

**Village of Egg Harbor
Library Community Center Committee Minutes
August 22nd, 2018 at 8:30 a.m.
Donald & Carol Kress Pavilion – History Center
7845 Church St., Egg Harbor, Wisconsin 54209**

1. Call the meeting to order

Lensch called the meeting to order at 8:30 a.m. Those in attendance were Angela Lensch, Elizabeth Heller, Kaaren Northrop, Steve Hamming, Jess Reinke, Ryan Heise, and Megan Vandermause. Absent were Bob Dickson and Holly Cole.

2. Approve the agenda

Northrop moved to approve the agenda, second by Hamming, motion carried.

3. Approval of June 27th, 2018 meeting minutes

Hamming moved to approve the June 27th, 2018 meeting minutes, second by Heller, motion carried.

4. Open Session

- Reinke explained that she had a meeting regarding the exhaust on the north end of the building.
- Last winter the exhaust from the furnace was causing condensation on the roof.
- HGA, Hurckman Mechanical Industries, and Boldt Construction came up with two solutions for the problem.
- Between HGA and Hurckman the cost of the correction will be covered.
- Reinke stated that she will receive some drawing from HGA and Hurckman and the project will be done before winter no matter which option is selected.
- Jim Vander Heiden has been helping with some volunteer things for the building such as the level of sound created by the exhaust and the propane usage.
- Hamming asked who is filling the propane and Reinke stated that Ferrell is filling the tanks.
- Reinke reported that the lowest rate Ferrell would give the building for a year contract is 1.399.
- Northrop asked why so much propane is being used now being that it is summer, and Reinke stated that when the central air unit was balanced, there wasn't anything in the building so this needs to be adjusted now that the building is full.
- Hurckman, the boiler company, also identified that the boiler for hot water was set too high.
- The toilets in the bathroom upstairs do not flush waste with the initial flush.
- The flush button upstairs is very hard to push and Reinke has pressed the plumbing company on either having someone from Kohler look at the toilets or increasing the air pressure.
- Northrop stated that there was a similar problem at the store and they installed super flush toilets.
- Reinke said that she did receive a quote for changing out all of the toilets, but she thinks the first step is to have Kohler look at the existing toilets.
- Boldt is anxious to close out the project.

5. Financial Report

- Reinke stated that unfortunately the reason July looks over budget is because the accountant accidentally booked the revenue for June 2019 to June 2018 and now there was an adjustment made.
- The discrepancy will be corrected in the year to date.
- The expenses were under budget by \$1,000.
- Getting the propane under control should help with expenses.

- Total rentals booked to date brought in \$37,281.99 in revenue.
- The number of free open to the public programs to date is 98.
- The number of nonprofit paid events to date is 20 and the number of paid private great hall rentals to date is 13.
- The committee asked if Reinke has a plan for the amount of free open to the public events.
- Reinke stated that she thinks some of the programs were not as successful as others, but she thinks that the programming needs to be tailored to the time of year.
- Reinke stated that she feels like she is getting a handle on the programming.
- Lensch asked if the programming could be offered digitally to patrons.
- Cole has issued over 400 new library cards within the first six months and the attendance had been up about 75%.
- Reinke reviewed some of the library stats that compared the first six months at the new building to the first six months of 2017. Both library attendance and items circulated are much greater this year in the new building.
- Programming has also been very successful 120 children and 140 adults attended programming during the month of July.
- Hamming asked if the library will ever have longer hours and Heise stated that he thinks that as the statistics improve there could be an increase in hours.
- Reinke stated that she thinks that the library system's budget is already done for 2019 and there is not additional hours included.

6. Building Logistics

a. Parking Lot: parking plan, preferential parking for events, book drop, boat parking

- Reinke asked if the committee would be okay with her reserving the parking lot during other village events such as Peg Egan.
- The committee is okay with reserving of the parking lot off during building events.
- There has been a request for short term parking spots for book returns.
- Reinke thinks it would be a good idea to add a 5 min. parking spot.
- There has been an issue with people parking their boats in the parking lot; Reinke is monitoring this situation for now.
- The committee asked if Reinke has asked the owners to move, but the owners are not in the building.
- Northrop suggested putting a note on the vehicles telling people where the overflow boat and trailer parking is.
- Hamming suggested putting a permanent sign out and Northrop stated that she doesn't think people would pay attention to the sign.
- Reinke will start with the note and will get some temporary signs for event parking and a 5 min. parking spot.
- Hamming asked about the Farmer's Market moving to the building's property and the committee stated that the EHBA is the one controlling the event.

b. Window options for bird deterrent

- Reinke is looking at options for window bird deterrents.
- There have been four birds that have had an incident with the building.
- The committee asked if stickers would be added to the windows for the bird deterrent and Reinke stated that this is the proposal she received, but there was not a price included.
- The committee decided to wait on the window deterrent option.

c. Roof options for seagull deterrent

- Reinke stated that she received a quote for adding some spikes to the roof to deter birds; the quote came in at \$6,000.
- There was also a quote to clean the roof and that came in at \$1,200 dollars.
- There was another proposal for installing a wire cable along the roof instead of the spikes.
- The roof company needs to make sure that installing the wire cable would not void the roof's warranty.
- The committee agreed that Reinke should start with getting the cable installed.
- Once the roof is washed the wire will be installed so that the wire does not need to be washed again.
- Lensch stated that the cable should be installed first and then the roof can be washed.
- There is not a quote on the cable.
- Reinke is still working on options.

d. Friends of the Pavilion alcohol proposal update

- Reinke stated that at the last meeting it was discussed that the building would be licensed to sell alcohol for events
- If the building is licensed, rentals would not be able to bring in their own alcohol.
- Reinke thought that only a section of the building would be licensed, but the entire building would need to be licensed therefore all of the alcohol to be consumed in the building would have to be sold through the Friends of the Pavilion.
- Reinke stated that she feels as though the building should not be licensed.
- Northrop stated that Reinke should put together some talking points on different options for people that want to have wine more than twice a year.
- Reinke stated that she did have a conversation with the Department of Revenue representative regarding getting the wine limit changed.
- Reinke stated that she feels like sticking with the temporary licenses is for the best of the building.

7. Structural Change

a. Art display outside of Maker's Space

- Cole had an idea of displaying some children's art work outside of the maker's space by attaching a cable to the wall.
- The PAI is working on a proposal for art exhibits in the building.
- Heller stated that the YMCA hosts a different artist each month and she thinks this would be a good route for the Kress Pavilion to take.
- Reinke said that she thinks the PAI would partner with museums for the first few years to get the art displays going.
- Heller thought that art would be on display for purchase and Heise stated that he thinks this is something that the PAI would work toward.

8. Project Approval

a. Third of July fundraiser Book Nook Gardens group

- Reinke asked if the committee would be okay with renting the building again for the 3rd of July fireworks.
- Reinke said that she did receive some odd comments for the public regarding the closing of the building.

- The committee stated that it needs to be clear that the Village is not closing the building and the building is being rented by a nonprofit for a fundraiser.
 - The committee agreed to allow the fundraiser to take place but it needs to be completely separate from the building.
- b. Celebrate Earth Week 2018 – Green Tier sponsorship
- Reinke stated that she feels like the building should sponsor this event and allow the Celebrate Earth week group to use the building for free.
 - The committee agreed that the building should sponsor the event, but should do a soft hold for the space until Reinke receives the programming plan before the end of the year.
 - Lensch stated that the Village as Green Tier needs to decide how they would like to partner with the Celebrate Earth week group.
 - This would block off the building on a Friday and a Saturday in April.

9. Green Tier

a. Seed Library: plan and cost

- Reinke stated that seed libraries are taking off all over the country.
- Reinke said that there was a seed swap back in April that took place at the building and the development of a seed library was slowed down because the library system was not sure if they could house a seed library legally.
- The Door County library has given the go ahead to have a seed library and Reinke wants the committee's approval to put the cabinet for the seed library in the building.
- Appleton library has a program that works and is pretty loose as far as people taking seeds without having to bring seeds in.
- Reinke stated that the building would work with Door County Thrive on the volunteer run seed library.
- The seed library would house flower seeds and vegetable seeds.
- Lensch reviewed Door County Thrive's mission statement.
- Northrop asked if the seed library will be put in a common space that is not necessarily controlled by the library and Reinke said that the seed library will be put in a place that is a common space.

Northrop moved that the Renike go ahead with implementing a seed library, second by Hamming, the committee discussed:

- Lensch confirmed that this is a Donald and Carol Kress Pavilion program not a library program.

The committee voted, motion carried.

10. Next meeting time and date

The next meeting is September 28th, 2018 at 8:30 a.m.

11. Adjournment

Heller moved to adjourn, second by Hamming, motion carried.