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# DOOR COUNTY LIBRARY BOARD MEETING

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Date of Meeting: Monday, August 3, 2020

Place: Door Co. Library – Sturgeon Bay Library – Jane Greene Room, 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 July 20, 2020.
5. 2021 Budgets.
6. Policy.
7. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place.
8. Vouchers Review and Approval.
9. Meeting Per Diem Code.
10. 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=e9ec4d99327e7705f4a7059a8156b55b9>

**Event Password:** Aug3lib2020

**Access Code:** 146 558 0753

**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

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July 20, 2020

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:30 P.M. by Library Board President Bob Dickson. Six Library Board Members appeared virtually – Bob Dickson, Helen Bacon, Bridget Bowers, Megan Lundahl, Mary Jackson, and Nissa Norton. Library Director Tina Kakuske, Administrative Assistant Kay Jensen, and Archives Researcher Steve Rice were physically present at the library. Miller Art Museum Executive Director Beth Meissner-Gigstead and County Administrator Ken Pabich appeared virtually. David Hayes was excused.

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

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

Motion by Dickson, second Jackson, for APPROVAL OF THE MINUTES OF THE MEETING of June 15, 2020. Motion carried.

### REPORTS:

- DIRECTOR'S REPORT – LIBRARY OPERATIONS: Kakuske reported on the activities and issues of the library.
  - Kakuske reported that the Summer Reading Program is going well. As all programming is virtual this year, it has required a different skill set and use of time from our staff.
  - Kakuske reported that training is going on currently for our new ILS, CARL-X. The migration to the new system will take place on Saturday, August 15<sup>th</sup>. Kakuske has requested that all branches be closed on that day since there will be no system available. Motion by Dickson, second by Norton, to give the Library Director, Tina Kakuske, permission to decide on the closure of all branches of the Door County Library on August 15, 2020. Motion carried.
  - Kakuske reported that Bragi Fey has started in the position of Page at the Sturgeon Bay Library. She also informed the board that interviews for Pages at the Sturgeon Bay Library and the Sister Bay/Liberty Grove Library will be taking place this week.
  - Kakuske reported on the status of the reopening of all the branch libraries and the required rules. She stated that all is going well.
- MILLER ART MUESEUM (MAM) REPORT:
  - Meissner-Gigstead informed the board that the Miller Art Museum will open to the public with limited hours on July 27<sup>th</sup>. They will be open on Mondays,

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Thursdays, Fridays and Saturdays and will not be using any museum volunteers. They will be maintaining the same health protocols as the library.

- Meissner-Gigstead reported that their next exhibit will be the 45<sup>th</sup> Juried Annual Exhibition and will run from August 29 – October 19, 2020.
- Meissner-Gigstead reported that the Award Recipients have been announced from the 46<sup>th</sup> Annual Salon of Door County High School Art.
- Meissner-Gigstead reported that “Chalk the State” will take place this week. In addition to the museum, partners for this event include the Door County Library, the Boys and Girls Club of Door County, and Destination Sturgeon Bay. The event will provide social distancing side walk chalking.
- Once again, the Miller Art Museum is accepting donations for their annual Art and Treasures Sale. This fundraiser will take place from August 1 to August 15th at their 142 S. 3<sup>rd</sup> Avenue location to allow for the space needed for social distancing and quarantining of donations.
- ARCHIVES REPORT: Rice informed the board of the following items.
  - The archives collection has now been moved and put away at the Sturgeon Bay Library.
  - The Door County Historical Museum has opened and the public will be able to enter the museum by appointment. Appointments will take place on Mondays, Wednesdays and Saturdays at 10:00 am, 1:00 pm and 3:00 pm. The same safety rules as the library will take place at the museum.
  - The Women Suffrage Exhibit, entitled “We Stand on their Shoulders – A history of Wisconsin Women and Voting” is now at the Egg Harbor Library and will soon move to the Sturgeon Bay Library from July 21 to July 24<sup>th</sup>.

POSITION REFILL AND SUBSEQUENT VACANCY: Kakuske advised the board of the Egg Harbor Library Branch Manager open position. Motion by Jackson, second by Bowers to refill the Egg Harbor Library Branch Manager position and any subsequent open position. Motion carried.

2021 BUDGETS: Kakuske provided and reviewed the proposed 2021 budgets for County, City/County, and Revenues. She identified the accounts that are changing from 2020 to 2021. She asked the board to review them and let her know if they have any questions or suggestions for the 2021 budgets. Board members requested that further review be given to the following accounts: conferences, miles/meals/lodging and programming. The budgets will be brought to the next library board meeting on August 3, 2020 for final approval.

TRUSTEE ESSENTIALS: Kakuske reported that Trustee Training Week is being held August 24 – 28. There will be 5 informational webinars and Kakuske encouraged board members to participate. She also mentioned the Trustee Essentials handbook and recommended that the board take a look at important aspects from this handbook at future board meetings. She then

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## **DOOR COUNTY LIBRARY BOARD MINUTES**

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reviewed Chapter 2 of the handbook, "Who Runs the Library?" She reviewed the library functions allowed to be done per the State of Wisconsin.

**EMERGENCY POLICY:** Kakuske reported that the WI Department of Instruction suggests that libraries amend their policies to allow for library directors to act in emergency situations. She reviewed a draft emergency policy. The board agreed with the policy and requested that the Library Board President also be involved with the Library Director when acting in emergency situations. It was also suggested that Miller Art Museum Executive Director be part of the consultation. The board agreed that this should be added to the policy. A revised emergency policy will be brought to the next library board meeting.

**DONATIONS:** There were no donations during the month of June 2020.

The **NEXT MEETING-DATE & TIME** is set for 5:00 pm on Monday August 3, 2020, and will be held virtually or board members can choose to appear in person.

**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.

Per Diem code for this meeting is 721.

Motion by Dickson, second by Bowers, for **ADJOURNMENT**. Motion carried. The meeting was adjourned at 6:55 pm.

# DOOR COUNTY LIBRARY

## Policies & Procedures

**Subject** : CLOSURE POLICY

**Effective Date** : February 26, 2018

**Source/Date** : LIBRARY BOARD / 02-26-2018

### Purpose

This policy provides guidance when conditions warrant a decision to alter hours of operation, resulting in closure.

### Authority

The Door County Library Board gives the Library Director, or staff designated by the Library Director, the authority to close the library early, delay opening, or remain closed all day due to inclement weather or other emergency.

Branch closure, apart from the Sturgeon Bay Branch, is determined after consultation between the Branch Manager and the Library Director.

### Criteria

Closure is decided on a case-by-case basis. The safety of staff and patrons is the main reason for closure. Factors that contribute to the decision to close include:

- Weather alerts and road conditions
- Area school closings
- Local, county, and state government emergency management announcements

### Official Notification

Notice of closure is provided to the County of Door, the City of Sturgeon Bay, **Miller Art Museum, library branch municipal offices**, Library website, social media, and local media. Every effort is made to post signs on the library doors and update telephone messages. The Library Director, or designated staff, will notify the Nicolet Federated Library System and Outagamie Waupaca Library System of the closure.

### **Staff Notification**

Working staff is notified of the closure, and staff scheduled to work later in the day will be called about shift cancellation. The County of Door Employee Handbook emergency closure procedures outlines compensation.

### **Fine Accrual**

Patrons will not accrue fines for items that are due during the closure period. Check-in will be backdated and/or fines waived.

### **Extended Closure**

An extended closure of more than 48 hours will be handled at the discretion of the Library Director in consultation with the Library Board President.

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Department <b>36 - Library</b>									
Batch Number <b>2020-0000417</b>		Batch Date <b>07/27/2020</b>			Entered by User <b>Kay Jensen</b>				
Vendor <b>12307 - DOOR COUNTY VISITOR BUREAU</b>									
Sub-Department <b>36 Library</b>									
107696	winter ad - 1/4 page	Edit		07/27/2020	07/27/2020	08/03/2020			275.00
			Sub-Department	<b>36 Library</b> Totals		Invoices	1		0
			Vendor	<b>12307 - DOOR COUNTY VISITOR BUREAU</b> Totals		Invoices	1		<u>\$275.00</u>
Vendor <b>14164 - INGRAM LIBRARY SERVICES</b>									
Sub-Department <b>36 Library</b>									
Ing-Aug#1	books, proc, sh & nfls	Edit		07/27/2020	07/27/2020	08/03/2020			2,851.98
			Sub-Department	<b>36 Library</b> Totals		Invoices	1		0
			Vendor	<b>14164 - INGRAM LIBRARY SERVICES</b> Totals		Invoices	1		<u>\$2,851.98</u>
Vendor <b>22298 - LAURA HALE</b>									
Sub-Department <b>36 Library</b>									
LH-mi-6-2020	operational travel	Edit		07/27/2020	07/27/2020	08/03/2020			21.85
			Sub-Department	<b>36 Library</b> Totals		Invoices	1		0
			Vendor	<b>22298 - LAURA HALE</b> Totals		Invoices	1		<u>\$21.85</u>
Vendor <b>7349 - MAC FOUNDATION INC</b>									
Sub-Department <b>36 Library</b>									
MAM-8-2020	MAM - Aug 2020	Edit		07/27/2020	07/27/2020	08/03/2020			977.83
			Sub-Department	<b>36 Library</b> Totals		Invoices	1		0
			Vendor	<b>7349 - MAC FOUNDATION INC</b> Totals		Invoices	1		<u>\$977.83</u>
Vendor <b>10103 - MIDWEST TAPE</b>									
Sub-Department <b>36 Library</b>									
MidwestTAug#1	av & nfls	Edit		07/27/2020	07/27/2020	08/03/2020			801.36
			Sub-Department	<b>36 Library</b> Totals		Invoices	1		0
			Vendor	<b>10103 - MIDWEST TAPE</b> Totals		Invoices	1		<u>\$801.36</u>
Vendor <b>15732 - PACIFIC TELEMAGEMENT SERVICE</b>									
Sub-Department <b>36 Library</b>									
2049018	pay phone	Edit		07/27/2020	07/27/2020	08/03/2020			33.00
			Sub-Department	<b>36 Library</b> Totals		Invoices	1		0
			Vendor	<b>15732 - PACIFIC TELEMAGEMENT SERVICE</b> Totals		Invoices	1		<u>\$33.00</u>
Vendor <b>15069 - STAPLES ADVANTAGE</b>									
Sub-Department <b>36 Library</b>									
Staples-8-2020	oper sup, paper, cartridges	Edit		07/27/2020	07/27/2020	08/03/2020			377.95
			Sub-Department	<b>36 Library</b> Totals		Invoices	1		0
			Vendor	<b>15069 - STAPLES ADVANTAGE</b> Totals		Invoices	1		<u>\$377.95</u>

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b>									
Sub-Department <b>36 Library</b>									
206581	Janitorial	Edit		07/27/2020	07/27/2020	08/03/2020			66.97
			Sub-Department <b>36 Library</b> Totals				Invoices	1	0
			Vendor <b>36120 - WARNER-WEXEL WHOLESALE &amp; POOL</b> Totals				Invoices	1	<u>\$66.97</u>
Vendor <b>6359 - WIL KIL PEST CONTROL</b>									
Sub-Department <b>36 Library</b>									
3943830	pest control	Edit		07/27/2020	07/27/2020	08/03/2020			113.50
			Sub-Department <b>36 Library</b> Totals				Invoices	1	0
			Vendor <b>6359 - WIL KIL PEST CONTROL</b> Totals				Invoices	1	<u>\$113.50</u>
Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b>									
Sub-Department <b>36 Library</b>									
109179 & 109180	Printing & maint eq	Edit		07/27/2020	07/27/2020	08/03/2020			319.39
			Sub-Department <b>36 Library</b> Totals				Invoices	1	0
			Vendor <b>5999 - WISCONSIN DOCUMENT IMAGING</b> Totals				Invoices	1	<u>\$319.39</u>
Vendor <b>38670 - WISCONSIN PUBLIC SERVICE CORP</b>									
Sub-Department <b>36 Library</b>									
wps-7-17-2020	heat	Edit		07/27/2020	07/27/2020	08/03/2020			49.24
			Sub-Department <b>36 Library</b> Totals				Invoices	1	0
			Vendor <b>38670 - WISCONSIN PUBLIC SERVICE CORP</b> Totals				Invoices	1	<u>\$49.24</u>
			Batch Number <b>2020-00000417</b> Totals				Invoices	11	<u>\$5,888.07</u>
			Department <b>36 - Library</b> Totals				Invoices	11	<u>\$5,888.07</u>
<b>36 Library</b> _____									
			Grand Totals				Invoices	11	<u><u>\$5,888.07</u></u>