

**Village of Egg Harbor**  
**Library Community Center Committee Minutes**  
**August 23<sup>rd</sup>, 2019 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 8:36 a.m. Those in attendance were Angela Lensch, Kaaren Northrop, Steven Hamming, Jess Reinke, 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 July 26<sup>th</sup>, 2019 meeting minutes**

Northrop moved to approve the July 26<sup>th</sup>, 2019 meeting minutes, second by Lensch, motion carried.

**4. Open Session**

- Reinke stated that in the Eggstravaganza packet it was mentioned that the glass egg in the Welcome Center would be donated to the Kress Pavilion.
- Northrop asked what the status of the glass egg is.
- Vandermause stated that she thinks that through discussions staff has had the donated egg should stay at its location in the Welcome Center.
- Vandermause stated that there was a Public Arts Initiative meeting last week and she did not attend but Heise did so she will check with him to see if this item came up.
- Northrop stated that she thought that the Eggstravaganza auction was very well done and she thinks that for the next event the eggs should be brought to the Kress Pavilion sooner.
- Northrop stated that some of her thoughts on the event were that the event didn't seem to have a direct connection to the Egg Harbor Business Association which she thinks is a shame.
- She also thought that most of the seats were taken by people we were not participating in bidding in the auction.
- Northrop stated that there should be some designated seating for bidders.
- Northrop asked if it is common for an auction to be done in order and Vandermause stated that from the comments that she heard it was an opinion that the eggs should have been drawn at random and auctioned in a random order.
- Northrop said that the eggs that were outside needed to have signs on both sides of them.
- Northrop stated that she thinks that the eggs going in order probably inhibited the prices.
- Lensch stated that the average egg value was \$3,600.
- Northrop stated that giving people an average price point might be helpful in getting more people to bid.
- Northrop stated that she thinks that the auction being done every 5 years is too long.
- Reinke stated that there were 50 volunteers that helped work the event.
- Northrop suggested putting together a little video that recapped the Eggstravaganza event. Vandermause will check in to see if the Public Arts Initiative or Egg Harbor Business Association can put something like this together.
- Vandermause stated that next month is the committee's budget meeting.
- Reinke stated that she will have the draft budget prepared for next month.

**5. Financial Report**

**a. July Financial report**

- The crack above the door in the Maker's Space was fixed.
- The elevator lock out was finally completed and the company tried to send a bill, but Reinke had the original change order that was already paid and notified the company of this.
- There is a broken paver on the south side of the building and Reinke was able to fix the paver temporarily.
- The BirdX repellent noise machine is very disruptive and Reinke mentioned that there is something that doesn't make noise that can keep the birds away that she will try.
- Reinke stated that someone suggested to her that Seaquist could be contacted to see if they can harvest the cherries earlier to keep the birds away.
- Pioneer Softwash came back with a \$3,650 price for power washing the roof. Reinke stated that she will be checking to see if there is any negotiation that can be done on the price.
- The carpets were cleaned upstairs and they look very nice.
- Reinke stated that she thinks that she will be blocking off a time each month to get the carpets cleaned. There are events consistently so it would be nice to have the carpets consistently cleaned.
- Reinke will look into the maintenance of the carpet cleaning.
- The book shade was fixed yesterday and another shade broke the day before the company came so both have been fixed.
- People are booking rooms online and there will be a button for prospective weddings to check the availability of the building.
- The Schooners event was a hit.
- Reinke stated that there was a new person hired for the assistant position as the previous employee resigned.
- Reinke stated that she learned how to simulcast what's going on upstairs to the downstairs TVs via video conference call for the 100 + Women Who Care.
- Reinke stated that something to keep in mind for the budget discussion is that she might want to have a part time person year round.
- Northrop stated that she thinks this would be important just because of the number of the events that the building has would require two people that can work events.
- Reinke stated that a post card mailer was sent out to Egg Harbor tax payers for programs and classes in mid-July.
- Reinke stated that in July, the building had 5 weddings, 5 non-profit events, and 5 concerts which brought in \$13,550 in revenue.
- The other revenue helped make up for the lack of rental revenue.
- Non-profit rentals are good.
- The accounting software was a negative variance because it hit the July budget instead of the June budget.
- There was a library staff variance because an old bill was finally paid.
- Gas and electric were under budget.

**b. Cancelled wedding, request to refund**

- The committee stated that this is an unfortunate situation, but because of the loss of revenue and the building policy that is in place the refund cannot be processed.
- Northrop stated that she doesn't think that this is inappropriate because of the policy that is in place.
- The committee reviewed that the policy is that rentals are not refundable 4 months out from the event.
- Northrop asked if there were any expenses paid by the renter that the building did not have to pay out and Reinke stated that only the rental fee was just paid so there were no other expenses that had to be paid out by the building.

- The committee stated because the policy is clearly stated the refund cannot be processed.

## **6. Building Logistics**

### **a. Floor in Great Hall**

- There was a spot in the Great Hall where the floor was bubbled up.
- The floor was fixed temporarily with a glue injection and after the fix was done the floor had some bubbling in other spots.
- Reinke stated that on Wednesday an independent investigator from the manufacturer of the floor came to take a look at it.
- HJ Martin is working on investigating the floor situation.
- Northrop stated that she has had a similar issue at her house.
- There are a few options for how the floor could be fixed, but Reinke will need to wait to hear what comes out of the investigation.
- Hamming asked if the floor was glued initially and the floor was a floating floor. Reinke will be back with more information on the floor.
- Reinke will have an analysis of the floor for the budget meeting.

## **7. Budget**

### **a. 2020 budget planning – rate increase review, bird wire budgeting vs. power washing**

- Reinke stated that she has done some analysis of numbers and she put together some changes for peak and off peak pricing.
- The committee agreed that the peak season rates should be May – October.
- Peak wedding price for Saturday will likely be increase to \$2,500.
- Reinke stated that the way the rentals work is that there is a 6 hour base and anything beyond that is an hourly rate.
- The average wedding is 10 hours. After the 6 hr. base wedding rentals typically add on 4 additional hours.
- Reinke stated that she wants the average wedding price to be \$3,800.
- Right now additional hours are \$225 per hour, but Reinke thinks additional hours should be \$250.
- Right now, for Fridays the charge is \$1,500 for the base 6 hrs. and the committee discussed increasing this to \$2,000. The additional hours would increase to \$250/hr.
- Right now off peak pricing on a Saturday is \$1,200, but the committee discussed increasing this to \$1,500. Off peak Fridays the charge is \$900 and the committee discussed increasing this to \$1,000 as well as \$1,000 for Sunday. Additional hours will also be \$250/hr.
- Reinke stated that the committee will need to determine if they would like to budget for a bird wire or power washing.
- Reinke stated that she will get some testimonials from others who have used the bird wire.
- Reinke will also get a quote for power washing.
- Northrop stated that Reinke should check if there would be any cost savings if the power washing is done when the company is already in the area.

## **8. Next meeting time and date**

The next meeting is September 27<sup>th</sup>, 2019 at 8:30 a.m.

**9. Adjournment**

Lensch moved to adjourn at 9:39 a.m., second by Northrop, motion carried.

DRAFT