

Village of Egg Harbor
Library Community Center Committee Minutes
February 1st, 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, Elizabeth Heller, Kaaren Northrop, Steve Hamming, Jess Reinke, Holly Cole, Ryan Heise, and Megan Vandermause. Absent was Jim Vander Heiden.

2. Approve the agenda

Heller moved to approve the agenda, second by Lensch, motion carried.

3. Approval of December 14th, 2018 meeting minutes

Heller moved to approve the December 14th, 2018 meeting minutes, second by Hamming, motion carried.

4. Open Session

- Cole stated that there has been two inquires in regard to the request for qualifications.
- The responses to the RFQ will be accepted until February 15th, 2019.
- The group is prepared for round two of the request for proposals if necessary.
- Cole stated that the group updated their bylaws and approved them in January.
- The group adopted a logo that will be used for advertising and fundraising.
- The group will have the logo printed on aprons so that the aprons can be worn at events.
- The group increased to seven members and now includes Norm Alms and Rebecca Majewski.
- Cole stated that the Book Nook Gardens is exclusive to Egg Harbor.
- The committee suggested that logo include “Egg Harbor” somewhere.
- Cole will bring this suggestion back to the Book Nook Group.
- The Book Nook Gardens group is working on forming its “friends” group.
- The Book Nook Gardens group is preparing the press packet for the big roll out which will take place once a designer is secured.
- A non-profit PayPal and GoFundMe page are being set up and there has been an Amazon store was set up for the Book Nook Gardens.
- The Book Nook Gardens has registered with local fundraising groups such as Wild Tomato, Culver’s, and Jimmy Johns.
- The Packers made a donation for the Super Bowl Fundraiser, but because the fundraiser was cancelled the donation had to be sent back. However, the Packers are willing to donate to the group for future fundraisers.
- A grant application was started and a small grant was received for the Seed Library.
- The group is looking forward for use of the blue building.
- The Book Nook Group was contacted by Door County Triathlon and has been invited back to work the event as a fundraiser.
- The committee discussed increasing the limit of tickets for the Fourth of July fundraiser and increasing the price.
- The seed library has taken off and quite a few new people have been registered.
- The partnership with Door County Thrive has been working very well.

- There will be a seed swap in April.
- The Seed Library in partnership with the Sturgeon Bay Library will host a national author who is writing a book on seed saving.
- The Egg Harbor Library has reached out to other local libraries to help get a seed library set up and three libraries are interested in getting a seed library set up.
- The hydroponics program was very well attended.
- Reinke stated that there needs to be a policy developed for when the building is closed due to weather conditions and whether or not the library should also be closed if the building is closed.
- The Door County Library's policy is that the library's branch manager can decide if the library is open or closed.
- There needs to be a policy that identifies when the building is closed due to weather conditions.
- Northrop stated that she thinks that if the Village offices are closed the building should be closed.
- The committee will review a policy next month.
- Hamming stated that he thinks that the Village Administrator should write the policy and Reinke stated that she thinks he is prepared to do so.

5. Financial Report

a. November and December Financial reports

- Reinke stated that the reports still include the lofty budget projections.
- Reinke stated that the doors are now closing and locking properly and there was an error with an economizer with the HVAC system, but this has been taken care of.
- There is a damper down in the basement that is having a problem, but this is under warranty and will be fixed.
- There is an issue with one of boilers in the building, but the boiler company said that this is a service issue and is not covered under warranty.
- Two flame rods were purchased and replaced in the boiler, but have failed again so Reinke is working on this issue.
- The dishwasher plumbing was fixed.
- The toilets are in progress.
- The variance in November was \$13,110.80 because there was a budget revenue projection of \$100,000. This year the building will be working with more realistic budget numbers.
- The building currently has \$55,000 of revenue on the books for 2019.
- The building is still waiting on the parts for the downstairs toilets, but the cost of the parts will be covered by Kohler.
- Reinke has been very busy giving tours and responding to emails and calls regarding wedding inquiries.
- The month of June is completely booked and there are 23 weddings booked at the building in 2019. Two weddings are booked for 2020.
- Reinke will be using the wedding show in March to push the idea of winter weddings at the building and 2020 weddings at the building.

- There is a wedding dress designer out of Appleton that is willing to have a dress used for a winter wedding photo shoot at the building.
- There was a wedding booked through a wedding planner in Green Bay.
- There was a Maker's Space open house held over Christmas Break and over 200 people showed up, another Maker's Space open house will be held over spring break.
- The wellness fair will be held in May.
- Next year, Reinke wants to push to get some Christmas/Holiday parties at the building.
- Reinke stated that now that the building's metrics have been identified fees for winter rentals could be adjusted based on the metrics.
- Reinke is excited for the January report because there will be more realistic numbers.

b. New Year's Eve Fundraiser recap

- Reinke stated that the New Year's Eve fundraiser brought in over \$1,800.00.
- There were over 100 people in attendance.
- Northrop asked if anyone is requesting feedback in regard to the party.
- Reinke put together some items for a silent auction with some partners in the Village.
- The silent auction brought in over \$900 of revenue.
- The New Year's Eve party tickets cost \$50 a person and through Door County Tickets private donations were accepted.
- Northrop stated that she thinks there needs to be an ad-hoc committee put together for the New Year's Eve party to review the costs and revenue benefits.
- Lensch suggested putting together an email survey for feedback on the event.
- Northrop suggested having a short meeting immediately after the event.
- The committee suggested not making the survey too complicated.
- Reinke suggested maybe putting together a quarterly survey for programming.

c. Bingo revenue update

- Reinke reported that the building received a check for just over \$100 from the Historical Society for rent.
- The agreement is that the Historical Society will pay the Village 15% of their bingo revenue for rent.

6. Building Logistics

a. Toilets in progress

- Toilets are in progress and the parts for the downstairs toilets are being order. Koehler is covering the cost of the parts.

b. Building monitoring installation update

- The building monitoring installation will provide notification to the fire department directly if a fire alarm goes off in the building.

c. Hearing loop update

- Reinke received a quote for a hearing loop from DRS Sound Inc.
- The hearing loop was added to the building's wish list.
- The hearing loop needs to go around the entire perimeter of the room.
- The representative from the DRS Sound Inc. came in and tested the hearing loop to make sure that it would work.
- There is a receiver that would need to be installed with the hearing loop.
- Staff is researching grants for the cost of the hearing loop.
- Reinke had a sample of the copper wire that would need to be installed around the Great Hall perimeter and around the beams.
- In regard to the wire going across the fire place, there is a section of grout that the wire could lay across. This would hopefully camouflage the wire.
- Northrop suggested staff looked into the Raibrooke Foundation because they provided a grant for the Door County Auditorium hearing loop.
- Reinke needs to hear speak with Camera Corner about how the wires can be run up from the basement for the hearing loop.
- The cost could go down if there is a microphone jack that could be plugged into in the Great Hall.

7. Project approval

a. Children's Library mural

- The mural would be going on the wall above the book shelves in the Children's Library.
- The artist that would be working on this project is the same artist that did the mural in the new Welcome Center.
- Lensch asked if the Village needs to go out to bid before an artist can be selected and Heise stated that the project does not fall over the spending amount to be required to be placed out for bid.
- Staff provided the committee with a sketch of the artist's design concept.
- Cole stated that she thinks the funding for the mural could come from the Egg Harbor library's memorial account.
- The quote for the mural not including the artist's lodging is \$1,400.00.
- Northrop suggested checking to see if a lodging establishment would donate a night's stay.
- Heise suggested that the building get something in writing from the artist in regard to the material used for the project and maintenance requirements.
- The committee did not like the bluff portion in the water in the sketch.
- Heise asked if the committee would like to get the Public Arts Initiative group involved in the process.
- The committee stated that because this is something specific to the library and the Children's Center, the Public Arts Initiative does not need to get involved.
- Reinke pointed out that in the lease library, it is stated that the library has control over the Children's Library.
- Heise stated that this is true, but structural changes would not be permitted.
- The committee discussed that the plaster from the mural could be removed from the wall if necessary.
- The committee did not think that the mural would be a structural change.

Lensch moved to approve the mural design by removing the bluff portion in the middle of the water and instead raising the bluff portion behind the water, second by Northrop, motion carried.

8. Green Tier

a. 2019 projects and programs update

- Heise explained that the Village is involved in the SolSmart program which is a program that helps eliminate barriers for private properties and small business to install solar.
- The Village has received a grant of 100 working hours with an assigned technical consultant to help the village implement the program.
- The Village will be working with our assigned technical consultant to help update the building code to streamline the solar installation process.
- The Village will educate property owners as to what their solar rights consist of.
- The Village will need to score a certain number of points to receive a certain designation in the program.
- Heise stated that the consultant mentioned that there may be an opportunity to get some solar panels donated for the conduit at the Donald and Carol Kress Pavilion.
- Lensch asked if there have been any updates on Commercial Property Assessed Clean Energy (CPACE) financing in the area and Heise stated that CPACE financing is financing available for commercial properties that has a low fixed interest rate for projects relating to sustainability.
- The local banks have not come on board to off CPACE financing.
- A CPACE loan would be similar to a mortgage whereas the loan is transferred with the sale of the property.
- Heise stated that he had conversations regarding CPACE financing with a few Village business owners to make them aware of the possibility.
- Reinke has been doing a lot of research on composting.
- The first Green Tier taskforce meeting will be February 7th, 2019 at 10:00 a.m.
- Lensch stated that she would like to get the Door County Thrive potluck on the building's calendar.
- Reinke stated that there have been discussions on having an Egg Harbor potluck and she thought maybe there could be a partnership between the Thrive potluck and an Egg Harbor potluck.

9. Website

- Reinke stated that there were some updates made to the Kress Pavilion website.
- The rental rates have been added to the Kress Pavilion website.
- A "Green" tab has also been added to the website.

10. Art Installation

- The art install will be take place next Tuesday and the art reception will be held next Thursday evening.
- The exhibit will last until mid-May.

11. Next meeting time and date

The next meeting is March 1st, 2019 at 8:30 a.m.

12. Adjournment

Heller moved to adjourn at 10:12 a.m., second by Lensch, motion carried.