

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

Meeting Category:	Regular Meeting
Date :	Tuesday June 12, 2018
Time :	4:00 pm
Location :	Library

- 1) Call to Order: – 4:00 pm
- 2) Roll Call of Members / Introduction of Visitors
Board members present: Pam Wipple (PW), Robert Berdan(RB), Mike Czarny (MC), Merry Beckle (MB), Christine Wallace (CW), Cathy Logan Weber (CLW), Shelly Knaak (SK). Absent Krista Slemmons (KS)
 - a) Visitors: None
- 3) Agenda approval / modifications: No modifications, RB motion/MC 2nd/ Unanimous
- 4) Approval of Minutes (April 10, 2018): Approved - Motion / MC - 2nd MB / Unanimous
- 5) Treasurer's report :
 - a) Action on bills to be paid – June, Motion to approve \$4,550 to be paid – Motion / RB, 2nd CW. SK pointed out that there were 3 payrolls in May and a PO Box annual expense that were unusual amounts.
- 6) Library Director's Report - ATTACHED
 - a) **GOPRro Decision:** SK researched and decided against. RB asked about consideration of a different technology type CW suggested an Ipad to check out in the library. PW said laptops in the last library she worked in were not popular.
 - b) **Kids Summer Programming** – scheduling done.
 - c) **Wish list for Summer** was successful last year and will be hung up in Library again.
 - d) **Volunteer and Emergency Backup Training** – RB, MB, and MC trained
 - e) **LD Hours** – no change
 - f) NWLS will make a disbursement in the future. SK asked FOL to consider what they would like to see done with the money. PW suggested the children's area might be a good spot to look at for upgrading shelves etc. MC suggested a full renovation plan for the children's area be considered by checking into area library children's areas. The plan could then be implemented as funds became available. RB said the LRP committee might explore this subject too. SK said NWLS will not be offering website support in the future.
 - g) SK said the Amazon income is decreasing and that she will advertise more on the new website.
- 7) Committee Reports and FOL Update
 - a) FOL -SK reported that Ken Middleton had picked out an Autumn Brilliance Serviceberry tree to plant near the spot Jackie Bassett used to park.
 - b) Book Sale – PW is looking for people to sign up to help with the book sale, and transport books after the sale. Thursday am is the table set up day.
 - c) Long Range Planning Meeting Update notes attached. It was discussed at that meeting that the library signs could be improved. RB suggested a sign on the Fire Barn directing people up the hill. He will look into this. Next LRP meeting will be June 20 at 1:30 all welcomed.
 - d) LD Review notes attached by CW
- 8) Old Business
Review/Discuss Trustee Bylaws – This will be tabled pending finding enough people to fill out the board. The By-laws previously voted in will revert to original by -laws since the town has not approved the change.

- 9) New business
 - a) Review of NWLS Expectations Member Libraries nothing new to report
- 10) Public comment - none
- 11) Adjournment: 4:51p.m. – Approved – Motion / MC – 2nd MB/ Unanimous.

Next regular meeting date: July 10, 2018, 4:00 PM, Library

Library Director's Report June 2018

GoPro Decision

The Eagle River Library Director was kind enough to let us borrow their GoPro. Sarah used it, taking it to Copper Harbor for their run up the hill event, used it under water and took it on the road with her. We can both see the possibility of having to provide a lot of training for patrons regarding the GoPro, whether it be a "how to" or even more so, video editing when the patron has taken their pictures and brings the whole lot to us to help them. While this may be something we could eventually add to our expertise, we aren't at this time able to provide that kind of assistance or the time it could take.

In questioning the Eagle River director, she indicated it was not very popular. When I looked at their GoPro library record, I saw that they have had 2 checkouts in two years, one being The Presque Isle Community Library.

At this time, I cannot justify such a purchase.

Kid's Summer Programming

Our Kid's Summer Programming schedule is all set.
We will be doing movies on Tuesday mornings at 10 am.
Kid's Programs will be Thursday mornings also at 10 am.
We will once again do our Book Worm Store/Reading Program which will start the week of June 25th.

Wishlist for Summer

We are in the process of creating a Summer Wishlist, which was hugely successful last year. It will be hanging up in the library soon. If anyone has any ideas about things to put on the list, please let me know.

Volunteer and Emergency Backup Training Progress

I have created a volunteer hand book. It is almost ready to laminate and have ready at the circulation desk.

We have a new volunteer for Thursday mornings.
She went through the volunteer training and has the skills to assist Sarah in some of her tasks, an area that we greatly needed.

For Emergency backup trainings, Mike, Merry and Bob all went through training with me. Mike worked the Tuesday morning after Memorial Day and handled everything at the circulation desk.
I very much appreciate that I have these emergency backups. Thank you to Mike, Bob and Merry!

LD Hours

No Changes.

Copy of Original Agenda

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- 1) Call to Order
- 2) Roll Call of Members/Introduction of Visitors
- 3) Agenda approval/modification
- 4) Approval of Minutes (May 8, 2018)
- 5) Treasurer's report
 - a) Action on Bills to be ~~Paid~~ - June
- 6) Library Director's Report
 - a) GoPro Decision
 - b) Kid's Summer Programming
 - c) ~~Wishlist~~ for Summer
 - d) Volunteer and Emergency Backup Training Progress
 - e) LD Hours
- 7) Committee Reports and FOL Update
 - a) FOL - Book Sale
 - b) Long Range Planning Meeting Update
 - c) LD Review
- 8) Old Business
 - a) Review/Discuss Trustee Bylaws
- 9) New Business
 - a) Review of NWLS Expectations Member Libraries
- 10) Public comment
- 11) Adjournment

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Library Director's Review

Library Directors Review: June 2018

Committee: Christine Wallace, Pam Whipple, Cathy Webber

Reviewing Last Years Goals:

Shelly last had a review in June of 2017. During that review, she created the following goals:

Goal	Completed?	Comments
Weed collection (priority: VHS, cassette tapes)	VHS done, cassette tapes done	Small amount of VHS held on to just in case
Reorganize collection, shifting fiction to front of library, nonfiction to back	Work in progress	Weeding is happening first, audio books moved to the front instead of the middle
Shift Young Adult books out of the children's area	Yes, on shelves near the DVDs	
Catalog all magazines	Yes, with help from Sarah and Jim	
Create a point of focus display for new items: books, movies, audio	Yes, on shelves by the DVDs	
Add programming: Great Courses, Movie afternoon	Yes, many programs are planned for the summer	Great Courses - snags in licensing, still may be able to do, stuck for now. Possibility to buy and add to collection for people to check out.
Develop programming geared towards interests of the community based on feedback, observations, and trends	Yes, different types of programming all year, lots more for the summer	Create a programming suggestion box? Survey on the website or Facebook?

Goals for 2018:

- Public Speaking
 - Toastmasters? Bring a program to our area?
- Social Media
 - Instagram
- Pursuing Grants

- Offering a Newsletter or Blog
- Continue to develop relationships with Chamber, Town of Prosser Isle and community groups
- I would like to expand on programming in the future, as focused in my long-range planning goals, with specific areas of interest as Targeted programs. For example: Health and Wellness, Local Topics, Computers and Technology, Arm Chair Travel just to name a few.

Feedback from Shelly:

- Accomplishments:
 - o I have been able offer an inclusive, welcoming and professional environment. I have enjoyed a lot of support from the community.
 - o I have managed, trained and assisted our new library assistant, Sarah. I have implemented weekly meetings. Sarah and I have developed a great working relationship, with our goal of customer service a high priority and have open communication.
 - o Brenda and I worked on getting the assistant librarian's wage up to a more competitive price with the goal of retention. As a result, we gave a significant increase on January 1st, 2018.
 - o I completed and passed the second of four on the way to becoming a certified Level 2 Librarian. I will complete the third class this fall.
 - o I completed basic Excel training with Mike Coarney, allowing me to create spreadsheets for financial documents going forward.
 - o Creative Merchandising Training: I have completed training in this webinar, earning CE credits.
 - o I have continued to develop effective working relationships with the Library Board, PDL, Volunteers, Town Clerk and Assistant, neighboring Library Directors as well as the staff at NWLS. I have had the support of the directors in NWLS and will continue to develop these positive relationships. My previous colleagues from Land O' Lakes continue to be especially supportive, as well as all the Vilas County Librarians.
 - o I have created a Volunteer Training Manual and have trained a few emergency Backup volunteers.
 - o I negotiated a fair price and a service contract for our new copy machine.
 - o We have a new website in place; NWLS will discontinue support of websites at the end of 2018. I have been able to learn how to add and update to this website.
 - o I have taken over 90%+ of managing the Budget, monthly end close and banking.
 - o I have established goals and priorities for the remainder of the year. Circulation numbers and patron numbers continue to rise as I use data and customer feedback to

make decisions on purchases and programming. Additionally, I have begun to reorganize the collection, with a long term goal in place.

- o I have brought in new shelving units to highlight our New Books.
- o 2017 annual report completed successfully and on time.
- o I have continued to create a New Book List: List of new and coming soon books, audio books and DVDs for patrons to take or refer to.
- o I have continued to prepare the agenda for the library board meetings.
- o I have been able to offer consistent programming: monthly movies, book talks, special interest subjects such as photography and elder benefits specialists, kid's summer programming, Nicolet offerings and other programs. I have continued our involvement in Northwoods Bookfest. We will once again have our Summer Reading Program for Kids featuring the Bookworm Bookstore. I will offer games at Presque Isle Days, representing the library.
- o Promotions and Social Media: I have continued our presence on social media, with the goal of posting often on Facebook. I am regularly submitting promotional events to: PFI, Lakeland Times, WIPW Channel 11, Presque Isle Chamber and putting on our website as well as making posters to put up in the library.
- o General Organization: I have continued to clean up areas needing to be cleaned and have reorganized library.
- o Annual Meeting: I presented at the Annual meeting, representing the library.
- o Volunteer Recognition Party: I presented at the volunteer recognition party, thanking volunteers.
- What Shelly likes about the job:
 - o No dislikes - loves coming to work everyday and having the support of the community.
 - o Challenges provide opportunity for growth.
 - o Day to day - starting to know the community more and building connections - sense of community
- What Shelly would improve about the job:
 - o More staffing in general - having to rely on volunteers less
- How the board can support Shelly:
 - o Board is really supportive - first year it was all about Shelly and helping her be more successful. With changes in the board, the board is still supportive. Always willing to give advice and everyone has the best interests of the library at heart.
 - o Follow up: has the board given Shelly too many responsibilities?
 - Shelly feels she has control and the job will expand as much as she lets it expand

General comments from board members:

- **Mike Czorny**
 - o Good command of NWLS software and excellent ability to develop training manual for volunteers and provide personnel training
 - o Achieved noticeable reductions / improvement in library cleanliness and clutter levels
 - o Excellent front desk presence and provides a warm welcoming atmosphere to all patrons
 - o Improved skills with Excel in concert with Treasurer, to provide backup for spreadsheet recovery of treasurer's monthly report
 - o Good initiative to assess and implement better option for PIGL website.
 - o Needs to develop skill sets and thought processes for better assessment of long term projects, with presentation of written recommendations to Board
- **Bob Berdan**
 - o I remain so impressed with Shelly. She has willingly taken on a lot of new responsibilities: e.g. budget, meeting planning, programs, and the website, in addition to her daily responsibilities, all of which she has performed so well from the onset. Our Library runs smoothly, and I for one am so proud of her. She's also done so much to clean things up and increase Community engagement and awareness. I couldn't be happier with her development.
 - o Area to work on: Public Speaking

Follow up statements

- Shelly does a great job in day to day work
- Long range goal: provide staff so Shelly can focus on Library Director job and less on menial tasks like checking out books. Look for gaps where we could put part-timers in, find a way to fund it. Also so Shelly doesn't have to spend her time monitoring what the volunteers are doing. Trying to make sure we do not burn her out. Nothing that needs to be acted on right away, but something to think about long term.
 - o In a perfect world, what is the right number of hours to spend at the circulation desk vs time to serve as the director?
 - o How can the board help Shelly to make sure we have enough volunteers that are properly trained?
 - o Rather than hiring another employee, how do we get more of Max's time to keep up with the maintenance that has improved so much already?
 - o Another consideration: job was attractive because it was a full time job with benefits, but what if the town saw it has a couple of part-time jobs and took away the benefits.

Ratings in different areas

1. Quality/accuracy of work

a. Needs Improvement

Excellent

1	2	3	4	5
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2. Dependability

a. Needs Improvement

Excellent

1	2	3	4	5
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3. Attendance/Punctuality

a. Needs Improvement

Excellent

1	2	3	4	5
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4. Professional communication skills with community/volunteers/board

a. Needs Improvement

Excellent

1	2	3	4	5
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5. Ability to work as a member of a team

a. Needs Improvement

Excellent

1	2	3	4	5
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6. Ability to work independently

a. Needs Improvement

Excellent

1	2	3	4	5
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7. Open to feedback

a. Needs Improvement

Excellent

1	2	3	4	5
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8. Willingness to take on additional responsibilities

a. Needs Improvement

Excellent

1	2	3	4	5
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