



February 4, 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 8:31am.
 - b. Committee members present: Angela Lensch, Kaaren Northrop, Steve Hamming, Liz Heller, Kristin Kirkham
 - c. Staff present: Jess Reinke, Megan Sawyer, Alysha Pudlo, Jeanine Brennan
2. Approve the Agenda
 - a. **Liz Heller moved to approve the agenda, seconded by Kaaren Northrop.**
 - b. **Motion unanimously carried.**
3. Approve Dec. 3 meeting minutes
 - a. **Angela Lensch moved to approve the December 3rd meeting minutes, seconded by Kristin Kirkham.**
 - b. **Motion unanimously carried.**
4. Open Session
 - a. Jess introduced Alysha to the Committee. All committee members introduced themselves.
5. Reports
 - a. December Managers Report
 - b. *Jess Reinke reviewed the Kress Pavilion reports. Division 12 quoted \$1800 just to come onsite. Moved away from them as a vendor. Talked to Door County Interiors. Cost about \$200-\$300 to fix the shades in the History Room. Time to move away from people that are not local. Will probably need to continue working with Division 12 for automated blinds.*
 - c. *Working on getting more floor quotes in the future-gathering numbers. Our floor company said due to the floor thickness, they can only redo the floors a maximum of two times. Jess explained that they have not done the floors yet, but they treat the floors three times a year with this particular oil. Conversation on different floor companies. Karen explained how Ralph's has been staying in Door County all winter working on numerous projects and they are the most recommended company for flooring. Jess received \$8000-\$9000 for a quote from Ralphs.*
 - d. Kaaren: Is the thought that we would refinish the floors twice and then replace it or are we also looking at just replacing it without refinishing it?
 - e. Jess: Also looking at replacing it without refinishing it.
 - f. Megan: It also depends on costs. We will get costs for both and go from there.
 - g. *Jess explained that she hasn't received a bill from the company in Appleton. Wolf Brothers for the fireplace are needing to charge over \$100 just to look at the fireplace. Jess thought was to have them check it out next time they need to be serviced. Jess explained that they have never gotten a bill from the company in Appleton. Jess only talked to receptionist at Wulf Brothers and will talk to someone else at Wulf Brothers.*
 - h. *Jess explained that we hired Alysha and Kirsten for an event coordinator. Lydia volunteered to come back for some weddings this summer. We need to work out a schedule still. Kirsten is 1-2 weekends a month, and Lydia has started a new job but will come back for a couple weddings.*
 - i. Liz: Is that to have someone at the wedding? Someone has to be there for the full wedding?
 - j. Jess: Yes, correct. The thing is if the fire alarm went off, or something, there needs to be someone on site.
 - k. Angela: How many hours and what is the pay?
 - l. Jess: It depends on experience; \$20 an hour is the starting for being onsite for events. We will see what the schedule is because the goal is not to burn anyone out.
 - m. Angela: How many hours do you need?

- n. Jess: It is essentially a 10-hour shift.
- o. Angela: Just once a week kind of thing?
- p. Jess: Yeah. It may be a Friday or a Saturday or one person opens and one person closes.
- q. *Jess discussed the refreshed wedding packet to make it more user friendly. Addressed a lot of questions. The revenue for 2021 was over budget, but do not know exactly how it ended.*
- r. January Managers Report
- s. *January report includes working on a sign for the solar panels with Green Tier Task Force. It would explain how it works, why we chose it, etc. The Makers Space Cabinet install is second week of March. Corinne is what they went with for the cabinet. Working on plans for Earth Day on site event. Jess explained that Baby showers and winter ceremonies have been going well this season. We are not going to do a wellness fest anymore. We got a \$500 donation from Door County Medical Center and will take that money to do a series of events. Egg Cabinets are all sold out (right size, lockable, lighted) so waiting until they're back in stock. AARP is back February-April. Jess is going to apply for a new grant to get a new camera in the Great Hall. There have been several events using it upstairs, so we need a new camera. Working on a summer 2022 guide. Not a full catalogue, but a pamphlet of all the classes we would have this summer. Bring in some local experts to teach some classes. Idea is that it would be a revenue stream, but also create a reduce rate for Egg Harbor taxpayers. The goal is to have that printed by May.*
- t. Jeanine: Will this be library events too?
- u. Jess: Yeah, if we want to schedule some out over the summer. Maybe one per month.
- v. Jeanine: Will you use that money from the Medical Center for some free classes?
- w. Jess: I don't necessarily think that they need to be free. They gave us that money for the Wellness Festival, which was a paid program.
- x. Jeanine: I am a retiree in the village, and I would like to see more free events. A nice mixture would be good.
- y. *Jess explained that we are working on a sales sheet for ceremony and small event options. There are a couple wedding venues sending us rehearsals dinners and welcome parties. So far there are 5 wedding deposits for 2023. 35 wedding deposits for 2022.*
- z. Karren: We need to focus on off season events. You don't need to spend money on summer events because you are booked already. You will have to hire more staff, so no one gets burnt out. You have lots of time in the off season, and there is more availability in the off season. I would like you to really focus on that. Use winter weddings in your guide. There comes a point when you are wasting money for something that is already sold out.
- aa. Liz: Do they have an off-season fee? How many winter weddings did we have?
- bb. Jess: Yes. We get up to November and then people back off during the holidays. Baby showers and wedding showers have been organically approaching us. And these are locally focused, which are nice. We are touring a couple tomorrow that wants to get married on New Year's Eve.
- cc. Jeanine: I would do that. A fall and winter catalogue. Will there be no New Year's Eve Party?
- dd. Megan: There hasn't been a party for the last couple of years. We are leaning towards taking over the July 3rd.
- ee. Jess: There was some complications this year with Peg Egan's concert. They use the upstairs because they have this performance for Kids of Wisconsin.
- ff. Kaaren: You just have to remember that July 3rd and New Year's Eve are not tradeoffs. New Years is locals, July 3rd is not locals.

6. Kress Pavilion Wedding Cancellation Policy Review

- a. *Jess Reinke provided an overview of the Kress Pavilion Wedding Cancellation Policy recommendation as presented in the meeting packet. Since staff started renting the Kress in 2017, our cancellation policy was such that wedding clients could receive a full refund if cancelled six months prior to their wedding, 50% refund if cancelled four months prior to their wedding. This was modeled after other community centers at the time. However, as we enter our 5th season at the Kress it has been found that if a wedding is cancelled 6 months out that weekend will likely not be rebooked. I'm advising us to change the policy to full refund nine months out and 50% refund if cancelled 6 months out. After doing a survey of other local venues and talking with people in the industry and looking at other cancellation policies this seems in line with the wedding industry. Some venues will refund if the date is rebooked. This is for the committee's discussion. Change cancellation policy to 100% if cancelled nine months prior to the wedding, 50% if cancelled six months out and no refund if under six months.*
- b. Liz: That is not good. I think that is a great idea. You said other venues are doing it?
- c. Jess: Yes. And I talked to other industry experts to get their thoughts and she said nine months.

- d. Kaaren: Door County is becoming more popular, but times change. Supply and Demand just changes.
 - e. Kirstin: If they cancel and rebook? Does the money go to the new date?
 - f. *There was discussion on how the rebook dates should get applied. It would be a lose-win for us. The problem is not that we need bookings. People are cancelling because it is not going to work out, or some reason that they wouldn't need to re-book. Some places say non-refundable, but if someone books that date, then you get your money back. But that gets to be too complicated.*
 - g. Kaaren: This can be our policy, but if there are special circumstances, I think we can be open to that. We want to be able react to something that is a special circumstance. We want the option to reevaluate individually.
 - h. Liz: I think that is a good idea .Someone could be ill or get sick or a death in the family. Those would be exceptions. I think if we had a clause in there. If we had a clause.
 - i. Kaaren: I would not put a clause. It should be up to Jess' discretion.
 - j. Moved to change cancellation policy to 100% if cancelled nine months prior to the wedding, 50% if cancelled six months out and no refund if under six months.**
 - k. Kaaren Northrop moved to approve. Seconded by Kirsten Kirkham.**
 - l. Motion unanimously approved.**
- 7. Open Session**
- a. Kaaren: This was brought up at our PPW meeting at the very end on Wednesday. Church Street is scheduled to be done by Memorial Day.
 - b. Megan: I have gotten to it. At the end of that meeting we got a preliminary construction plan from the contractor. We have a preconstruction meeting at the end of this month.
 - c. Jess: And all the Edelman artwork is going to be gone by May 21st.
- 8. Next Meeting Time & Date**
- a. Friday, March 25th, 2022, at 8:30am.
- 9. Adjournment**
- a. **Angela Lensch moved to adjourn, seconded by Liz Heller.**
 - b. **Motion unanimously carried.**
 - c. **Meeting adjourned at 9:19am.**

Minutes completed by Alysha Pudlo on Monday, February 7th, 2022, for committee approval on Friday, March 25th.

Italics - summarized comments

Bold – official committee action