

Village of Egg Harbor
Library Community Center Committee Minutes
March 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 8:40 a.m. Those in attendance were Angela Lensch, Elizabeth Heller, Steve Hamming, Jess Reinke, and Megan Vandermause. Jim Vander Heiden joined the meeting via phone. Absent was Kaaren Northrop. Also in attendance was Jen Aldrich.

2. Approve the agenda

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

3. Approval of March 1st, 2019 meeting minutes

The agenda listed the March 1st, 2019 meeting minutes instead of the February 1st, 2019 meeting minutes both sets of minutes will be reviewed and approved at the next meeting.

4. Open Session

- Vandermause stated that the meeting packets will now be printed double sided to save paper.
- Vandermause stated that staff would also like to ask committee and commission members to view the packets digitally if they can. Anyone who would prefer a printed packet can still get one.
- Cole stated that she decided last night that the seed library needs help.
- Lensch asked if Cole thinks that the seed swap in April could be good publicity for the seed library.
- Cole stated that she thinks this will help and the building is going to be doing a program on the seed library, but she is worried that she or Kress Pavilion staff will not have enough time to manage the seed library.
- Lensch suggested Cole put together a list of things she needs help with in regard to the seed library.
- Reinke suggested a poster be made for the seed library and perhaps another press release be done.

5. Financial Report

a. January financial reports

- Reinke explained that in the executive summary the property goals are outlined.
- The building is having some boiler issues and there has been an argument between the HVAC company and the gas company.
- In order to save on costs when the building is closed, the building temperature goes down to 58 degrees and there seems to be a problem with the propane tanks catching up when the building gets to the lower temperature.
- Reinke explained that the flame ignitor rods were replaced in the boilers which are an annual maintenance item that needs to be done.
- All of the air filters for the boilers were cleaned.

- The technician that came out from Hurckman suggested that an elbow be added to the exhaust pipes and this might help solve the problem.
- In the meantime, tarps were added to the propane tanks to try to keep them warmer.
- Boldt suggested going back to HGA and asking if they have any solutions for the problem.
- Heller stated that she saw that Door County Coffee puts quilts on their propane tanks.
- Reinke stated that she looked into the quilts for the tanks, but they are quite expensive.
- Reinke adjusted the unoccupied temperature to 64 degrees instead of 58 degrees and this seemed to help.
- Vander Heiden stated that he thinks the key is to get HGA to work with Hurckman to identify a solution to the problem.
- The job description has been prepared for the seasonal marketing assistant and will be published.
- The down stairs toilets are fixed and the wave feature was replaced with automatic flush systems.
- Hooga Fridays were a success.
- Pink Bakery provided treats for each Friday.
- Yoga has been put into hibernation until May.
- The book binding and Repair Café programs have been successful.
- The Door County Library requested that the Tea 101 program be repeated.
- The building was closed at the end of January due to snow and subzero temps.
- The revenue is a negative \$39, but it does not include any of the donations that have been received.
- The building received a donation from the knitting group that rents a space in the building every week and they were comfortable with using the donation to help with operating costs through the winter.
- A total of \$920 was received through donations in December and January.
- The building was under budget on the operating expenses by about \$5,000.
- The website has been cleaned up and the green tab was added.

b. New Year's budget breakdown

- Reinke put together a budget breakdown from the New Year's party that reviewed the revenues and expenses of the party.
- Reinke stated that she does feel that the building received donations that might not have otherwise been received if the party did not go on.
- Lensch stated that a portion of the wine and alcohol was an in kind donation.
- Reinke stated that she is going to work on tracking her hours a bit better.

6. Book Nook Gardens update

- Cole stated that the group is entering the interview phase with landscape architects.

- Vandermause said that she reviewed a concern that Cole had regarding the Book Nook Gardens in regard to the Kress Pavilion property.
- Vandermause stated that she followed up with Heise regarding a concern he had with the front lawn being used for a Book Nook Gardens because it has potential to be used for private event tent area or a tent area for festivals.
- Vandermause stated that if this area is used for Book Nook Gardens it should be kept into consideration that there would be additional maintenance required because it will be in a more highly used area.
- Vandermause stated that Harbor View Park is an example of this and because there are events that take place in the park the maintenance demands are higher.
- Vandermause stated that the Book Nook Gardens group also needs to keep in mind that if a garden is developed in this area and the area is booked for a private event, the garden would be unavailable to the public during the event.
- Cole stated that the Village should be willing to have the area designed because the area could be designed in order to accommodate the festivals or private rentals.
- Cole stated that even if the area is designed and the Village doesn't like the idea it doesn't have to be constructed.

7. Building Logistics

a. Inclement weather policy

- Reinke explained that per the committee's request, she put together an inclement weather policy for the building.
- Reinke explained that as drafted she is recommending the building be closed for inclement weather if Gibraltar school has been closed for inclement weather.
- Cole stated that she would recommend using the Door County Highway Commissioner's recommendation.
- Reinke did talk to the Library Director regarding the inclement weather policy and she said that she is fine with whatever the Village decides as long as the Egg Harbor Librarian is okay with it.
- The committee discussed if it is the best option to close the building based off of Gibraltar school because Gibraltar serves a much larger area than the Egg Harbor Library.
- Reinke explained that she thought this policy would work well because then people would know that the building is closed by seeing if Gibraltar is closed.
- The committee agreed that the Egg Harbor Administrator should make the call if the building is closed versus relying on the school district.
- Reinke will follow up with Door County Highway Commissioner to see if he would make the call as to whether the road conditions are good enough for travel.

b. Toilets fixed

- The toilets are fixed.

c. Building monitoring complete

- The building monitoring has been completed so the fire department will be notified if there is a fire in the building.

d. Boiler issues

- Reinke is keeping good records on the boiler issues and will continue to work on resolving the problem.

e. Egg collection storage solution

- Vander Heiden has been doing some research regarding the egg collection and there are about 500 eggs in the collections. 400 eggs are organic material and about 100 of the eggs are painted or sculptured eggs.
- There is a collection of wild bird eggs.
- There is one Faberge egg that is of more value than the others.
- Taking care and preserving eggs has a science behind it, so Vander Heiden has been doing some research with museums in order to make sure the real eggs are taken care of so that they do not deteriorate.
- The difficulty is that the building itself is pretty bright and it will be difficult to display the eggs for a significant period of time.
- There is a migratory bird treaty act that makes it illegal to have a collection of wild bird eggs unless you have a permit.
- Kathy Beck does have a permit for the wild bird egg collection and this permit needs to be transferred to the village.
- Vander Heiden will continue doing some research on the egg collection storage.
- Kathy Beck will be working on breaking the egg collection down into categories.
- Once Vander Heiden receives more information from Kathy Beck the next step can be taken to determine where and how the best way to display the eggs is.
- The permit is only needed for the migratory bird eggs.
- Vander Heiden stated that he knows that the University of Green Bay has a significant egg collection and there might be potential to partner with them.

8. Programming

a. Policies/rentals

- Reinke stated that in response to Aldrich's concerns she put together a recommendation on programming rentals.
- When Reinke started the building manager position, programming was never included in the plan for revenue for the building.
- Community members came to Reinke and asked that the community center encompass some paid programming and the building has found that paid programming has generated some revenue.
- The building partnered with some individuals to have paid programming at the building and the building collects half of the revenue from the paid programming.

- Lensch stated that what the Village has learned through Health in all Policies through Green Tier is that the community should offer some programming to its public.
- Reinke stated that last summer she was approached about hosting Zumba at the building and she came up with charging programs \$2 per student. Then when Reinke was approached regarding the dance programming she continued with the \$2 per student charge.
- Reinke is recommending that the regular room rates be charged for private renters holding programs at the building unless the program is a collaborative program with the Kress Pavilion, such as the yoga programming.
- Collaborative Kress pavilion programming would need to be evaluated and approved by the Library Community Center Committee.
- The committee agreed that the policy needs some more explanation and should be reviewed by the committee again next month.
- The committee suggested offering a discounted rate if a renters agrees to have consistent classes.

b. Wellness Festival update

- The Wellness Festival will be held at the building on May 10th, 11th, and 12th.
- Reinke is working with the Friends of the Pavilion to sponsor the festival.

c. Every Day is Earth Day Festival update

- Planning is going great for the Every Day is Earth Day festival.
- The Every Day is Earth Day Festival will be held at the building the last weekend in April.

9. Correspondence

a. Jen Aldrich correspondence

- Aldrich stated that she thinks the Kress Pavilion and library staff is doing a really great job at the building.
- Aldrich stated that she wrote this letter because she learned that one of the former teachers at the dance studio was teaching classes out of the Kress Pavilion.
- Aldrich said that she does not think that it is fair that the Kress Pavilion allow a business to rent the building and directly compete with other Village business owners.
- Aldrich stated that having her business she is required to have different insurances, business plans, and business membership with the EHBA.
- Aldrich stated that her businesses are invested in the community and she thinks it is unfair for the Kress Pavilion to rent the space to someone to run their business out of.
- Aldrich stated that she knows that the programming development with the Kress Pavilion is very new, but she wants to see a policy in place that does not allow the Kress to allow renters to run a business out of the building.

- Reinke asked if the Aldrich rents her business space to private contractors and Aldrich stated that they do rent their space and offered those teachers teaching at the Kress to use the space. Aldrich stated that her space rental fees are competitive with other studios that have rental space.
- Aldrich explained that her business offers more than just dance classes for kids.
- Aldrich stated that she appreciates the committee hearing her concern.

b. NYE survey results

- The survey results were included in the agenda packet and will be discussed at the next meeting.

10. Next meeting time and date

The next meeting is Friday, March 29th, 2019 at 8:30 a.m.

11. Adjournment

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

DRAFT