

**Approved Board Minutes - Presque Isle Community Library - Board of Trustees**

Meeting Category:	Regular Meeting
Date :	Tuesday January 09, 2018
Time :	4:00 pm
Location :	Library

- 1) Call to Order: Bob Berdan – 4:02 pm
- 2) Roll Call of Members / Introduction of Visitors
  - a) Board members present: Bob Berdan (RJB), Pam Whipple (PW), Cathy Weber (CLW), Mike Czarny (MC), Christine Wallace (CW), Brenda Schuppe - retiring (BDS-phone). Merry Beckel-new (MB) Absent : Krista Slemmons (KS-excused) Also present - Library Director Shelly Knaack (SK).
  - b) Welcome and introductions - Merry Beckel
  - c) Visitors: None
- 3) Agenda approval / modification: Approved as is - MC - motion / RJB- 2<sup>nd</sup> / Unanimous.
- 4) Election of 2018 Officers
  - a) Slate of Officers – Pam Whipple (Pres), Mike Czarny (Treas), & Krista Slemmons (Secretary) - RJB - Motion / CLW – 2<sup>nd</sup> / Unanimous. Updated Board Term List distributed earlier by RJB. RJB turned meeting over to PW.
- 5) Approval of Minutes (December 12, 2017): Approved with minor correction to 7c. CLW - Motion / RJB - 2<sup>nd</sup> / Unanimous.
- 6) Treasurer’s report :
  - a) 2017 Year End Close – Reconciliation with Town for 2017 completed. Reconciliation process went smoothly due to SK’s monthly close diligence. BDS covered Library transaction system for new Board members. 2018 Budget - BDS covered town salary revisions and resulting revision to Capital.
  - b) Action on bills to be paid – January - Approval of Jan bills to be paid in the amount of \$4471. MC - Motion / CLW - 2<sup>nd</sup> / Unanimous. MC covered elements of new expense and income formats. Board members were reminded of expense budget discussion back in Dec 2017 - SK will verbally highlight any future “back changes” to expense budget > \$100.
  - c) Money Management - CD's – Board approved pursuit of the purchase of 2 x 18 month CD's. One CD for \$5000 and one CD for \$5346 (LD salary funds-projected need 1/2021) Revisit purchase of 1 more in ~ 6 months. RJB - motion / CLW - 2<sup>nd</sup> / Unanimous.
- 7) Library Director’s Report - ATTACHED
  - a) LD Office Hours & library Hours
  - b) Circulation /Patron Report – SK reviewed numbers. CW noted NLES now has Overdrive. Collection numbers have decreased. SK will monitor expected future NWLS costs decreases.
  - c) Annual Amazon Review – SK will work on focusing efforts and communication for better usage in 2018.
- 8) Committee Reports & FOL Update
  - a) FOL: Dec Mtg Canceled. Next meeting scheduled for Feb 2018.
  - b) Board Cmte Appointments 2018: PW suggested the committee appointments listed below. RJB recommended ratification of appointments : CLW - 2<sup>nd</sup>. RJB also recommended committee members consult Board Annual Task List to ensure familiarity with due dates.

Committee	Chair	Member	Member
Budget	MC	MB	PW
LRP / Strategy	RJB	MB	Town L - CLW
Policy	RJB	KS	
LD Evaluation / Perf Review	CW	PW	Town L - CLW
Trustee Search	PW	KS	
FOL	PW		

- 9) OLD BUSINESS
  - a) 2018 Additional Space Requests - Last Wilderness Conservation Association (LWCA) & Presque Isle Town Lakes

Committee. CLW -motion / MC - 2<sup>nd</sup> / Unanimous.

10) NEW BUSINESS

- a) Update Bank Signatures - Resolution – MC made a Resolution to add signing authorities - Pam Whipple (Pres), Mike Czarny (Treasurer), Shelly (Michelle) Knaack (Library Director) and delete signing authorities for Bob Berdan and Brenda Schuppe.- RJB - 2<sup>nd</sup> / Unanimous

11) Public comment: None

12) Adjournment: 5:07 pm. - RJB - Motion / CLW - 2<sup>nd</sup> / Unanimous.

**Next regular meeting date February 13, 2018 at 4:00 pm. - Library**

**Library Director's Report – January 09, 2018**

**A. Shelly's Office Hours**

Tuesdays, Thursdays often 9-2 or later, Saturdays 9-12

Wednesdays: 9-6, Fridays 9-3

Sundays or Mondays: Usually remote, available by cell or house phone.

**B. Library Hours**

Feedback to me has been overall positive.

**C. Circulation Report**

See circulation report I sent out. As of 01/08/09, the December numbers were not in from Northern Waters for circulation. I will hope to have them by meeting time to share.

**Highlights:**

While overall circulation is down, there were some months that we beat the average:

May, June, August and November all brought in higher numbers than average.

June, July, August, October and November had higher circulation compared to 2016.

Patronage is up, by 429 patrons overall for the year. Especially noteworthy is that we had the highest number of patrons since 2013!

It looks right now that our e-media perhaps doubled in circulation and our new patron cards also doubled. Our juvenile circulation is down by about half, on trend.

**D. Annual Amazon Review**

We brought in \$271 for Amazon Associates in 2017.

I hope to bring this number higher to earn more next year by promoting it more often.

## Copy of Original Agenda

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- 3) Agenda approval/modification -Bob Berdan
- 4) Election of 2018 Officers - Bob Berdan
  - a) Updated Board Term List
- 5) Approval of Minutes (December 12, 2017)
- 6) Treasurer's report
  - a) 2017 Year End Close, 2018 Budget
  - b) Action on Bills to be Paid - January
  - c) Money Management - CDs
- 7) Library Director's Report
  - a) LD Office Hours & Library Hours
  - b) Circulation/Patron Report
  - c) Annual Amazon Review
- 8) Committee Reports and FOL Update
  - a) FOL
  - b) Board Cmte Appointments 2018
- 9) Old Business
  - a) 2018 Additional Space Requests - Last Wilderness Conservation Association (LWCA)
- 10) New Business
  - a) Update Bank Signature Resolution
- 11) Public comment
- 12) Adjournment

Next regular meeting date: February 13, 4:00 PM Library