

**Village of Egg Harbor**  
**Library Community Center Committee Minutes**  
**November 22<sup>nd</sup>, 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 the Donald & Carol Kress Pavilion Property Manager, Jeanine Brennan the Door County Library representative, and Megan Vandermause. Absent was Jim Vander Heiden.

**2. Approve the agenda**

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

**3. Approval of October 18<sup>th</sup>, 2019 meeting minutes**

Heller moved to approve the October 18<sup>th</sup>, 2019 meeting minutes, second by Northrop, motion carried.

**4. Open Session**

- Lensch stated that at the last meeting it was suggested that the Kress Pavilion art subcommittee be shifted a bit.
- Lensch stated that she was suggesting that Dan Cross and Chad Luburger be the representatives on the art subcommittee from the Public Arts Initiative.
- Northrop suggested maybe increasing the committee to five members instead of three members so that it is a bit easier to avoid quorums at other meetings.
- The Library Committee Center Committee agreed with this concept and suggested that the subcommittee be amended to have 5 members, two PAI members, one Library Community Center Committee member, and two at large members.
- Lensch stated that there was an idea brought up that the Book Nook Gardens group could work on a terraced vegetable gardens project at the Kress Pavilion property.
- Northrop asked if this is a good idea because the building is rented a lot and the garden might not look like it fits in the space.
- Northrop said that it would be inconvenient for people to tend to the gardens where there is an event going on at the building.
- Northrop stated that she thought that the first Book Nook garden would be a garden that features the “Tranquilitree” art piece.
- Northrop said she doesn’t think that the Kress Pavilion property is a good place for a community garden.
- Lensch said that she thinks the terrain of the space is usable and for whatever garden is constructed it would need to be terraced.
- Northrop stated that if there is a community garden she thinks that the area near the Dog Park is a better place because this area is sunny and is available to be accessed all the time.
- Brennan stated that the library will eventually have the seed library back so this would be a good incorporation with community gardens.
- Brennan also mentioned that she had a community member approach her and state that she would like to try to get the Garden Club back together.

**5. Financial Report**

**a. October Financial report**

- A new maintenance sheet has been set up for the building’s maintenance worker.
- Reinke is working on a 2020 forecast dashboard for rentals.

- The new rates are in the 2020 rental packets and there have been two 2020 weddings booked with the new rates.
- Reinke is also going to create an FAQ document for the revamped rental packets.
- Heller asked if all of the 2020 weddings are paying the higher rates, and Reinke stated that only the bookings that contracted after the rate changes in October are paying the increased rates.
- Reinke wants to get the revamped rental packets completed before Thanksgiving.
- Reinke stated that in October the building hosted Wipfli-Financial for a three day retreat.
- Reinke said that the Door County Visitor Bureau does refer a lot of people to the building.
- The Pumpkin Patch book sale brought in over \$1,000 in sales which was much greater than the \$300 brought in last year.
- Brennan explained that there were some changes that were made in order to make the sale more successful.
- Brennan used Appleton's guidelines regarding the book sale and accepting books donated for the sale.
- Brennan stated that popcorn was also sold in the morning and the weather contributed to more people visiting the book sale.
- The people counter had more than 1,000 people visit the building.
- Reinke stated that something that was learned for next year is that there should be someone to stop by during Pumpkin Patch to service the bathrooms.
- Over \$1,218.95 was collected in donations for the electric car charging stations at the building.
- Art classes were successful in October.
- A boosted post on Facebook was done for yoga and there were three new package customers who joined the program.
- The Kress Pavilion was accepted as a vendor for Wed MKE and the Wonderful World of Weddings which are both wedding shows.
- Reinke edited the website to streamline availability inquires and marketing of weddings, off sites, and workspace.
- Gross profit for October was \$8,507.
- Expenses were a bit over budget because the part time marketing employee has been kept on year round.

**b. 2020 budget revisions – Founders 3 Contract**

- The Village has moved to end the Founders 3 contract, but retain the employees of the building.
- This will save the Kress Pavilion budget almost \$30,000.
- Reinke stated that the accounting might be a little challenging to coordinate between Village staff and Kress staff, but staff will work through it.
- The Village does not see Founders 3 as, as great as a resource as they are for the Village marina.

**6. Building logistics**

**a. Car charging stations installed and active – signs to come**

- The car charging stations are installed and are active.
- Signs for the charging stations have been purchased and the Public Works crew will be installing the signs as time and weather permits.

**b. HVAC update – relief fan update**

- The doors are still ajar and there was a lot of ping ponging back and forth as to which vendor was responsible for the issue.
- Reinke stated that Steve from Boldt is leading the effort to get a solution in place for the issue.
- Balco visited onsite in November and did a balancing test. At first glance, Balco said that the relief damper was not working properly and the report was sent to HGA for review.
- Balco did not coordinate with the controls company and the controls company is the one that need to adjust the controls.
- Reinke stated that there is still some back and forth happening with vendors that need to work together to fix the issue.
- The next step is that the engineer is going to look into the relief fan issue.

**c. Hearing loop update**

- Reinke stated that another donation of \$1,500 was brought forward for the hearing loop, which brings the total donations up to \$4,000.
- Another \$6,000 is needed before the hearing loop can be installed.
- Reinke said that she is hopeful that there will be enough donations made before the end of the year for installation of the hearing loop.

**d. Generator update and potential location for current generator**

- The building has a donor that would like to contribute a new generator so that the building could be fully functional if the power were to go out.
- The quote for the new generator came in at \$89,722 but does not include the cost of installation.
- There is a member of the Utility Committee that works with generators and is helping with the Village with the logistics of moving the current generator to another location.

**7. Library Hour update**

- The Town of Egg Harbor provided \$3,500 for FY 2020 for additional library hours on Thursdays.
- Brennan stated that she has had some conversations with the Door County Library Director who thinks that the library system will be short staffed over the winter because the library is short subs during the off season.
- Brennan said that she questions if the library will really be short staffed but she will talk to the Director about this.
- The Town of Egg Harbor monies will not be available until after the first of the year.
- Brennan and the Library Community Center Committee will continue to work on the additional library hours.
- The Village would need to verify with the Town on if they have stipulations on how the money has to be spent.
- Vandermause said that she is not sure if the Town is giving the money to the Village or if they want the library system to invoice them like they do the Village.
- Northrop suggested that the library hours be added to the calendar that is put out each month.

**8. Budget previous year compare with bookings**

- Reinke shared the October 2018 booking revenues compared to the October 2019 booking

revenues with the committee.

- Northrop asked if this data could be compiled into a normal spreadsheet and asked if the Founders 3 group could help put something together for comparisons.

## **9. Programming**

### **a. Film Festival May 2021**

- Reinke stated that the building has been approached by Door Community Auditorium about being one of the venues for a film festival in 2021.
- Reinke stated that the third weekend in May 2021 was one of the weekends brought up for the film festival.
- Our venue was thrown out as an idea for a kick of dinner or kids films.
- Heller asked if this will be done as a fundraiser for some of the different venues.
- Reinke stated that how it is set u, is that there would be passes sold for attendance at the different festival venues and the venues would receive \$500 to help supplement their costs.
- Northrop stated that any events like this that are during season should be pushed for Thursday/Fridays not over weekends.
- The committee agreed that in May the Great Hall should be kept open for private rentals.

### **b. Wellness Festival June 5-7, 2020**

- Reinke stated that keeping Saturday evening open for private rentals during the Wellness Festival will be necessary.
- Reinke stated that for the 2020 festival her goal is to raise at least \$2,500.

## **10. Next meeting time and date**

The next meeting is Friday, December 20<sup>th</sup>, 2019 at 10:00 a.m.

## **11. Adjournment**

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