

<p>Notice of Public Meeting Wednesday, October 27, 2021 11:00 a.m.</p>	<p>MUSEUM COMMITTEE</p>	<p><i>Door County Government Center County Board Room, 1st floor 421 Nebraska Street, Sturgeon Bay, WI</i></p>
<p><i>Oversight for the Door County Historical Museum</i></p>		

AGENDA

1. **Call Meeting to Order**
2. **Establish a Quorum ~ Roll Call**
3. **Adopt Agenda / Properly Noticed**
4. **Approve Minutes** of the September 21, 2020 Joint Museum and Library Board Committee Meeting, the June 9, 2021 Joint Museum and Facilities & Parks Committee Meeting, and the June 16, 2021 Joint Museum, Library Board, and Facilities & Parks Committee Meeting
5. **Correspondence**
6. **Public Comment**
7. **Supervisor Response**
8. **Curator Report**
9. **Archives Report**
10. **New Business (Review/Action)**
 - ◆ Review and Recommendation re: 2022 Museum Budget
 - ◆ Staff Report
 - ◆ Fall / Winter Hours
 - ◆ Campus Study Update
 - ◆ Staffing
 - ◆ Recognition of Maggie Weir
11. **Requests for Agenda items for next meeting**
12. **Next Meeting Date: tbd**
13. **Meeting Per Diem Code:**
14. **Adjourn**

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

To attend the meeting via computer:

Please click the link below to join:

<https://us02web.zoom.us/j/82667479141?pwd=WWdoVUpvWEpSWWY5ajA2V1RTTi8zUT09>

Webinar/Meeting ID: 826 6747 9141
Passcode: 979007

Or by Phone:

Dial:1-312-626-6799

Deviation from the order shown may occur

MINUTES
Monday, September 21, 2020

**JOINT
MUSEUM COMMITTEE
&
LIBRARY BOARD
MEETING**

*Door County Government Center
County Board Room, 1st floor
421 Nebraska Street, Sturgeon Bay, WI*

Oversight for the Door County Historical Museum

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

Call Meeting to Order

The Monday, September 21, 2020 joint meeting of the Museum Committee and Library Board was called to order by Museum Chair Susan Kohout at 5:00 p.m. at the Door County Government Center.

Establish a Quorum ~ Roll Call

Museum Committee Members present: Susan Kohout, Dan Austad, and Kara Counard. Elizabeth Gauger and Nissa Norton attended virtually.

Library Board Members present: Bridget Bowers, and Megan Lundahl. Robert Dickson, Mary Jackson, Nissa Norton, and Helen Bacon attended virtually.

Others present: Administrator Ken Pabich, Finance Director Steve Wipperfurth, County Clerk Jill Lau, Library Director Tina Kakuske, Museum Curator Maggie Wier, Nyla Small, and Ginny Haen.

Election of Museum Committee Vice Chairperson

Counard nominated Elizabeth Gauger for Vice Chair, seconded by Norton. Motion carried by voice vote.

Adopt Agenda / Properly Noticed

Motion by Austad, seconded by Lundahl to adopt the agenda. Motion carried by voice vote.

Approve Minutes of the June 25, 2019 Committee Meeting

Motion by Gauger, seconded by Counard to approve the minutes of the June 25, 2019 Museum & Archives Committee Meeting. Motion carried by voice vote.

Correspondence

No correspondence was presented.

Public Comment

N/A.

Supervisor Response

N/A.

Curator Report

Maggie Weir reported on the year's work to date. The building was closed until June 10th. Phone and mail were being checked on a regular business. Currently open three days per week, by appointment only, Mondays, Wednesdays, and Saturdays. Working on exhibits and artifacts being donated. Only taken in hard artifacts; paperwork is being sent over to the Archives. The Friends Group has not been able to meet but are keeping up on paperwork.

Archives Report

Steve Rice reported the Archives Collection has been consolidated into 2 spaces – the Library basement and a portion is stored at the Government Center. The Library basement will be the main area for the Archives for the foreseeable future. Will begin to work on digitizing the collection; digitizing cassette tapes and video tapes, and scanning photos. Steve has the ability to take research requests and has been receiving a few each week.

New Business (Review/Action)

Administrator Pabich reviewed the studies completed and persons consulted. It was noted that the Archives can be managed by the Library Board but the Museum cannot. The Museum itself, budgeted within the Library and managed by the Library Director, has its own budget.

Review and Recommendation re: 2021 Museum Budget

Administrator Pabich reviewed the salary and wages which includes 1.5 FTE – 1 - Archives and Museum Manger, and 1 - Archival Researcher, and salary and wages PT, and the overall budget.

Motion by Counard, seconded by Norton to approve the 2021 Museum Budget as presented and send it back to the Finance Committee. Motion carried by voice vote.

Review and Recommendation re: 2021 Library Budget

Administrator Pabich noted the Library Board has reviewed the budget at least 2 times. Not much has changed from the initial reviews. The budget increased 1.14%; this is due to salary/wages. Library Director Kakuske noted changes from the last review include removal of the LTE position, programming has been reduced, Library materials decreased.

Motion by Norton, seconded by Bowers to approve the 2021 Library Budget as presented and send it back to the Finance Committee. Motion carried by voice vote.

Joint Discussion on Former Youngkers Building

Administrator Pabich updated the Committee and Board as to where we are to date and where we may want to go. The original intent of the purchase was to use a portion of the building for Archives. An Architect was hired to present initial ideas and costs. Several options were reviewed including raising the building or only using a portion of the building. The lowest cost was approximately \$3M. County Board has sent the process back to Staff to re-approach the project to come up with different ideas. The 2021 budget currently includes funding to hire a consultant to facilitate a full look at the building to determine best options. Intending to engage all stakeholders and key players in the process.

Requests for Agenda items for next meeting

- Fire Trucks - Pioneer Fire Co.

Next Meeting Date: tbd

At the call of the Chair.

Meeting Per Diem Code

107.

Adjourn

Motion by Counard, seconded by Austad to adjourn. Time: 5:40 p.m. Motion carried by voice vote.

Respectfully submitted by Jill M. Lau, County Clerk

MINUTES

Wednesday, June 9, 2021

JOINT
FACILITIES & PARKS
COMMITTEE
&
MUSEUM COMMITTEE

*Door County Government Center
County Board Room (C101) - 1st Floor
421 Nebraska Street, Sturgeon Bay, WI*

Call Meeting to Order

The Wednesday, June 9, 2021 joint meeting of the Facilities and Parks Committee and Museum Committee was called to order by Chairman Dan Austad at 10:02 a.m. at the Door County Government Center.

Establish a Quorum

Facility & Parks Committee Members present: Dan Austad, Susan Kohout, Roy Englebert, Alexis Heim Peter, and Nancy Robillard. Ken Fisher, and David Enigl were excused.

Museum Committee Members present: Susan Kohout, Dan Austad, Elizabeth Gauger, Kara Counard, and Nissa Norton.

Others present: Administrator Ken Pabich, Facilities & Parks Director Wayne Spritka, Parks Manager Burke Pinney, Facilities Manager John Berglund, Finance Director Steve Wipperfurth, Library Director Tina Kakuske, Museum & Archives Manager Steve Rice, and County Clerk Jill Lau.

Adopt Agenda / Properly Noticed

Motion by Robillard, seconded by Kohout to approve the agenda. Motion carried by voice vote.

Public Comment

None.

Supervisors Response

N/A.

Interview Discussion HGA Architects – Master Planning Campus Study

Administrator Pabich explained this is a look at all facilities related to the Library, Miller Art Museum, the County Museum and Archives and the former Younkers building. The initial estimates for the Younkers building were high. This is a relook to determine if there are ways to work together and put together a vision moving forward. HGA Architects were brought on to assist with the process. James Shields and Kevin Allebach from HGA introduced themselves and presented a PowerPoint outlining review of Project Process and Deliverables, Key Stakeholders, Background Resources, the Facilities Master Plan Goals, Project Goals, Key Questions for a Listening Session, and Process Roadmap Review.

Meeting Per Diem Code

609.

Adjourn

Motion by Norton, seconded by Kohout to adjourn. Time: 10:50 a.m. Motion carried.

Respectfully submitted, Jill M. Lau, County Clerk

MINUTES

Wednesday, June 16, 2021

**JOINT
FACILITIES & PARKS
COMMITTEE,
LIBRARY BOARD &
MUSEUM COMMITTEE***Community Center / ADRC
Dining Room
916 N. 14th Avenue
Sturgeon Bay, WI 54235***Call Meeting to Order**

The Wednesday, June 16, 2021 joint meeting of the Facilities & Parks Committee, the Library Board, and the Museum Committee was called to order by Facilities & Parks Chairman Dan Austad at 4:05 p.m. at the Community Center/ADRC.

Establish a Quorum

Facilities & Parks Committee Members present: Dan Austad, Susan Kohout, Roy Englebert, Alexis Heim Peter, Nancy Robillard, Ken Fisher, and David Enigl.

Museum Committee Members present: Susan Kohout, Dan Austad, Elizabeth Gauger, Kara Counard, and Nissa Norton.

Library Board Members present: Nissa Norton, Robert Dickson, Bridget Bowers, and Seth Wiederanders. J. Spencer Gustafson, Megan Lundahl, and Mary Jackson were absent.

Adopt Agenda / Properly Noticed

Motion by Robillard, seconded by Fisher to approve the agenda. Motion carried by voice vote.

Campus Study (HGA)

HGA staff Kevin Allebach and Jim Shields presented the kick-off meeting agenda which included introductions, key stakeholders, background resources, facilities campus master plan process, discussion of project goals, initial observations from Listening Sessions, and process/roadmap/next steps.

Project History & Overview**Input for Project Success**

Library history/overview, Miller Art Museum history/overview, Door County Historical Museum history/overview; budget concerns reviewed; Younkers site history/overview. Next steps develop planning options, meet with organizations to review options, budget modeling, review, final presentations by end of August.

Working Group Members

Over the next week or so each group shall provide names to participate in the working group.

Public Comment

None.

Supervisors Response

N/A.

Meeting Per Diem Code

616.

Adjourn

Motion by Enigl, seconded by Norton to adjourn. Time: 5:12 p.m. Motion carried.

Respectfully submitted, Jill M. Lau, County Clerk