



**September 23, 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 8:32am.
 - b. Committee members present: Angela Lensch, Kaaren Northrop, Natalie Morgan, Steve Hamming, Liz Heller
 - c. Staff present: Jess Reinke, Megan Sawyer by phone.
 - d. Others: John Heller

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

3. Approve August 19th, 2022 meeting minutes
 - a. **Angela Lensch moved to approve the August 19th, 2022 meeting minutes, seconded by Kaaren Northrop.**
 - b. **Motion unanimously carried.**

4. Open Session
 - a. Angela Lensch opened the floor to open session.
 - b. *Northrop asked about the seeds for the no-mow fescue. They discussed that last year's got torn up, so they got new seeds. Reinke said the no-mow fescue looked the closest to grass. She will circle back with Cody to see where it is at now. Northrop wants to know what works best and then get a chance to look at it.*

5. Rental Cost and Policy for Ongoing Fitness Proposal
 - a. *Jess Reinke provided an overview from the meeting packet. The Village of Egg Harbor is Green Tier community, with Health as a pillar of the Green Tier program. As such, the facility would like to accommodate Village of Egg Harbor Residents and Business Owners to help further this initiative to provide classes for patrons. Staff would like to put parameters on classes at the Kress and re-evaluate the room rate for fitness classes, specifically. Currently, staff helps to maintain the funds brought in by instructors but is taking more staff time that economically beneficial. We are asking the committee to review the structure. Staff suggests to move away from Kress as the financial manager, but to simply rent the space and help to market the classes. In that vein, staff would like to move to a straight rental fee: June - Sept \$25/class (up to 1.5 hours) on porch \$50/class in Great Hall if reserved. Oct – May \$20/class in Great Hall. Instructors must move furniture if needed and replace to where it was found. Great hall can be used if not in use.*
 - b. *The committee reviewed the numbers and discussed the pricing now and how it is a good deal. Heller mentioned how they all have long experience, and she thinks these rates are a great idea. She asked what happens if you rent the porch and it ends up pouring rain. Reinke stated that if the Great Hall was not being rented, then you could use that still at the same rate.*
 - c. *Northrop mentioned that the rates should be more streamlined this winter. Northrop suggested having rates laid out for the next meeting so they can understand all the different rates.*
 - d. *Morgan asked why we wouldn't just match the \$25/hr in the winter instead of \$20. Reinke explained that there should be some deal since it is ongoing. Morgan asked if there was any commitment for how long they need to book out. Reinke mentioned that it needs to be a month at a time. Northrop agreed with Morgan about the \$25/hr, but Reinke stated that it gets quiet in the winter. Hamming said then it is equal. Northrop said it is half. Reinke summarized that it needs to be booked a month and a half and \$25/hr.*
 - e. *Reinke will add notice for inclement weather and the notice of moving the furniture. Northrop asked if there is a daily schedule. Reinke stated that there is. Reinke stated that this would not take effect until January 1st.*

- f. **Kaaren Northrop made a motion to approve rental rate for fitness classes in Great Hall to begin January 1st as modified by the committee, Natalie Morgan second.**
- g. **Liz Heller abstained. Motion carried.**

6. Beam Finish Work on North and South end of Kress Pavilion

- a. *Jess provided an overview from the meeting packet. Earlier this summer staff noticed considerable peeling and wear on the exterior of the southernmost beam on the Kress Pavilion covered porch. After speaking with our contact at Boldt construction and the company that sourced the beam at install, REW install. It was recommended that the beam be sealed immediately, due to the bare wood. The installer suggested that the contractor use a sealer ENS by Sansin. Boldt construction helped to call for multiple bids for the project, but only one of the three is able to do the work before winter. See attached bid. The north end of the building exterior beam is starting to peel, but not quite as much. Because the equipment will be onsite, it was recommended that we seal that end of the building as well. This is not a budgeted expense, but it is suggested that we engage the contractor to protect the beams as soon as possible.*
- b. *Northrop asked how often this needs to be done. Reinke explained that the beams have probably been up 6 years. Northrop said it probably should have been done last year, so every 5 years. Reinke stated that she thinks a lot of the cost is because of the equipment it takes to get up there. Northrop said that at first since it is fresh wood it really soaks it up, that it may not need to be every 5 years, but it should be budgeted every 5 years. Committee agreed.*
- c. *Northrop asked where the money is coming from. Sawyer mentioned that the budget may be negative in other areas and it could come from there. Reinke stated that the revenue is above budgeted, so we could have a fund balance because of that. Reinke stated that there was a \$1000 elevator repair and the garbage disposal go out, so nothing too big to take from the budget. Reinke stated that they will look for a general repair/maintenance fund. Northrop suggested that the repair fund maybe shouldn't be so specific, and it could maybe be lumped together. Reinke said that it will be done before winter.*
- d. **Angela Lensch makes a motion to recommend to the Village Board to approve the beam finish work not to exceed \$3950, Kaaren Northrop second.**
- e. **Motion unanimously carried.**

7. September Draft Report

- a. *Jess Reinke provided an overview of the September Draft Report from the meeting packet. The Egg Collection cases have been delivered and the fire extinguisher has been moved. The mirrors will be installed next week, and then they will be in their final home. Kathy will do the unpacking in the middle of October. Someone came in to do painting. PPW poured the foundation for the benches and the solar sign base. The plumber is installing a new sprayer in the kitchen sink. We are going to cut the Kress prairie this year because we waited a few years. It is healthy for the plants to be cut.*
- b. *Lensch suggested having a Green Tier project day to come and remove invasives every once in a while. Reinke suggested maybe getting some more wildflower seeds in the spring.*
- c. *Reinke explained that there is a floor meeting scheduled for upstairs flooring with HJ Martin and the donor, and there is back and forth with what to do next. They are working on the budget. Reinke explained that we are about a month behind with where we want to be, but now that Madison is here, we can get up to speed. Door County Library is now going with year-round hours, and they hired some circulation assistants who will be placed at the end of the month.*
- d. *Reinke explained that the open house was a success. Northrop asked who came to it. Reinke stated that there was probably 10 people and we booked 2 weddings. Reinke explained that we want to do one in the spring and plan it more. Northrop stated that there are people all around who have never been here. Northrop said it might be nice just for the public and the communities.*
- e. *Hamming asked when we would do this for the locals. The committee agreed that May would be nice. Northrop suggested maybe a winter one for those who are here. Reinke stated that they could do a January and May one. Lensch suggested the paper, library network, email to schools. Everyone is welcomed.*

8. Open Session

- a. *Angela Lensch opened the floor to open session.*
- b. *Reinke stated that a new marketing tactic is getting reviews as it gets us to pop up on Google. Lensch asked for an update on what is happening with the PAI shows. Reinke explained that the*

Running with Scissors show is coming down and a local Egg Harbor art exhibit from Giz Herbst. The reception is October 20th 3-5pm. Reinke suggested an egg party once the eggs are in place.

- c. *The group discussed event revenue for this year, Reinke said that the revenues are great, we have a great team. Northrop said it is nice to have Alysha around. Reinke stated that Kirsten is great, she helps with being on-site for events. Lydia has come back for a few events. Reinke stated that if next year was as busy, it would be nice to have one more person. Northrop stated that it won't be. Lensch stated that it is making up with Covid. Reinke said we are about 20 events less for next year. Reinke thinks next year will be more of a scheduling puzzle and we will pick up more last-minute events.*
- d. *Northrop said it is important to be realistic for next year because it will be different. Lensch said it is important to remember that this is a community center and not just a wedding venue. Northrop suggested stating how we are able to do more community things because we are not so booked up for the next year.*

9. Next Meeting Time & Date

- a. Friday, October 28th, 2022, at 8:30am.

10. Adjournment

- a. **Angela Lensch moved to adjourn, seconded by Liz Heller.**
- b. **Motion unanimously carried.**
- c. **Meeting adjourned at 9:24am.**

Minutes completed by Alysha Pudlo on October 4, 2022 and submitted for committee approval on October 28, 2022.

Italics - summarized comments

Bold – official committee action