

**Village of Egg Harbor**  
**Library Community Center Committee Minutes**  
**April 19<sup>th</sup>, 2019 at 8:30 a.m.**  
**Donald & Carol Kress Pavilion – Great Hall**  
**7845 Church St., Egg Harbor, Wisconsin 54209**

**1. Call the meeting to order**

Lensch called the meeting to order at 8:32 a.m. Those in attendance were Angela Lensch, Kaaren Northrop, Steve Hamming, Jess Reinke, Holly Cole, Ryan Heise, and Megan Vandermause. Absent were Jim Vander Heiden and Elizabeth Heller.

**2. Approve the agenda**

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

**3. Approval of February 1<sup>st</sup>, 2019, March 1<sup>st</sup>, 2019 meeting minutes and March 29<sup>th</sup>, 2019 meeting notes.**

Northrop moved to approve the February 1<sup>st</sup>, 2019 and March 1<sup>st</sup>, 2019 meeting minutes and to place the March 29<sup>th</sup>, 2019 meeting notes on file, second by Lensch, motion carried.

**4. Open Session**

- Northrop stated that she parked on the Orchard Road today and you have to walk on grass to get to the sidewalk.
- Northrop stated that the sidewalk is also broken near the road.
- Northrop asked if the roof was taken care of regarding the bird waste.
- Reinke stated that she will be getting a new quote from Craft's Roofing for installation of the bird wire.
- Reinke will present the quote next month.
- Northrop stated that she noticed on her way to Fish Creek that there was a vendor cleaning the roof at Little Sweden and Reinke stated that she can call there to see who the vendor was.

**5. Financial Report**

**a. March financial reports**

- \$1,932.31 was brought in in revenue for March 2019 which was over the budget prediction.
- There was one wedding in March and a number of free events.
- There are still some boiler issues and the boiler manufacturer came to look at the problem.
- The boiler manufacturer stated that the problem is not normal and his visit was the first he was looking at the problem.
- Reinke stated that the building has received two bills from Hurckman, but the manufacturer representative said not to pay the bills until the problem is identified.
- Reinke will be making a job offer to one of the interviewees for the part time position.

- A cabinet panel next to the dishwasher could be sanded down a bit and the cabinet company will come and trim down the cabinet to hopefully push the dishwasher back into the cabinets.
- Staff will be installing new furniture pads on the furniture downstairs.
- Vander Heiden is working a solution for the computer tables.
- Reinke said that rather than adding two more desktops to the computer space towers will be added in the Business Center and Maker's Space so that the TVs can be used as computers.
- There was a Maker's Space open house during spring break which was a huge success.
- Reinke stated that it is very hard to get the building set up for weddings when there are people still in the building.
- Cole suggested having a lag time between the library closing and getting set up for weddings.
- Reinke will be posting if the building will be closing early two weeks before the event.
- Reinke reported that the photos from the photoshoot came back and they look awesome.
- WPR came aboard as a sponsor for the Wellness Festival.
- Cole stated that when there is a festival that is not open to the public she thinks that there needs to be some parameters of what is expected of the library.
- Cole stated that it would be much easier if she was involved in the planning for these festivals.
- Reinke stated that the operating expense variances were the plumbing variance for the flush valve kits, the accounting software variance was because the payment for the software was supposed to be made in January. There was also a variance because of the payment made to the model that was used for the promotional photo shoot.

## **6. Building Logistics**

### **a. Inclement weather policy**

- Reinke stated that the inclement weather policy was reviewed last month, but no action was taken because there was not a quorum at the last meeting.

**Northrop moved to approve the inclement weather policy for the Kress Pavilion, second by Lensch, motion carried.**

### **b. Solar flare donation**

- There is a potential donation for a solar flare for the building.
- Heise stated that the donor is coming to the Every Day is Earth Day Festival and will be bringing some options for solar flare donations.
- Heise explained that there are a few solar things going on for the building right now. Staff has met with two companies one out of Plymouth, WI and one is the same donor of the solar flare.

- The first step is to design the solar array and the second step is to go out for bid on the project.
- The same company that designs the solar panels cannot bid on what they just designed so it is likely that the local vendor will be used to design the solar panel.
- The idea with the solar flare is to put the solar flare near the car charging stations to make it appear as it is offsetting the cost of the electric car charging stations.
- Lensch stated that originally the solar flare was going to be donated for the Peg Egan Performing Arts Center.
- Tesla will be donating four chargers for the building, three will be Tesla specific and one will be universal. Heise stated that the Village will need to cover the cost of the install of the electric car charging stations.
- Northrop asked if it would make sense to install a few charging stations to see how they are used and then install the rest of the charging stations.
- Northrop asked if the parking spots would be taken away and only used for the electric car charging. Heise stated that the parking space would be used for electric car charging, but signage could be established to verify that the spots are for electric car charging, but not necessarily only for electric car charging.
- Heise stated that he thinks that to save costs it would make sense to have all of the charging stations installed at once and then use appropriate signage to monitor the parking spots.
- Northrop asked if a donation box will be put out near the electric car charging stations and Reinke stated that she will likely place an electric car charging donation box out.
- Heise stated that the idea of installing the solar flare near the electric car charging stations would create the idea that the solar power is offsetting the charging stations.
- The electric car charging stations will be metered separately so there will be a good idea of what the actual cost of the car charging stations will be.
- Staff will get a better idea of the size of the solar flare.

**c. Windy tree placement**

- The Public Arts Initiative made a recommendation on moving the Windey tree to a temporary location on the Kress Pavilion property until Book Nook Gardens can move the tree into the first garden.
- The committee suggested putting the tree in the corner of the north side grass area.

**i. Deed of Gift**

- The deed of gift format will be used moving forward.
- Heise will also be doing a press release for the tree sculpture donation.
- Cole stated that when donations are accepted of by the library the library can dispose of the item any way the library wants.

- Reinke stated that one of the arguments the building has made is that the building will not be storing any artwork.
- The committee agreed that if a donation is made the donation should then become the property of the Village of Egg Harbor or the Kress Pavilion.
- Heise will take the updated Deed of Gift and agreement to the Village Board of Trustees.

**d. Artwork acquisition policy**

- The Public Arts Initiative put together a Kress Pavilion Accession and Deaccession Policy that will be specific to the Kress Pavilion.
- The idea is that there will be committee formed that will consist of two PAI members and one Library Community Center Committee member that would meet twice a year and review donations.
- Northrop asked if Reinke is happy with this policy and Reinke stated that she is happy with the policy as presented.

**Northrop moved to approve the Kress Pavilion Art Accession and Deaccession Policy for the Kress Pavilion, second by Lensch motion carried.**

- Northrop will be the Library Community Center representative for the acquisition committee.

**7. Programming**

**a. Rental policy update**

- Reinke explained that this policy is specific to programs that are charging an admission.
- Regular programming in the building will receive a discounted rate.
- A consecutive program break will be received if there is four or more classes a \$15/hr. rate will be received for a nonprofit, Village of Egg Harbor resident or businesses, a nonresident or business owner will receive a \$35/ hr. rate, and the porch rental will be \$10/hr.
- The space would otherwise be empty.
- The Friends of the Pavilion have come forward to serve as a grant organization so four times a year organizations can ask to use the space for free which would be paid for with a grant from the Friends of the Pavilion.
- Reinke stated that by creating this blanket policy it might eliminate some of the programs going on in the building right now.
- The Friends of the Pavilion would therefore pay the rental fee for those programs that receive grant relief.
- Northrop stated that the policy needs to be fair because the perception of unfairness is what creates problems.
- The committee discussed allowing current renters who have scheduled rentals to remain until current rentals are exhausted.

- Cole suggested the Friends of the Pavilion set up a scholarship fund for building rentals.
- The committee agreed the new policy should go into effect May 1<sup>st</sup>, 2019.

**Northrop moved to approve the program rental policy as presented effective May 1<sup>st</sup>, second by Lensch, motion carried.**

**8. Next meeting time and date**

The next meeting is Friday, May 31<sup>st</sup>, 2019 at 8:30 a.m.

**9. Adjournment**

Lensch moved to adjourn, second by Northrop, motion carried.

DRAFT