



**April 22, 2022 at 8:30 am
Library Community Center Meeting Minutes**

1. Call the Meeting to Order
 - a. Angela Lensch called the meeting to order at 8:34am.
 - b. Committee members present: Angela Lensch, Kaaren Northrop, Kirsten Kirkman, Steve Hamming
 - c. Staff present: Jess Reinke, Megan Sawyer, Alysha Pudlo

2. Approve the Agenda
 - a. **Angela Lensch moved to approve the agenda, seconded by Kaaren Northrop.**
 - b. **Motion unanimously carried.**

3. Approve Mar. 25 meeting minutes
 - a. **Angela Lensch moved to approve the March 25th meeting minutes, seconded by Kaaren Northrop.**
 - b. **Motion unanimously carried.**

4. Open Session

5. April Draft Report
 - a. *From Alysha's research, we have found that refinishing the floor would be around \$8600. Still working on replacement cost. Was able to track down that the floor upstairs was \$17,500. Still a work in progress. Waiting for a bid and samples from Carpet One and HJ Martin on replacement. Jess wants to bring it up at the Friends of the Pavilion meeting on May 13th. Kaaren asked about engineered wood and Jess explained that that is what the floor is now.*
 - b. *Have received bids with two new cleaning companies, working on negotiations with the busy summer schedule. The cleaning company that we have utilized in the past is now dissolving. Anahapee Hill and Mi Casa Cleaning have the availability to clean. Mi Casa does dishes for the events and Anahapee Hill does not do dishes. Anahapee Hill is doing carpet cleaning and windows because they had a good price.*
 - c. *Cody and Bob have created a drain solution for the pipe in the southeast corner of the basement so any snow melt will now drain into the sump pump tank. Megan asked if this is the pipe that will be patched. Jess explained that Cody doesn't need to patch it anymore.*
 - d. *Power has been relocated in Maker Space to above the counter top!*
 - e. *Alysha and Jess organized basement as part of spring cleaning. Waiting on the case for the Eggs – still out of stock.*
 - f. *Unfortunately, our freeze sensor did give us some trouble and shut the system down. We had to have Automated Comfort Controls remote in to figure out the issue and reset the system. It was identified that "The problem was when the pump turns off the status still shows on, that trips the freeze stat for safety purposes. I put the pump in manual on so this doesn't happen for now. Someone should look at the pump starter and pump and see why it keeps running." Hurkman Mechanical will be onsite 4.21 for their spring planned maintenance visit and will check the pump then.*
 - g. *First wedding this past weekend, wedding shower, EHHS had 90 people at their Chief Oshkosh Event. Activity Based accounting is beginning May 1st. The sculptures are leaving in the middle of May. The Women Who Run with Sisters exhibit starts on June 1st with a reception on June 9th. October-January exhibit will be local Door County Artists. Next summer is an indigenous art show.*
 - h. *Ceremony and rehearsal one sheets are done and the summer catalogue is almost done. Bookings are going well. 2023 has 6 wedding deposits with tours coming up.*

- i. Kirstin asked about the Commendation for the Egg Harbor Library and Jess said she might write a press release to present it to the community. Kaaren explained that Jess doesn't need to write anything, and Megan agrees. Kirstin asked about writing it in the proper context.*
- 6. Solar Sign Proof**
 - a. Jess shared sign proof for the look and feel of the proposed solar sign. Content is being verified by Eland Electric and will be copy-edited.*
 - b. Kaaren said that she thinks it looks too decorative and could be hard to read. Jess suggested coming up with another design for next month. Angela suggested pulling it up on the screen to see it in a closer size (4'x3'). Kirstin explained that you want it to appeal to kids and adults. Some suggestions were to make the font and graphics look a bit more professional. Angela asked about a QR code, and Megan doesn't think a QR code would be used by the Door County population. There was discussion on the different fonts and sizes of font for the sign as well. Angela suggested blue, but green is related to green tier. Megan thinks reformatting is all that is needed to make it look less cartoon like. Having the Kress font would be beneficial. Everyone agreed to have the Kress colors be the background. Angela suggested making the Green Tier bubble a bit different than the rest of the bubbles. Angela asked if we found a sign place. Jess explained that she is getting a quote from the sign people. Angela asked about how it would be staked in the ground and Jess explained it would be screwed onto two 2x4s on an angle.*
 - c. Solar Sign discussion will be brought back next month.**
- 7. Final Tranquil Tree Placement**
 - a. At the March meeting the group decided that the home of the tranquil tree will be on the southwest corner of the Kress Pavilion. This walk is to determine the exact placement of the tree so that Cody's team will be able to manage the pouring of a 4 x 4 pad.*
 - b. Angela stated that the diameter of the branches cannot be over the sidewalk. Megan suggested having it flush to the vegetation. The building cannot be in the background so that the tree gets sunlight. If the tree is close to the meadow flowers, then it is important to keep the flowers out of the way from the tree.*
- 8. Open Session**
- 9. Next Meeting Time & Date**
 - a. Friday, May 20th, 2022, at 8:30am.**
- 10. Adjournment**
 - a. Angela Lensch moved to adjourn, seconded by Kirstin Kirkman.**
 - b. Motion unanimously carried.**
 - c. Meeting adjourned at 9:17am.**

Minutes completed by Alysha Pudlo on 5/3/22 for committee approval on Friday, May 20th, 2022.

Italics - summarized comments

Bold – official committee action