

DOOR COUNTY LIBRARY BOARD MEETING

Date of Meeting: Monday, January 20, 2020

Place: Door Co. Library – Sturgeon Bay Library, Jane Greene Room

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 December 16, 2019.
5. Reports –
 - A. Director's Report – Library Operations.
 1. Events – Door County Reads 2020
 2. General – Staffing Update, Statistics
 - B. Miller Art Museum Report - MAM Operations.
 1. Announcements
 2. Events
 3. Handouts
 - C. Archives Report
6. Purchase of Service Contract – MAM.
7. Foundation – New Member.
8. Donations.
9. Board Meeting Schedule – Next Meeting, Day, Date, Time & Place. Discussion only.
10. Approval of Prepaid Operating Expenses.
11. Approval of Operating Expenses.
12. Approval of Memorial Bills.
13. The Door County Library Board will adjourn to executive sessions per Wisconsin Statute 19.85 subsection (1)(c) and subsection (2) for the purpose of discussing employment, promotion, compensation or performance evaluation data of public employees over whom the board has jurisdiction or exercises responsibility.
 - A. Performance Evaluation – Director
14. The Door County Library Board will reconvene to open session to vote on any recommendation made in executive session.
15. Meeting Per Diem Code.
16. Adjournment.

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

December 16, 2019

The Door County Library (DCL) Board meeting was CALLED TO ORDER at 5:05 P.M. at the Sturgeon Bay Branch of the Door County Library by President Bob Dickson. Board members Helen Bacon, Bridget Bowers, Megan Lundahl, Mary Jackson, Kelly Avenson, and Nissa Norton also attended. Tina Kakuske – Library Director, Beth Meissner-Gigstead – Miller Art Museum Executive Director, Ken Pabich – County Administrator and Kay Jensen – Administrative Assistant also attended.

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

PUBLIC PARTICIPATION/CORRESPONDENCE: Kakuske reported that she received two thank you notes, one from Stella Maris Parish for food pantry items associated with our Food For Fines event, and the other from Literacy Door County for the use of meeting space for tutoring.

Motion by Norton, second by Bowers, for APPROVAL OF THE MINUTES OF THE MEETING of November 18, 2019. Motion carried.

REPORTS:

- **DIRECTOR'S REPORT – LIBRARY OPERATIONS:** Kakuske reported on the activities and issues of the library.
 - Kakuske reported that the Door County Library plans to have a theme for 2020 and it will be “A Vision of Community.” This theme fits well with the following: TEDx events, our Door County Reads selection, “Virgil Wander,” the Seed Library, our Strategic Plan, and the Library/Archives/Museum merger.
 - Kakuske informed the board of some of the 2020 initiatives that will take place at the library, they include Door County Reads, National Library Week, Library Card Sign Up Month, Summer Reading Program, and Food For Fines.
 - Kakuske provided a summary of the Food For Fines event which took place in late November. It was well received by patrons and Kakuske recommended that it be done again in 2020, but for a longer period of time. The Board concurred with this.
 - Kakuske provided an update on the Archives and Museum. Starting in 2020, the Library will be administering the Door County Archives and the Historical Museum. Kakuske provided renderings and floor plans of possible options for the Younkers building which will house the Door County Archives. The drawings were provided by Engberg Anderson Architects. Other uses of the building were also discussed.
 - Kakuske advised the board that we will be participating in the 2020 Census. Space and time will be provided to a census worker recruiter at the Sturgeon Bay and Sister Bay/Liberty Grove branch libraries. The Library has applied for a grant to purchase laptops for people to access the census. Adult Services Librarian, Laura Kayacan is on the Complete Count Committee for Door County. They will work to make sure difficult to reach areas are provided access to the census.

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

- Kakuske announced that staff training will be provided next month by Brown County Library and the Nicolet Federated Library System. The topic will be, “Compassionate Accountability: Dealing with Problem Behaviors in the Library.”
- Kakuske informed the board that the library will be creating an Unattended Children’s Policy. She asked board members to think about this for our next meeting. At that meeting, she will provide information from other libraries and what their policies are for unattended children.
- Kakuske provided the following staffing update.
 - The Maintenance Technician position has been offered and verbal acceptance has been received. The plan is for the person to start December 30, 2019.
 - The Assistant Circulation position has been posted.
 - Shauwn Rosendale is being recommended for regular employee status after successfully completing his introductory period.
- **MILLER ART MUSEUM (MAM) REPORT:**
 - Meissner-Gigstead reported that their current exhibit, The 44th Juried Annual will run through December 30th.
 - Their next exhibit will begin on January 18th and will feature textile art.
 - She informed the board that proceeds from the sale of the donation creation pie at the Wild Tomato in Fish Creek during the month of December will benefit the Miller Art Museum.

Motion by Norton second by Jackson to accept the MONETARY DONATIONS received in November 2019 for \$350.00. Motion Carried.

The NEXT MEETING-DATE & TIME is set for 5:00 pm at the Sturgeon Bay Library on January 20, 2020.

Motion by Bowers, second by Lundahl to APPROVE PREPAID OPERATING EXPENSES for December 2019 in the amount of \$867.85. Motion carried.

Motion by Lundahl, second by Bacon to APPROVE OPERATING EXPENSES for December 2019 in the amount of \$33,236.97. Motion carried.

Motion by Jackson, second by Norton to APPROVE MEMORIAL BILLS for December 2019 in the amount of \$4,619.26 as presented. Motion carried.

Per Diem code for this meeting is 942.

Motion by Avenson, second by Bowers, for ADJOURNMENT. Motion carried. The meeting was adjourned at 6:20 pm.

Donations.xlsx

2019	Donor	in the name of	Donation	Total
Dec-19	Book Sale - Baileys Harbor Library		300.00	
Dec-19	Book Sale - Sister Bay/Liberty Grove Library		243.00	
Dec-19	Materials - Forestville		485.83	
Dec-19	Donations to Forestville Library		37.55	
Dec-19	Donation to Sister Bay/Liberty Grove Library		50.00	
Dec-19	Book Sale - Egg Harbor Library		184.97	
Dec-19	Friends Grant - Chalk the Bay		1,196.09	
Dec-19	DCCC Grant - Clak the Bay		380.00	
				2,877.44