

Unapproved Board Minutes - Presque Isle Community Library - Board of Trustees

Meeting Category:	Regular Meeting
Date :	Tuesday March 13, 2018
Time :	4:00 pm
Location :	Library

- 1) Call to Order: Pam Whipple – 4:00 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), Merry Beckel (MB), Krista Slemmons (KS), Library Director: Shelly Knaack (SK). Absent - Christine Wallace (CW)
 - b) Visitors: None
- 3) Agenda approval / modification: RJB motion/MC 2nd/ Unanimous
- 4) Approval of Minutes (February 13, 2018): Approved - Motion / MC - 2nd RJB / Unanimous. 2018 minutes will be posted on PICL website once the new website format has been approved.
- 5) Treasurer's report :
 - a) Action on bills to be paid – March - Approval of Mar bills to be paid in the amount of \$5,268. KS - Motion / MB - 2nd / Unanimous. Change in the amount of January bills changed from \$4972 to \$4,573. Forecasted Feb budget is now \$10,913 with \$399.00 add to the total (refund for a return). No phone charge applied to February bills since the town covered the bill paid on March 1. An additional \$612.00 was included in March expenses to cover the cost of the website design and maintenance.
 - b) Donations were \$1700.00 for the month of February.
- 6) Library Director's Report - ATTACHED
 - a) Book talk with Jay Woolf, 16 people attended. Pi day will be on March 14. Movie is Lady Bird on March 21st at 1:00pm. QiGong and Mindfulness through Nicolet College begins March 31st. Library will receive some funds from Nicolet for hosting this event. Library should revisit policy regarding use of facilities and charging for Nicolet events. Programming events are listed in the Library Directors Report.
 - b) 2018 Northwoods Bookfest – meeting will likely be scheduled in April
 - c) Volunteer Recruitment and Training – circulation volunteer needs occur Wed 12-3 and Fridays 3-6. Boulder Junction Library offered their volunteer training and reference manual. SK is creating a plan for emergencies, vacations, etc. and possible training of board members. RJB suggested seeking FOL interest in training and assisting in the case of emergencies.
 - d) LD Office Hours: Tues, Thur ~9-2, Wed 9-6, Fri 9-3, Sat 9-12, Sun/evenings remote. Finalize Library Hours – Mon, Wed: 9-6, Tues, Thurs, Sat: 9-12, Fri: 9-3.
- 7) Committee Reports and FOL Update
 - a) FOL - No Meeting in March, planning a future executive board meeting. Friends will be donating \$700.00 for seven tables for the community room. Money will go through the library. Town will be paid with a cashier check by the library. Friends will be donating three tables from the library to the community center. Tables may be labeled as "Property of PICL for community use" or a plaque may be placed in proximity of table storage area. All tables will be used for the PICL book sale. CLW will be talking with a plaque maker on a possible design. The Town's older tables will be donated to the legion and the remainder will be sold.
 - b) Recognition Event Planning – tentatively date will be May 22 from 5:30-7:00 with board members and FOL setting up at 4:00 or 4:30pm.
- 8) OLD BUSINESS
 - a) Art Committee – Cathy Brietholtz will be working with CLW to set-up the calendar

- 9) New Business
- a) Review/Approval of Trustee Bylaws – bylaws and qualifications for non-resident board members will be discussed with Marshall Reckard. Bylaw revisions will be revisited at a future meeting.
 - b) Talking Points and Annual Town Meeting in April – SK will be discussing highlights of the library with the town meeting in April. RJB suggested discussing the increase in open library hours, finalized library hours after a year of research, SK is making progress on library certification, and an increase in basement room usage. Board members will email SK with further suggestions.
 - c) Lighting – CLW/SK Kathleen Eugster made recommendations for paint colors near circulation desk and lighting options (change to LED, maintenance, temperature/color change). MC – will research installation of LED lights and possible contractors or suggestions. CLW/SK met a professional painter for suggestions and estimates for painting. RJB referenced the building monthly planning tasks and suggested that the long-range committee could meet in May (tentative May 9th afternoon) to discuss future building maintenance/décor.
 - d) Website – current website created through a grant however, funds did not include maintenance. Marsha from Northern Waters has been supporting training but she is retiring. PICL will not receive a refund on remaining funds. Old website will automatically forward to the new site. Website designer, Scott does not bill for work under 10 minutes. \$500.00 to build website. \$110-120 to host the website yearly. MC suggested to budget ~\$250.00 for the website yearly. Approved - Motion to change website host/ CLW - 2nd RJB / Unanimous. SK will promote new website at front desk.

10) Public comment

11) Adjournment: 5:38 pm. – Approved – Motion / MC – 2nd MB/ Unanimous.

Library Director's Report March 2018

A. Programming

We hosted a **book talk with Jay Woolf** this past Friday and had 16 people for the program. Tomorrow we will be celebrating **“Pi Day”** - 3.14 with free pie (Pam Whipple is making mini pies) and coffee. Our movie for March is **“Lady Bird”** - March 21st at 1 PM
QiGong and Mindfulness, through Nicolet College both start March 31st and will be in the downstairs community room. We need a couple more signups for this to happen. I'm confident it will.

Other upcoming programs:

Discovery Center **Brown Bag Lunch- Waterfowl**- on April 4th
Amie Rein of Vilas County Commission on Aging **“Preventing Falling”** April 10th
Barn Quilt Painting - Nicolet Course May 11th
Susan Corrieri of Vilas County Commission on Aging **-Medicare Questions**
Geocaching program with Bill Rutherford on June 22nd

Upcoming Summer Kids Programs- theme is “Libraries Rock!”
Thursdays mornings this year, a switch from Wednesdays.
These are all made possible by the Friends of the Presque Isle Library.

- Birds of Prey with Northwoods Wildlife
- Nature Rocks with Discovery Center
- Making Slime with Shelly
- Learning about Rocks with Kathy Holperin of Grandma's Toybox
- Reptiles & Amphibians with Discovery Center
- Bees with Sonny
- Colossal Fossil Program

-Painted Rocks with Dottie

We will again have our Bookworm Bookstore and Kid's movies every Tuesday morning.

B. 2018 Northwoods Bookfest

We have several authors lined up but do not have a headliner yet. Steve Hamilton has not responded. I will keep everyone updated once the list and dates of authors is finalized. Amy Reichert is confirmed with us on August 7th at 6:30 PM. The Presque Isle Friends group will have Wisconsin favorite foods, which are featured in the book, prior to the talk.

Separate from Northwoods Book Fest, we will be hosting Matthew Jantzen, author of the State of Craft Beer on Monday, August 27th. I am hoping to bring in some craft brewers to do a tasting along with the book talk.

C. Volunteer Recruitment & Training

I am looking at increasing my volunteers and also increasing the level of their training. Current needs for circulation desk are Wednesdays 12-6 and Fridays 3-6.

At Mike's suggestion, I put a call out to all library directors to ask if any of them had training manuals. Boulder Junction shared their handbook with me, with permission to use any or all of it. I am editing this handbook and it will be valuable for training and reference.

Our current roster of staff & volunteers is quite capable to handle our needs on a day to day basis.

In planning for emergencies or library director vacation, we need to have a plan in place.

I would like to discuss having all library board members trained to take over for me if needed.

D. LD Office Hours & Finalize Library Hours

My Hours:

Tuesdays & Thursdays 9-2, sometimes later and sometimes earlier

Wednesdays: 9-6

Fridays: 9-3

Saturdays: 9-12

Sundays & Some Evenings: Remote

Mondays: Usually off this day

Library Hours: The time has come to go ahead and finalize the hours:

Mondays & Wednesdays: 9-6

Tuesdays, Thursdays & Saturdays: 9-12

Fridays: 9-3

Next regular meeting date April 10, 2018 at 4:00 pm. – Library

Copy of Original Agenda

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 - b) Talking Points and Annual Town Meeting in April
 - c) Lighting
 - d) Website
- 10) Public comment
- 11) Adjournment

Next regular meeting date: April 10, 4:00 PM Library