



**August 19, 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 8:38am.
  - b. Committee members present: Angela Lensch, Kaaren Northrop, Natalie Morgan, Steve Hamming, Liz Heller, Dominique Frandup
  - c. Staff present: Jess Reinke
2. Approve the Agenda
  - a. **Steve Hamming moved to approve the agenda, seconded by Kaaren Northrop.**
  - b. **Motion unanimously carried.**
3. Approve June 24<sup>th</sup>, 2022 meeting minutes
  - a. **Kaaren Northrop moved to approve the June 24<sup>th</sup>, 2022 meeting minutes, seconded by Natalie Morgan.**
  - b. **Motion unanimously carried.**
4. Open Session
  - a. Kaaren Northrop opened the floor to open session.
5. Door County Library Village Sponsored Hours, Year-Round Hours, and Payment Terms Proposal
  - a. *Jess Reinke provided an overview from the meeting packet. Since the building opened, the Village has supplemented the library staffing costs with funds for an additional 10 hours. In 2019, the Town agreed to contribute funds to add four additional hours, allowing the Library to remain open on Thursdays through the winter. The Library has a new Director who is looking at making the library hours consistent year round, which will give the library 32 open hours per week. This will affect the budget in that we will be billed in equal, quarterly increments vs. more in the winter, less in the summer. In addition to the proposed hour changes, the Director is proposing a 3% cost of living increase among staff. See attached documents and email from Director.*
  - b. *Dominique Frandup introduced himself as the library director for the Door County Public Libraries. They would not change the summer and winter hours and have it consistent. They would do flat hours throughout the course of the year. Because of how it would change, they couldn't change the billing for a specific day because of who was working. Jess Reinke explained because they were only paying the circulation assistant.*
  - c. *Kaaren Northrop said that this change made sense but asked where the town payment came into play. Jess Reinke stated that they would pay the same amount, we would just need to be open those hours. Kaaren Northrop suggested giving the town the quarterly payment and ask them to pay a portion of that. Jess Reinke brought up the accounting point that Lynn Ohnesorge mentioned that we are going to need some sort of documentation for what we are specifically paying. Steve Hamming suggested that they be paying half at the town.*
  - d. *Steve Hamming asked if we are keeping track of who is town and village resident and Jess Reinke stated that they are keeping track. Kaaren Northrop asked if they used volunteers, and Jess Reinke confirmed that they do. She explained that there is 2 year-round people and 1 that comes in the summer. She stated that Jeanine is always looking for people. Dominique stated that they have been seeing volunteers cutting back. Kaaren Northrop stated that the schools might require a certain amount of volunteer hours.*
  - e. *Kaaren Northrop asked how many full times staff they have, and Dominique explained that they have 8 full time staff. He explained that the county allocated 2 additional hours to each branch to get additional work is getting done, even outside of library hours. Kaaren Northrop asked where the money is being spent for those 5 vacant positions. He said that a lot of it is going to the additional hours that the subs are working or it rolls into the general funds.*
  - f. **Kaaren Northrop made a motion to accept the consistent hours as presented by Dominique and the 3% cost of living increase to be paid and billed quarterly throughout the year, Steve Hamming second. Motion unanimously carried.**
  - g. *Dominique stated that these new hours would launch in January.*
6. July Report
  - a. *Jess provided an overview of the July Report from the meeting packet. The windy tree is home. Cody is working on a donor plaque and the lighting. We haven't had issues with the floors since the AC has been running, but the program will start to sense the humidity and kick it on. We*

switched to Ferrellgas, the entire village did at \$1.93 a gallon. The microphones have been causing troubles in the Great Hall, so Camera Corner is getting me a cost on better antennas. The Raibrook grant stated that we could get the Owl with the grant. We are working on it. Division 12, the shade people wouldn't fix the shade that was broken. A contractor that we know helped fix it. The beams are getting more weathered, and we are working on getting quotes. Church St is done. We had some landscape damage. Sandy gave her notice. The job is posted. Jeanine has the hours covered through September. Billing is tracking a little slower. Jess spoke with some other wedding vendors and they are seeing a lot of bigger weddings, and we can't accommodate that. This could cause some issues with scheduling for next summer because we are getting more random parties and rehearsal dinners. We are having an open house event in September. Revenue was great, tracking better than we thought we would, but there were some expenses we weren't prepared for.

**7. August Draft Report**

- a. Jess Reinke provided an overview of the August Draft Report from the meeting packet. Egg Collection cases have been delivered. The Village helped with a portion and the PAI came back with the rest. We just need to move that fire extinguisher. We are going to get the Owl. Weddings are running smooth, there have been some issues with the cleaning company. We are moving to a different company. We've got a grant we might get for the maker's space. The solar sign replacement showed up yesterday as the first one was damaged. The car charging station has not been balancing out, so we are going to look for a way to donate with your phone. I got more aggressive with the signs.
- b. Kaaren Northrop was talking about a friend who has a Tesla who was talking about the charger and how we don't have a super charger, so it took 4.5 hours to charge. She then complained that there weren't enough chargers in the county. Jess Reinke explained that this is better for us as it slows down the usage. She said she would look into getting the super charger, but it was really difficult to get these ones in the first place.
- c. Jess Reinke asked if it was too aggressive to ask people not to move the furniture with a sign and everyone said to make a sign. Kaaren Northrop stated that everyone they have done beverages for for all of the weddings have been extremely complimentary and happy with their events.

**8. Refund Request for Cancellation on Saturday December 31<sup>st</sup>**

- a. Jess Reinke explained Wedding Client, Lindsey Toldness booked Dec. 31, 2022 for her wedding and is looking to receive a refund due to severe family illness. At the time of booking, the cancellation policy was 100% at 6 months, 50% at 4 months. We are now within the 4 months, but staff would like the committee to evaluate how to move forward. The options, would be 50% back, a date transfer or full refund. Staff did have an inquiry for 12.31 since the date has been booked. See enclosed letter.
- b. The committee agrees that they should refund the money because of the circumstance.
- c. **Kaaren Northrop makes a recommendation to refund the entire deposit, Liz Heller second. Motion unanimously carried.**

**9. Garden Club Tree Donation Location**

- a. Jess Reinke explained that the Egg Harbor Garden Club is going to disband and wishes to take their remaining funds and plant a tree at the Kress. Staff has consulted with Meissner's and identified the area behind the building as the best place to put the tree. The location will block the propane tank from patrons on the deck, and could parlay well if it is determined a path be cut in the meadow.
- b. **Steve Hamming moves to accept the tree location, Natalie Morgan second. Motion unanimously carried.**

**10. Friends of Door County Library & Friends of the Pavilion Bench Location**

- a. Jess Reinke explained The Library Foundation and Friends of the Pavilion have donated funds for the purchase of two memorial benches at the Kress Pavilion property. The committee approved the location of a bench at the back of the building and by the power pedestal on the Kress Lawn. However, due to vandal activity, the Friends of the Pavilion wish to revise the placement of the bench located behind the building. They would like the committee to consider the second bench be placed in line with the sumac at the front of the building. Staff agrees this is a good location.
- b. **Kaaren Northrop makes a motion to move forward with the revised location of the bench, Steve Hamming second. Motion unanimously carried.**

**11. Anonymous Donor Bench Location Request**

- a. Jess Reinke explained that a donor who wishes to remain anonymous, would like to propose adding a memorial bench on the corner of orchard and church. That location is chosen for sentimental purposes. Staff would like to present this to the committee.
- b. **Liz Heller makes a motion for this bench near the Cherry Orchard, Kaaren Northrop second. Motion unanimously carried.**

**12. Open Session**

- a. Kaaren Northrop opened the floor to open session.

**13. Next Meeting Time & Date**

- a. Friday, September 23<sup>rd</sup>, 2022, at 8:30am.

**14. Adjournment**

- a. **Angela Lensch moved to adjourn, seconded by Kaaren Northrop.**
- b. **Motion unanimously carried.**
- c. **Meeting adjourned at 9:28am.**

Minutes completed by Alysha Pudlo on September 6, 2022 and submitted for committee approval on September 23, 2022.

*Italics - summarized comments*

**Bold – official committee action**