it needs for the Museum &amp; Archives</li> <li>• Archives would be integrated into the Library operations</li> <li>• Museum would be on its own</li> </ul>	<p>Pros</p> <ul style="list-style-type: none"> <li>• County would have the management it needs for the Museum &amp; Archives</li> <li>• Archives would be integrated into the Library operations</li> <li>• Single Position</li> <li>• Museum would be on its own</li> </ul>
<p>Cons</p> <ul style="list-style-type: none"> <li>• Communication coordination between two positions</li> <li>• Part time managers will be difficult to find &amp; 2 Manager to Supervise</li> <li>• Difficult to recruit two part time positions</li> <li>• Museum would be on its own</li> </ul>	<p>Cons</p> <ul style="list-style-type: none"> <li>• Museum would be on its own</li> </ul>

Part Time Museum Manager & Part Time Archives Manager	Museum & Archives Manager
Reports to Library Director	Reports to Library Director
<p>Pros</p> <ul style="list-style-type: none"> <li>• County would have the management it needs for the Museum &amp; Archives</li> <li>• Archives would be integrated into the Library operations</li> <li>• Museum would have additional administrative oversight</li> </ul>	<p>Pros</p> <ul style="list-style-type: none"> <li>• County would have the management it needs for the Museum &amp; Archives</li> <li>• Single position to oversee both Museum and Archives</li> <li>• Cost effective</li> </ul>
<p>Cons</p> <ul style="list-style-type: none"> <li>• Communication coordination between two positions</li> <li>• Part time managers will be difficult to find &amp; 2 Manager to Supervise</li> <li>• Difficult to recruit two part time positions</li> <li>• Administrative oversight (time) would be required from the Library Director to oversee Museum</li> <li>• Museum not a strong part of the Library mission</li> </ul>	<p>Cons</p> <ul style="list-style-type: none"> <li>• Administrative oversight (time) would be required from the Library Director to oversee Museum</li> <li>• Museum not a strong part of the Library mission</li> </ul>

# County of Door

## Archive Manager

### **General Summary**

The Archive Manager is responsible for overseeing public access to the Door County Historical Archives while providing leadership and expertise in the management of Archive records in all formats. Presentations, online and physical exhibitions, programming, and special projects are examples of what the Archives Manager and staff will provide for the citizens of Door County.

The Archive Manager reports directly to the Door County Library Director.

### **Duties and Responsibilities**

#### ***Essential Job Functions***

1. Manage the preservation of valuable records in all formats using approved archival skills and methods, with a focus on manuscript archives and historical materials
2. Draft and recommend policies and procedures for archives management.
3. Oversee the collection of historical documents related to Door County heritage and culture, and advise Door County heritage organizations as requested.
4. Work closely with county departments and their needs.
5. Develop and lead collaborative projects relating to Door County history.
6. Provide reference services using the Archives' historical records and manuscript collections.
7. Encourage and support the use of the Archives for programming, research projects, and student internships.
8. Oversee the processing and creation of finding aids for Archives collections.
9. Supervise, train, and review the work of Archive staff and volunteers.
10. Communicate and collaborate with local, regional, and state historical entities, and participate in activities as requested.
11. Perform other job-related duties as assigned or directed.

### **Requirements**

#### ***Training and Experience***

1. Required: Bachelor's Degree in history, archives, librarianship, or a related field in any combination deemed adequate to fulfill the duties of this position.
2. Preferred: MLS in Library Science with Archival Concentration or equivalent archival experience.
3. Valid driver's license.
4. Excellent customer service skills.

5. Strong computer skills, including experience with cataloging or archival software and knowledge of best practices in digital heritage.

***Knowledge, Skills and Abilities Required***

1. Ability to communicate effectively, both verbally and in writing.
2. Ability to work in a collaborative environment.
3. Ability to effectively manage staff and volunteers.
4. Ability to lift varying weights, bend, reach and stoop is a part of this position.
5. Ability to travel.

**Physical & Working Conditions**

Most duties in a normal workplace environment.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency consistent with Sec. 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

# County of Door

## Assistant Archivist

### **General Summary**

The Assistant Archivist will aid in the creation and implementation of Door County Historical Archives exhibits and programs. In addition, the Assistant Archivist performs general archival tasks, providing customer services to visitors to the Archives as well as various office duties under the supervision of the Archive Manager.

The Assistant Archivist reports directly to the Archive Manager.

### **Duties and Responsibilities**

#### ***Essential Job Functions***

1. Research as necessary historical and genealogical materials.
2. Catalog and digitize archival materials to the standards required for online presentation.
3. Assist the Archive Manager in creating and implementing Archive programs.
4. Work closely with county departments and their needs.
5. Participate in collaborative projects relating to Door County history.
6. Perform other job-related duties as assigned or directed.

### **Requirements**

#### ***Training and Experience***

1. Required: Bachelor's Degree in history, archives, librarianship, or a related field in any combination deemed adequate to fulfill the duties of this position.
2. Preferred: Previous experience working with historical materials.
3. Valid driver's license.
4. Excellent customer service skills.
5. Strong computer skills.

#### ***Knowledge, Skills and Abilities Required***

1. Ability to read, comprehend, and communicate, both verbally and in writing.
2. Ability to work in a collaborative environment.
3. Ability to work effectively with other staff and volunteers.
4. Ability to lift varying weights, bend, reach and stoop is a part of this position.
5. Ability to travel.

### **Physical & Working Conditions**

Most duties in a normal workplace environment.

In an effort to provide for continuity of County government and to cope with the problems of the emergency, you may be required to work during a proclaimed state of emergency consistent with Sec. 323.14 Wis. Stats. and County emergency management plans and programs.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.