

Village of Egg Harbor
Library Community Center Committee Minutes
September 27th, 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 8:34 a.m. Those in attendance were Angela Lensch, Kaaren Northrop, Steve Hamming, Jess Reinke the Donald and Carol Kress Pavilion Property Manager, Ryan Heise, and Megan Vandermause. Absent were Jim Vander Heiden and Elizabeth Heller. Also in attendance from the Public Arts Initiative was Kathy Beck.

2. Approve the agenda

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

3. Approval of August 23rd, 2019 meeting minutes

Northrop moved to approve the August 23rd, 2019 meeting minutes, second by Lensch, motion carried.

4. Open Session

5. August Financial report

- Reinke reported that the floor company came and did a temporary fix on the floor and the company had a private floor investigator come out to assess the situation. The company said that the building could have settled and this could be the problem.
- Reinke stated that Heise pointed out that the building sits on bedrock so there shouldn't be any settling.
- Reinke reported that the floor company recommended either cutting a bit of the floor out from around the edges or by putting a seam down the middle of the floor.
- Reinke stated that she did reach out to the company to see if they could refinish the floor and the company doesn't actually do this, but they did give her a quote to wash and oil the floor.
- Reinke said that she has the maintenance crew at the building do this anyway.
- Hamming asked if the floor has to be refinished already and Reinke stated that the floor is pretty scratched from dancing and high heels.
- Hamming stated that it sounds like it wasn't the best floor selection to put in the room based on the use.
- Hamming pointed to that this is not a danger this is just an aesthetic issue and he doesn't think that the refinishing is necessary.
- Reinke stated that she doesn't know exactly what the solution is for the floor.
- The card reader on the back door was replaced.
- The book shade was fixed.
- The new employee, Lydia Semo, is doing great and she knows that next summer she will be working a lot of weekends.
- Reinke reviewed the building activities in August.
- Reinke stated that the budget in terms of other revenue is coming in good with linen fees, coffee service and bar service.
- The building is tracking well for next year.

- In August, there was a positive variance in other revenue and a negative variance for programming.
- There was also a negative variance for plumbing repairs as a faucet was replaced in the women's restroom.
- Northrop stated that a lot of the fixes that have been done to date in the building have been covered under warranty and asked if the building will eventually run into some issues because the repairs will no longer be covered under warranty.
- Reinke stated that she has been using the original vendors for the building for repairs but she will review the lengths of the warranty and if the warranties are contingent on the original contractors completing repairs.
- Northrop stated that there are a lot of electricians and plumbers in the County that could be used for repairs so that there is not such a large expense for travel time.

6. Art in the Kress update from Kathy Beck with Public Arts Initiative

- Beck stated that she is here to discuss a number of items on behalf of the art subcommittee.
- Beck said that she would like to get some ideas from the committee on what they are interested in as far as artwork for the Kress Pavilion property.
- Beck stated that Eggstravaganza was very successful so the Public Arts Initiative would like to continue to work on implementing art in the village.
- Heise stated that last year the Public Arts Initiative approached the Village for a donation for operating costs and expenses for Eggstravaganza.
- When the Village decided to approve the \$20,000 donation, the Village asked that \$10,000 be given back to the Village from the Public Arts Initiative for art related items.
- The Public Arts Initiative also had an agreement with the Egg Harbor Business Association that the proceeds from the Eggstravaganza would go to the Public Arts Initiative and be used for the purchase of public art for the Village.
- Reinke stated that of the \$10,000 that is coming back to the Village a little over \$1,000 has been spent on lighting improvements for the art exhibits in the Kress Pavilion.
- After a rough estimate, the Public Arts Initiative is estimating that after expenses and the reimbursement to the Village there will be about \$30,000 to put toward public art.
- The Public Arts Initiative has a list of all of their operating expenses.
- Heise stated that it is the hope that the art group will be flying on its own in the future and the tricky part with the proceeds from Eggstravaganza was that the revenue was specifically supposed to be used for the purchase of public art.
- Heise stated that the PAI does not have a lot of operating expenses but there are some and they need to have an operating budget.
- Heise asked if it is too premature for Beck to discuss potential projects that the proceeds of Eggstravaganza could be used for.
- Beck stated that it is not too premature and that is why she is here today to see what the committee is thinking as far as art on the property.
- The Public Arts Initiative has discussed putting an art piece out in front of the Kress.
- Heise stated that he would encourage the Public Arts Initiative to look at all aspects of the Village and not just the Kress Pavilion.
- Northrop stated that she really doesn't think that there is a rush to spend the money because the Village is going through a lot of changes right now and it would be a shame for an art piece to be placed in a spot that may not look the same in the next few years.
- Beck stated that she is just here to get some ideas of what the committee is thinking as far as art at the Kress property.

- Northrop stated that the Library Community Center Committee has had a lot of discussion on how they want the Kress property to look so she doesn't think there needs to be a rush to implement art on the Kress property.
- Lensch shared an update on the Book Nook Gardens project and stated that the group does have some design plans completed for the Kress Pavilion property, but Book Nook Gardens is now focusing on raising funds for the project.
- Beck stated that if the PAI is going to commission something for the Village it will take a long time.
- Northrop asked if something needs to be commissioned versus just purchased being that there are a lot of artists in the community.
- Northrop stated that she doesn't think the PAI should rush into spending the proceeds.
- Beck stated that she isn't in a rush to spend the proceeds but as the Chair of the PAI she just wants to keep the momentum going.
- The committee told Beck that she shouldn't get too hung up on what is happening with Book Nook Gardens because that project is still in the early stages.
- Beck stated that so far all of the artwork that has been on display at the Kress has been two dimensional and she would like to ask the committee if there is any potential for domed pedestals to be installed for three dimensional art.
- Beck stated that right now there is an exhibit that is on display at UW Green Bay that the subcommittee is looking at having at the Kress.
- Beck reviewed some details of the exhibit.
- Beck stated that because the exhibit is connected to eggs she is very interested in pursuing the exhibit for Egg Harbor.
- Beck stated that she and Dan Cross are working on getting all of the artists on board for moving the exhibit at the end of October.
- Reinke asked that Beck keep her really tight in the loop for the new exhibit.
- Beck stated that she has some other things she would like to incorporate in the exhibit's reception.
- Beck stated that the subcommittee is also working on a youth exhibit.
- Beck reviewed some of the other exhibits that could be in the works for the building.
- Northrop stated that all of the exhibits will need to be on display per the Kress Pavilion policies.
- Beck stated that the subcommittee also needs to work on the eggs display, the Humpty Dumpty collection, and the egg donation that was done from the disqualification from Eggstravaganza.
- Reinke stated that it may be a better idea for the next exhibit to hold the reception in November instead of October because it would fit better in the promotion schedule for the building and the Door County Library system.
- Beck stated that she really didn't get to finish discussing the potential for display cases and Reinke stated that this could be a possibility. Reinke said that because the building is moving into the winter season this type of display could work.

7. FY 2020 draft budget review

- Reinke reviewed the draft budget spreadsheet and account detail forms for the Kress Pavilion budget.
- Lensch asked if the roof company suggested that the roof be power washed. Reinke stated that the roof company said that over time if the seagull waste is not washed off it could affect the integrity of the roof.
- Northrop stated that she thinks this should be included in the budget and then if the roof

- doesn't need to be power washed then the money doesn't have to be spent.
- Reinke stated that she did include some equipment replacement for the HVAC system in the budget just in case because there has been some equipment that has needed to be replaced.
 - Reinke explained that the repairs and maintenance materials line item was increased a bit because the building is going through more paper towels, toilet paper, and trash bags than expected.
 - Lensch asked if Reinke looked into the "Who Gives a Crap" company who provides paper products made out of recycled materials.
 - The committee stated that if these materials are more expensive, then it should not be pursued.
 - Reinke stated that she thinks the type of paper towel dispensers that the building has creates a lot of waste so she could look into getting different dispensers.
 - Northrop suggested looking into air dryers instead of paper towel dispensers.
 - The building will be participating in WPS's "Naturewise" program regarding electricity.
 - Reinke stated that she is hoping to have the part time Marketing & Events Coordinator on year round versus seasonally.
 - The committee agreed that the year round part time position is needed.
 - Reinke stated that she is requesting funding for a crew for set up/take down for events as this is reflected in the budget.
 - The committee agreed that this should be included in the budget.
 - Reinke stated that the Door County Library System came to the Village and asked if the Village would consider adding additional library hours to the building.
 - Reinke met with the Door County Library Director to discuss adding additional hours.
 - Hamming asked what benefit adding additional library hours gives to the Kress Pavilion specifically.
 - Heise stated that adding extra hours allows for the building to provide better customer service and better quality of service.
 - Hamming asked if the library is at the same hours as the libraries in other villages.
 - Heise stated that the library hours in each location are based off of the circulation numbers.
 - Northrop asked if Door County has increased their funding for adding hours to the Egg Harbor library and Heise stated that at this time they have not.
 - Northrop stated that she feels like the Village would be letting the County off of the hook by providing more funding for library hours when they are not going to be doing the same.
 - Heise stated that through the communication with the County, the County Administrator explained that the County is restricted by levy limits and the Village should look into seeking grants for different funding opportunity for the additional library hours.
 - Heise stated that the Raibrooke Foundation would be a good resource for funding but they like to fund programming more so than on going operational costs.
 - If the Village would apply for this funding, Kress Pavilion staff will actually be doing the work for the funding but then the funding will then be turned over to the library for the programming.
 - Heise stated that he also plans on asking the Town of Egg Harbor for funding for the additional library hours.
 - Northrop stated that the Village is already paying for additional hours and this would be additional hours on what the Village already pays.
 - Reinke stated that she would propose increasing the library hours just enough to have the

library open on Thursdays and then explore other funding opportunities to bring on additional library staff for programming.

- The committee agreed that the library should be open every day but additional hours for additional library staff should not be included in the budget.
- Reinke stated that she feels that since she will have a year round part time person she will have more time to explore additional funding opportunities.
- Northrop asked if the Village could ask town users of the library to request that the town help fund the Egg Harbor Library.
- The committee agreed that the Library staff line item should be reduced to \$10,427.00 to add library hours on Thursdays only.
- Reinke stated that there was a bit of an increase in the IT budget because there were some Camera Corner repairs that need to be paid for.
- Reinke reviewed the fee schedule changes that were discussed at the last meeting.
- Reinke stated that she is planning on adding a “Day Of” planning service fee for events.
- Place settings are now being charged per piece.

Northrop moved to approve the Kress Pavilion Budget as reviewed, second by Lensch, motion carried.

- Heise stated that the budget is still running at a \$133,009.40 deficit which the Village can offset this year, but this is not going to be sustainable by the Village in ongoing years.
- Heise stated that the Village has asked the Friends group for a contribution towards to the deficit and Hamming stated that the Friends group just doesn't have the money yet.
- Heise stated that he is getting the sense from the Friends group that they are not necessarily continuing their fundraising campaign and if this is the case then the building needs to work on its own fundraising campaign.
- Northrop asked Heise what the sense is from the Village Trustees on funding the deficit, and Heise stated at this point the Trustees are willing to offset the costs for now.
- Northrop stated that the committee will really need to know when the Village Board will not be willing to offset the deficit because there will need to be plans made to make up for the cost.
- Reinke will be looking at grants and possible fundraising opportunities.
- Northrop stated that even if the Friends group could fundraise \$25,000 a year this would be helpful.
- Reinke stated that she really needs to know what the Friends group's plans are so she knows what kind of direction she needs to work towards in regard to fundraising and grants.
- Hamming stated that the Friends group is still waiting on the sales tax that could be put toward the deficit, but the Friends group does not have this money yet.
- Northrop stated that the committee should really start looking into additional funding opportunities throughout the next year.

8. Next meeting time and date

The next meeting is October 18th, 2019 at 8:30 a.m.

9. Adjournment

Lensch moved to adjourn at 10:23 a.m., second by Northrop, motion carried.