

**Village of Egg Harbor**  
**Library Community Center Committee Minutes**  
**October 18<sup>th</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**

Lesnch called the meeting to order at 8:36 a.m. Those in attendance were Angela Lensch, Jim Vander Heiden, 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. Also in attendance in the audience was Tina Kakuske, the Door County Library Director.

**2. Approve the agenda**

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

**3. Approval of September 27<sup>th</sup>, 2019 meeting minutes**

Northrop moved to approve the September 27<sup>th</sup>, 2019 meeting minutes, second by Hamming, motion carried.

**4. Open Session**

- Heller stated that she is a bit concerned about the Public Arts Initiative and if they are the only ones that can decide on the art throughout the Village and at the Kress Pavilion.
- Heller said that she would like the Kress Pavilion to review pieces for the property before they are purchased.
- Reinke stated that art for this property will go before this committee and the Village Board and if the art is for other Village property, it would be reviewed by the Parks and Public Works Committee and the Village Board.
- Northrop asked what is happening with the egg collection donation that was pegged for the building.
- Vandermause stated that the egg collection will work through the art subcommittee and it has been discussed that the eggs should be displayed in a rotation versus all at once.
- Vandermause stated that the egg collection should work through the same process as other donations where the subcommittee will work out logistics, then this committee would review the donation, and the Village Board would have the final decision.
- Lensch asked if there needs to be some reformatting of the committee because of possible open meeting law issues, and Vandermause stated that the makeup of the committee should likely change.
- Vandermause suggested making this change at the November Village Board meeting.
- Northrop stated that she thinks there needs to be a change in the committee members because it seems like decisions are getting made without the committee meeting.
- Northrop suggested that staff get a subcommittee meeting scheduled to keep the process for the pending donations moving.
- Heller asked if there could be a frame in the Maker Space for an artist of the month display with a few paintings from the art classes on display.
- The committee stated that something like this should be in the Maker Space.  
Lensch suggested incorporating painting in the slide show and Reinke stated that she has done this.

**5. Door County Library Director Report**

- Kakuske stated that she is here to check in with the branch and she is here to answer any questions about any of the library functions.

- Kakuske stated that she can come to any of the committee meetings if the committee would like her to.
- Kakuske stated that she is always trying to keep track of what is going on so she can make sure that the Door County Library system is meeting the needs of all the branches.
- Northrop stated that the Village of Egg Harbor is paying for some extra library hours outside of the Door County Library system hours and asked if there are any other municipalities that fund additional hours for their library.
- Kakuske stated that there are no other municipalities that pay for additional hours at this time but Sister Bay is talking about it.
- Kakuske said that the County system does look at fluctuating hours for the different branches and this is done by looking at statistics.
- Northrop asked if the Door County Library system was asked about additional hours for the Egg Harbor library. Kakuske stated that she asked the Door County Library Board for more hours and she knew that the County would not fund additional hours so she asked the Village of Egg Harbor if they would fund additional hours.
- Northrop asked because the Village is paying for the additional hours why the County Library Board had to approve of the additional hours, and Kakuske stated that the employee is an employee of the County because this is how it is set up statutorily.
- Lensch stated that it sounds like there are budgetary restrictions coming from the County and the Library Board doesn't have a lot to work with and asked if there is something that the Village can do to advocate for more funding for the Egg Harbor Library.
- Kakuske stated that what she can say is that in all of the County departments, the County is asking all of the departments to make cuts and is watching the funds for the library and if funding is not used they are asking for cuts.
- Northrop asked what the best way is for the committee or the Village Board to encourage the County not to cut funding from the Egg Harbor Library hours.
- Northrop asked if there are any opportunities to shift hours from one library to another, and Kakuske said she has had this conversation with the Door County Library Board but what makes the Door County Library situation unique is that libraries in other municipalities are funded by a City or a Village versus an entire County. Kakuske stated that at the library she worked at previously, the library had a similar budget for one library than the Door County Library has for all of the branches.
- Kakuske stated that she has gone to the County and wrote letters and had conversations with the County Administrator regarding funding for the Door County Library.
- Kakuske stated that the Egg Harbor library is the fourth busiest library in the County.
- Kakuske said that Baileys Harbor has one staff member but has higher statistics than the Egg Harbor Library and Sister Bay has five staff members because they have a lot of foot traffic.
- Kakuske stated she thinks that having additional staff on during library hours is beneficial because it allows for better customer service and better customer service is then passed on throughout the community.
- Kakuske stated that one of the suggestions that she has heard recently is that the Village is interested in expanding the library hours to be open on Thursdays. Kakuske said that after looking at the statistics from when the library is open on Thursdays it is not the library's busiest day even when the library is open Thursdays in the summer.
- Kakuske stated that there is a lot more to do in the library than just checking items in and out.
- Kakuske said that because the County knew that the building would be busier that is why they agreed to bring in the additional staff member in 2018.
- Kakuske stated that during peak times she thinks it would be a good idea to have more

than one staff member working.

- Northrop stated that if the Village is paying for the additional staff member, but there is not currently an additional staff member at the Egg Harbor library what is happening with the additional fund.
- Vandermause stated that the Village is invoiced when the hours are used and need to be paid.
- Brennan said that she is having staff members come in and cover her old hours so that she can have more time to finish all of the library activities.
- Kakuske stated that right now the County is only charging the Village when an additional staff member is brought in.
- Kakuske shared a number of statistics for the Egg Harbor Library from 2018 and through the end of September 2019 with the committee.
- Kakuske shared some ideas on how the library can service the community better without having the library open.
- Kakuske said that maybe the Door County Library System and the Egg Harbor Library could work on having the self-check open when the library is not.
- Kakuske stated that unfortunately the County is tied down by tax levies.
- Vandermause stated that the Joint Village and Town Boards did discuss the Town providing some funding for the additional library hours and the Town was going to consider the request at their budget workshop.
- Northrop asked if the Village asked the Town for a specific dollar amount and Vandermause stated that the Village requested the Town contribute \$5,000 toward the additional hours.

## **6. Building Logistics**

### **a. Kress warranty list – contractor update**

- Reinke reviewed the warranty list with the committee.
- Reinke said that most of the issues with the HVAC system, the roof, and the floor upstairs have been covered under warranty.
- Reinke stated that one of the questions that came up last meeting was whether or not the building needed to use the original installers for the warranty repairs.
- Reinke said that she found out that the original installers do not need to be the one to make repairs to have items covered under warranty.
- Reinke said that Northern Electric will be opening an office in Sturgeon Bay and this will be beneficial because the building would still be charged a trip charge for a repair by the drive time is not as much.
- Reinke stated that she spoke with Northern Electric about not making special trips for repairs if not necessary.
- Reinke stated that she would recommend moving away from Johnson and Jonet as the buildings plumber and she has communicated this with the contractor.
- Reinke reviewed some details of improvements for the HVAC system.
- Reinke said that the doors have been flapping again and it was determined that the return air duct is too big for the building.
- Reinke said that since this was discovered a solution for the door flapping is being worked on.

### **b. Pet waste station placement**

- Reinke stated that the building has purchased a pet waste station and wanted to ask the committee where the station should be placed.
- The committee discussed that the pet waste station should be placed by the dumpster and in a grassy area.

- The committee agreed that this would be the best place for the waste station.

## **7. Financial Report**

### **a. September Financial report**

- The bubbling of the floor is still being worked on.
- The card reader at the service door was fixed.
- The building received a donation for a generic electric car charging station.
- Funding from the Village Green Tier programming will be utilized to pay for the installation of the car charging stations.
- Reinke reviewed the September events that took place in the building.
- Total Great Hall rentals from the month of September came in at \$10,837.50 which came in under budget but was made up for a bit in other revenue.
- The janitorial came in over budget but that was because an August bill was applied in September.
- Operating expenses came in over budget but that was because the card reader was fixed.
- There are 22 weddings booked for 2020.
- There will have been 31 weddings at the building at the end of 2019.

### **b. 2020 budget revisions – WPA Nature wise & Power Washing update**

- The Village Board took the Naturewise program out of the Kress budget as well as the power washing.
- Brennan stated that at the Book Sale during Pumpkin Patch the library made \$1,000.
- Northrop asked what this money will be used for and Brennan stated that this money will be put in the fund that is used to purchase new library materials.

## **8. Budget**

### **a. Previous year compare with bookings**

- Reinke stated that she wanted to show the committee that in September of 2018 there was \$40,226.00 in revenue for total bookings.
- This year through September 2019 there was \$102,946.00 in revenue for total bookings.
- On the books right now for September 2020 there is \$49,031.42 in revenue for total bookings.
- Northrop stated that she thinks the report is a bit confusing and she thinks that there should be a month by month report and have a total at the bottom.
- Reinke will reformat the report so that it less confusing but pointed out that the building is ahead in revenue.

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

The next meeting is November 22<sup>nd</sup>, 2019 starting at 8:30 a.m.

## **10. Adjournment**

Lensch moved to adjourn at 9:54 a.m., second by Northrop, motion carried.