

**Village of Egg Harbor  
Library Community Center Committee Minutes  
May 31st, 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 8:45 a.m. those in attendance were Angela Lensch, Kaaren Northrop, Steve Hamming, Jess Reinke the Donald & Carol Kress Pavilion Property Manager, Holly Cole the Door County Library Representative, Ryan Heise, and Megan Vandermause. Absent were Elizabeth Heller and Jim Vander Heiden. Also in attendance was Paulina Moncada the Kress Pavilion Seasonal Marketing and Events Assistant.

**2. Approve the agenda**

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

**3. Approval of April 19<sup>th</sup>, 2019 meeting minutes**

Northrop moved to approve the April 19<sup>th</sup>, 2019 meeting minutes, second by Hamming, motion carried.

**4. Open Session**

- One of the curtains that cover the books is offset, but Reinke is working to get the curtains reset.
- Hamming asked if there is any way to clean the inside of the fire places, Reinke explained that Vander Heiden is working on getting the fire place cleaned.
- There will be a cost to clean the fireplace, but the fireplace company will train the Public Works crew to clean the fireplace so that it can be done each year in house.
- Cole reported that Vander Heiden has hidden the computer boxes on the public computer desks.

**5. Financial Report**

**a. Success creates need**

- Reinke stated that the Library Director put together an ask for the Egg Harbor Library to have more hours because of the increase in activity at the Egg Harbor Library.
- There has been a 137% increase in visitors at the Egg Harbor Library between February 2018 and February 2019.
- The circulation is up by 47%.
- Reinke reported that she and Heise will be meeting with the Library Director to go over the ask to the County.
- Heise stated that a press release will be done to highlight this information.

**b. April financial report**

- The boilers have been adjusted and are running great, however last week a driver had an over voltage and Reinke had to shut the whole system down.
- Reinke had already called Hurckman to have the air conditioning activated and a representative came the next day and was able to replace the driver.

- Heise stated that the HVAC system is giving the building a lot of trouble so the Village has reached out to Boldt to let them know.
- The committee discussed that there has always been a problem with the HVAC system since the building opened.
- Reinke stated that technically the building is no longer under warranty, but the Reinke has documentation of when the system started having issues which was when the building was still under warranty.
- The floor in the Maker Space is still having issues and this is another issue that still needs to be addressed.
- Reinke stated that the Village was supposed to get an elevator lock out about a year ago, but Reinke has kept on the elevator company to make sure that this gets installed.
- Paulina Moncada accepted the position of Seasonal Marketing & Events Assistant.
- The Donald & Carol Kress Pavilion received a grant from the Raibrook Foundation for a hearing loop.
- The basement has been organized and cleaned out.
- Vander Heiden and Reinke will be working on new desk solutions for the computers in the library.
- The new computers for the Business Center and Maker Space have been set up.
- There was a knock box ordered for the outside of the building and the fire department will install it.
- Reinke, Cole, and Brennan have been having monthly meetings.
- The building will be having a fire alarm drill.
- F/3 has had Reinke on quarterly goals meeting.
- Reinke had a meeting with the Door County Seed Library to find a common ground.
- Reinke stated that the budget was over budget for April in revenue and expenses were \$1,500 under budget.
- There were a few variances which included janitorial services and propane was a positive variance because no propane was needed in April.

**c. Friend of the Pavilion update on deficient and programming grant**

- Heise and Reinke met with the Friends of the Pavilion and asked for \$140,000 to offset the deficit.
- Heise stated that the Friends of the Pavilion are continuing to work on the sales tax recovery and once this is accomplished it will help to offset the deficit.
- The Friends of the Pavilion approved the grant application for covering the rental costs for groups that they approve.
- Northrop suggested making the grant application less pages because it seems a little daunting.

**6. Building Logistics**

**a. Bird wire quote**

- The bird wire quote came in at about \$8,000.
- Reinke spoke to the gentleman who did the power washing for Little Sweden and he is going to come and give her a quote for power washing the Kress Pavilion roof.

- Moncada stated that she knows that sometimes those services offer a discount for routine roof cleaning.
- Reinke stated that she did look into a bird shock track instead of installing a bird wire, and this solution would be under \$1,000. The system would be installed along the ridge line and would be solar powdered.
- Reinke is going to speak to the electrician to see if they would install the bird shock track.
- The shock would not kill the seagulls, but would shock the seagulls to surprise them and keep them off of the roof.
- Reinke also looked into getting a trained falcon to come to the building to scare the seagulls away, but this is pretty expensive and has a lot of extra logistics.
- Reinke will look into reviews of the bird shock system and will check in to see if the bird shock system can be power washed.

**b. Eggstravaganza egg donation and placement**

- An egg was originally created to be part of the Eggstravaganza auction, but when the artist came to deliver the egg the artist didn't want the egg to be displayed outside in fear that the glass of the egg would crack.
- The artist wanted to donate the egg to the Donald & Carol Kress Pavilion.
- Heise stated that the egg would need to go through the art accession policy that was just passed by the committee and the Village Board.
- Reinke stated that she originally thought that the egg could be donated to the Kress and displayed, but because of the nature of the building she doesn't think displaying the egg in the building is a great idea because it could likely get damaged.
- Lensch suggested that the egg still be included in Eggstravaganza auction.

**Lensch moved that the Library Community Center is not able to accept the egg donation and to recommend that the egg be part of the Eggstravaganza auction, second by Northrop, motion carried.**

**7. Programming**

**a. Every Day is Earth Day & Wellness Fest recap**

- The Every Day is Earth Day Festival was a great success and the steering committee is hoping that the Village still allow them to continue to use the building for free in the future.
- Reinke stated that the steering committee did make a donation to the building based on what they could afford.
- Northrop asked if the festival was three full days and asked if the building was really busy all three days.
- Reinke stated that the festival could likely be dialed back to two days.
- Cole asked about the other programming outside of the festivals and Reinke stated that the other programming is reviewed in the executive summary she provides the committee.

**Northrop moved that the Every Day is Earth Day group can use the building free of charge for the Every Day is Earth Day festival with the condition that the festival be only two days, second by Lensch, motion carried.**

- Reinke stated that the Wellness Festival was good and the Friends of the Pavilion had a little bit of revenue that they will be donating back to the building.

**b. Makers Space supplies for paid and private program policy**

- Reinke stated that there have been a few rentals that are using supplies that are not reusable and there needs to be a policy in place to cover the costs of materials.
- Therefore people using the Maker's Space either need to furnish their own supplies or provide funds to the Maker's Space for the supplies they use.

**Lensch approve the Maker's Space supplies for paid and private program policy, second by Northrop, motion carried.**

**8. Next meeting time and date**

The next meeting is Friday, June 28<sup>th</sup>, 2019 at 8:30 a.m.

**9. Adjournment**

Northrop moved to adjourn at 9:28 a.m., second by Lensch, motion carried.