

Village of Egg Harbor
Library Community Center Committee Minutes
July 26th, 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 8:34 a.m. Those in attendance were Angela Lensch, Kaaren Northrop, Jim Vander Heiden, Jess Reinke – the Donald & Carol Kress Pavilion Property Manager, Holly Cole - the Door County Library Representative, Ryan Heise and Megan Vandermause. Absent were Liz Heller and Steve Hamming.

2. Approve the agenda

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

3. Approval of June 28th, 2019 meeting minutes

Lensch moved to approve the June 28th, 2019 meeting minutes, second by Vander Heiden, motion carried.

4. Open Session

5. June Financial Report

- Reinke reviewed that there was a meeting with Boldt and the elevator lock out was installed.
- The building is booking more and more corporate business.
- The broken shade is still broken and it will be fixed next week.
- There was a donation for a podium and speaker phone.
- Reinke stated that the fireplace was cleaned.
- There was a small issue with sound checking at Peg Egan conflicting with Midsummer's Music but Reinke was able to work this out with the Peg Egan Manager.
- Total income is up 209% compared to last year.
- Reinke is working with WPR on some marketing and WPR may want to do an event at the building which might allow for some negotiations.
- Reinke is working on some marketing materials for the building to be pushed out to other Founders3 other properties.
- The rentals are doing well for June and the other revenues are also up.
- A variance of \$531 was mostly because a women's conference booked one of the Saturdays which booked up the date so that it wasn't available for a private rental.
- The great room revenue was negative and Reinke thinks this is because the non-profit rate was offered for the women's conference instead of a private rental rate.
- Vander Heiden asked if as the wedding business continues to grow if the building is giving up anything by doing a lot of weddings and asked if the building is missing out on anything by doing so many weddings and Reinke stated that she feels as though the Saturday wedding rates are really prime and she doesn't think the same revenue would be brought in from other events.
- Northrop stated that with her experience from sitting on the DCA Board there aren't a lot of other events scheduled on Saturdays throughout the summer because people are busy.

6. Building Logistics

a. Building issues list – floor fixed, Hurckman, broken shade

- The vice president of Boldt came to the building to review all the outstanding building issues. The floor in the Maker Space is fixed and there was a burn spot near the circulation desk that was also fixed.
- Hurckman came and did some adjusting to the HVAC system. Reinke stated that they did a few adjustments to the area near Reinke's office and outside the Marker Space to deal with the noise.
- Reinke stated that she is pushing back on some of the Hurckman bills.
- Reinke stated that Boldt sent somebody up to take care of some of the cracks around the building.
- Reinke stated that the checking on the beams in the Great Hall has not been discussed yet.
- Reinke stated that the floor upstairs is taking a beating but she is working on some conditioning efforts for it.
- Everything Division 12 will be coming to fix the broken shade.

b. Credit card processing update

- Reinke stated that last time the committee met the committee stated that Reinke should try the credit card processing for the first month free.
- Reinke stated that the Founders3 accounting team thinks that the building should just eat the processing fee and have it be a cost of doing business.
- Reinke stated that she thought about just adding the processing fees on top of the rental fee, but the committee thought that the building should just eat the cost of the credit card processing fee.
- Reinke stated that this item wasn't budgeted and for the next meeting she will bring the cost of operating the building and the rate changes for next year.

c. Phone call policy

- Reinke stated that the building has a lot of people working remotely, but there are situations where people working are on a conference call for long periods of time in the common space of the building.
- Reinke stated that she spoke with the Library Director on what the code of conduct is for the library in Sturgeon Bay.
- In Sturgeon Bay, those on conference calls are required to be in a conference room but the difference here is that there is a cost to rent the conference room in Egg Harbor.
- Reinke is suggesting that a policy be implemented that if someone is on a phone call for longer than 2 minutes then they will be asked to reserve a conference room.
- The policy will be posted on the website and will be enforced by the Kress Pavilion property manager.

Northrop moved to accept the executive summary for the disruptive phone call policy for the building, second by Lensch motion carried.

7. Programming

a. Library user statistics update

- The people count for the library for the month of June was 5,588.

- There were 190 internet users at about 102 hours. Cole explained that this statistic is not accurate because the building is not using the appropriate tracking software.
- There were 29 adult or family programs and 46 juvenile programs. Adult programming attendance was 514 and juvenile attendance was 390.
- 904 people came to the Kress in the month of June to participate in the programming.
- Reinke stated that the building is ranking very high on personal device connections as well.
- Vander Heiden stated that he attended a Door County Library meeting a few weeks ago and at the meeting it was reported that Egg Harbor has been the highest used library.
- Northrop asked about the egg donation and asked what the status is on it.
- Vandermause stated that the egg donation would need to go through the newly formed Kress Pavilion Art Selection Subcommittee, then come to this committee, and finally be approved by the Village Board.
- Reinke stated that there was an initial concern regarding safety and the egg donation. Reinke stated that she knows there was some discussion on having a case made for the egg.
- The committee discussed that there really isn't time for the egg donation to be accepted before the Eggstravaganza auction.
- Vander Heiden stated that what is accepted and displayed in the Kress Pavilion really needs to be looked at.
- Northrop stated that she thinks that the subcommittee should take a hit on the donation because there was never a meeting so that a recommendation couldn't be made to the Trustees.
- Vander Heiden stated that he thinks that the egg should have been disqualified from the awards but included in the auction.
- Northrop stated that as a member subcommittee she feels like the subcommittee should be reprimanded for not meeting and making a recommendation prior to the auction.

8. Next meeting time and date

The next meeting is August 23rd, 2019 at 8:30 a.m.

9. Adjournment

Lensch moved to adjourn at 9:13 a.m., second by Northrop, motion carried.