

Village of Egg Harbor
Library Community Center Committee Minutes
June 28th, 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 8:30 a.m. Those in attendance were Angela Lensch, Elizabeth Heller, Steve Hamming, Jess Reinke, Holly Cole, Ryan Heise, and Megan Vandermause. Jim Vander Heiden joined the meeting by phone. Absent was Kaaren Northrop.

2. Approve the agenda

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

3. Approval of May 31st, 2019 meeting minutes

Lensch moved to approve the May 31st, 2019 meeting minutes, second by Hamming, motion carried.

4. Open Session

- Reinke stated that a very generous donor has donated 125 water glasses and now the rental fleet is complete.
- Reinke stated that she used to charge by place setting which started at \$1.50 each and then after we added silverware the price increased to \$3.00 each. Now she will be charging per piece and will be researching what other companies charge.
- Reinke stated that a gentleman came in and made a donation for a podium and a speaker phone.
- Heller stated that she saw in the minutes that the building received a grant for the hearing loop and Reinke stated that this is correct. The building has received the money from the Raibrooke Foundation; the grant will not cover the total cost of the hearing loop so she is waiting for other donations before the hearing loop is purchased.
- Reinke reviewed how the hearing loop will be installed.
- Cole stated that she went to Peninsula Players last night and this facility had a system recently installed. Everyone was very pleased with how it worked. Cole said that she couldn't even tell that there were copper wires installed around the facility.
- Lensch stated that she was at the Welcome Center about a week ago and there was a sign on the egg displayed there that said that the egg would be donated to the Kress. Lensch thought this sign was misleading because at the last meeting the committee decided not to accept the donation. Lensch asked what the status of the donation is and if someone has communicated with the artist regarding the status of the donation.
- Reinke stated that she communicated with the new subcommittee that the Library Community Center Committee was only concerned about the safety of the egg not the look of the egg.
- Reinke stated that the subcommittee is looking into an acrylic case for the egg.
- Heise stated that the Eggstravaganza group has been put on notice that the egg may not actually be accepted as a donation to the Kress Pavilion so that is a risk the Eggstravaganza group is taking.
- Lensch stated that she would caution that it is not really fair to the other artists participating in Eggstravaganza that this artist is the only one given the opportunity to donate their egg to the Kress Pavilion.

- Reinke and Heise reviewed how the subcommittee will work and stated that their recommendations will come back to this committee and then ultimately go to the Trustees for their final decision.

5. Financial Report

- Reinke reported that the building received the \$2,500 grant from the Raibrook Foundation.
- The second art show was installed with the Richeson Gallery in Appleton. The building is now moving on to the second phase of preparation for additional gallery lights in the living room space and great hall.
- The Color Brave exhibit was a success.
- The movies have now moved to 5:00 p.m. and Cole has been doing a good job of selecting the movies.
- The Wellness Festival was a success.
- Programs are really moving smooth, with attendance growing and volunteers stepping forward to teach programs.
- Cole stated that there is a gentleman who volunteered to teach a Windows 10 class which was very successful.
- The Friends of the Pavilion has established their grant program and Reinke is working on shorting the application.
- The 100 Women Who Care hosted an Egg Harbor Boutique Fashion Show which was a success.
- Reinke stated that the one book shade is still broken and the charge to fix it was very expensive so she requested the manual for the shades so that she can try and fix it herself.
- The revenue was over the gross profit budget by just over \$1,000.
- Reinke stated that there is a negative variance for the advertisement budget because she had the advertising bill with The Knot as a lump sum instead of a monthly payment. This expense was budgeted.
- The yoga classes and art classes have been helping with revenue.

6. Building Logistics

a. Bird shock track quote

- Reinke reported that she doesn't think the bird shock track will be the best solution for the seagull problem.
- The lift that is needed to do the install is the expensive part.
- Reinke stated that she asked the electricians to bid out the installation of the shock track.
- The roof guys stated that they do not recommend the bird shock track and suggested the bird wire.
- The electricians were worried about getting power up to the roof but solar power would be used. The electricians are unsure how long the lift would be needed.
- Reinke stated that she doesn't have a firm recommendation for a solution for this right now.

- Reinke stated that she did reach out to Pioneer Softwash to provide a quote for power washing the roof and the quote did come in a bit high due to the cost of needing the lift.
- Reinke said that the nice thing about the power washing is that it would only need to be done once a year.
- Cole suggested that Jim Krause be contacted to see if he has a lift that could be used for the power washing.
- Hamming also suggested possibly reaching out to Dave's Tree Service.
- Reinke will continue working on this item.

b. Power washing quotes

- Reinke stated that she received a quote from Pioneer SoftWash for getting the roof and the sidewalks power washed.
- Reinke stated that with the Eggy Chalk Event the sidewalks are looking a little ratty as the chalk is washing off.
- Reinke will be reaching out to the EHBA to see if they can do some deck brushing to clean the chalk off.

c. Recap of meeting with Boldt regarding outstanding items

- Reinke stated that she and Heise had a meeting with Boldt and HGA to review the outstanding issues with the building.
- Boldt stated that they would stand by their work and fix the outstanding items for the building.
- Reinke stated that she is working on a history document for the issues with the HVAC system.
- Lensch asked if Reinke has any log created for all of the hours that she had to leave her workload to deal with the boilers and Reinke stated that she hasn't, but she could make an estimate.
- Vander Heiden stated that there have been checks in the Great Hall around the trusses. The material for the trusses was selected to be used because there shouldn't be any checks. Checks are cracks in the wood and are basically the result of wood drying out.
- Hamming asked if the checking is a structural problem and Vander Heiden stated that it is not a structural problem, but there shouldn't be this amount of checking.
- The manufacturer of the trusses will be taking a look at the beams to see if something can be done.
- There was a delay with getting the trusses and there was a delay in the manufacturing.
- Vander Heiden stated that it would be nice if something could be done to make the area look a bit better.
- Lensch stated that if the group made an effort to select beams that wouldn't do this then it should be corrected.

- Hamming stated that he thinks that the trusses were ordered correctly, but then when the lawsuit happened everything got put on hold and the trusses had to be reordered and were rushed so that the project could continue.
- The elevator lock out has a service key that allows renters to use the elevators to get in the kitchen and basement. The elevator has been adjusted so that the 2R function (entering the basement or kitchen) will allow vendors to use the 2R service without needing the key during the time they are scheduled to load in.

7. Programming

a. Upcoming cross partnerships – David Naftzger, Open Game Groups, Schooner Days, Honey Queen Visit, Origins UW Madison

- Reinke explained that David Naftzger, who is the Executive Director of Great Lakes St. Lawrence Governors and Premiers, works to get municipalities together to discuss Great Lakes issues.
- David Naftzger will be coming to the building in conjunction with the Door County Library, Door County Environmental Council, and Celebrate Water. Wild Tomato will be donating pizza and One Barrel will be donating beer and cider for this event.
- The building has started initiatives for open game groups and there is a group that will be starting playing Scrabble in the main library area.
- Cole stated that the building needs to get the word out about the gaming groups so that everyone knows what games are happening when.
- Schooner Days is a partnership with Door County Maritime Museum who will review schooners in Door County there will be a talk and a display in conjunction with the Egg Harbor Historical Society.
- The Honey Queen is stopping in at the Egg Harbor Library in conjunction with the BookNook Gardens group and the DNR. After she stops at the building she will be stopping at Hatch Distilling.
- The UW Madison Origins project will be on August 20th and is a group of scientists that had an idea to discover where humans came from.
- The group will be coming to the building to give a presentation on their findings.
- UW Madison is funding the group to visit the building.

b. Credit card processing fees – taking credit cards for rentals

- Reinke stated that right now reservations for rentals and program passes can be made with a credit card through RecDesk.
- Reinke stated that currently wedding rentals cannot make payments with credit cards.
- Reinke stated that right now the building does use QuickBooks for rental fees.
- When the building is rented for a wedding, the entire rental fee is due up front.
- Reinke stated that the option could be presented that either the renter can pay the fee with a credit card processing or they can pay with a check and no fee.

- The committee agreed that credit card processing should be used for wedding rentals.
- Reinke is asking the committee for approval to try the credit card system for free for a month to make sure it works before purchasing the processing system.
- Reinke stated that this expense was not included in the budget so the bank fees will be increased.
- Reinke stated that the accountant is working on determining if the building needs the original version or the deluxe version of the processing system.
- Heller asked if the building can start with the original version and then upgrade to the deluxe version if they think it is necessary.
- Hamming stated that he thinks the revenues will go up because most people prefer to pay with a credit card.
- The committee stated that the rental cost could be adjusted to absorb the fee.
- The committee stated that Reinke should try the credit card processing for a month for free to determine if it is a good fit for the building.

Heller moved that Reinke try the credit card processing for the first month free and then reevaluate the item after the month, second by Lensch, motion carried.

8. Next meeting time and date

The next meeting is July 26th, 2019 starting at 8:30 a.m.

9. Adjournment

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