

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

Meeting Category:	Regular Meeting
Date :	Tuesday May 8, 2018
Time :	4:00 pm
Location :	Library

- 1) Call to Order: – 4:00 pm
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board members present: Bob Berdan (RJB), Cathy Weber (CLW), Mike Czarny (MC), Krista Slemmons (KS), Library Director: Shelly Knaack (SK), Christine Wallace (CW), Absent: Pam Whipple (PW), Merry Beckel (MB),
 - b) Visitors: None
- 3) Agenda approval / modifications: No modifications, MC motion/CLW 2nd/ Unanimous
- 4) Approval of Minutes (April 10, 2018): Approved - Motion / MC - 2nd CW / Unanimous
- 5) Treasurer's report :
 - a) Action on bills to be paid – May, Motion to approve \$6,152 in April bills to be paid – Motion / CLW, 2nd MC
- 6) Library Director's Report - ATTACHED
 - a) **Collection Reorganization** – Sarah (library assistant) relabeling spine labels and recreating book covers. Working to separate out non-fiction audio books and movies, fiction audio books, classic books, young adult (pulled out of children's section), numerous non-fiction juvenile books are being sorted based on use.
 - b) **LD Continuing Education and Certification** - SK certification is almost complete. Continued certification requires 100 hours every five years.
 - c) **Artist of the Month 2018 Schedule** CW, SK and Cathy Briethotz are working on rotating in new artwork.
 - d) **Seed Catalog** – CLW refinished the glass case containing seed catalog. Will be reorganized so patrons can take/leave seeds.
 - e) **Volunteer Training** – training for emergency backup library help is ready for volunteers; volunteers will make appointments with SK for training. Training takes approximately 30 minutes.
 - f) **Jackie Bassett Memorial** – discussed donating a memorial item such as a plant or a tree. Paver for her years of service on the board is already in place. CLW will discuss with the beautification committee on what type of plant and placard would be appropriate. SK will talk with the FOL at the next meeting regarding memorial.
 - g) **Gopro Purchase Approval** – SK gathering additional information on possible models. RJB suggests researching possible issues or unintended consequences associated with the Gopro. Will be discussed at a future meeting.
 - h) **LD Hours & Vacation Schedule** – SK office hours remain unchanged, SK vacation will be Oct 22-27, she will arrange coverage with Sara and volunteers.
- 7) **Committee Reports and FOL Update**
 - a) FOL - Sign up for Book Sale Assistance – Book sale sign up sheet was distributed. FOL will organize book sale during their next meeting. Regular meeting schedule is resuming. Newsletter with summer programming will be sent to FOL email list.
 - b) **Recognition Event Planning** – SK showed the volunteer gift.

- c) **LD Review** – CW and PW scheduled June 12th 1:30 for library director review.
- 8) Old Business
 - a) **Review/Discuss Trustee Bylaws** – the bylaws will remain as currently stated. Discussion for future direction of bylaws will be tabled until future meeting.
 - b) **Long Range Planning Meeting** – meeting will be open. Let RJB know if there are additional items for the meeting's agenda.
- 9) New business
 - a) **Discuss Library Maintenance Financial Responsibility** - SK, CLW, MC met to discuss library financial responsibility for particular bills. Created a document to outline responsibilities for bills. SK will circulate a rough draft of the document and discuss with town officials.
 - b) **WI PLSR Projects** - Board Comments / Questions – SK gave overview of public library redesign to create a Wisconsin Library system. Committees are offering possible suggestions to DPI including formulating a statewide mission statement. Mission may include everyday courier service, standardization of fines and cards, removing resource libraries (e.g. Superior is PICLs resource library), multiple levels of service provided by the library with a higher level of services (e.g. technology) involving a fee, establishing seven main regions within the state with a central library hub (for PICL, Ashland is a sub-hub, and Wausau main hub). All suggestions are preliminary at this point.
- 10) Public comment - none
- 11) Adjournment: 4:51 pm. – Approved – Motion / MC – 2nd KS/ Unanimous.

Next regular meeting date: June 12, 2018, 4:00 PM, Library

Library Director's Report May 2018

a. Collection Reorganization

We have been working hard on reorganizing the collection.

*Redoing spine labels (Sarah)

*Recreating book covers (Sarah) we have many popular books missing covers.

*Reorganized Adult Collection

***Non Fiction Audio Books** have a separate section.

***Non Fiction Movies** have a separate section.

*We will be moving the **Audio Fiction Books** to their own section.

***Classic Books** have been pulled out and will shortly have their own section.

***Young Adult** has been shifted to the beginning of the Adult section and has been moved out of the Children's section.

The Children's area still needs a lot of work. There were an overwhelming number of **Nonfiction Juvenile Books** in our collection that are just no longer relevant, having outdated information. Many of these books have not been checked out in the past 5-10 years. We have been relocating them to the children's section while we decide which ones to keep and which ones to put in the book sale.

b. LD Continuing Education and Certification

- ½ of my certification is completed
- I will take another course this Fall
- After completion of certification, I will have to complete 100 hrs. of continuing education every 5 years. My certification alone is 120 hours, so I will be set for the first 5 years.

Even though I have enough hours, I will be on the lookout for continuing education opportunities which are relevant and can help our library or make me a better library director as well as opportunities for Sarah, our library assistant.

I took a Webinar the end of April about Merchandising in the Library. It made me think about the library in a different way, especially thinking about the “patron” or user of the library as a “customer” and thinking about the “circulation desk” as a “customer service desk”. From the Merchandising aspect: mixing things up in the library so the customer “discovers” items they wouldn’t see otherwise.

c. Artist of the Month 2018 Schedule

Christine, Cathy Breitholtz and I have been working on getting artists lined up for the next year and I’m happy to report, we have 3 artists booked and are set until the end of October, 2018. Our May/June artist will be putting her work up mid-May. All 3 artists have pieces to hang as well as items for the glass cases. I have had recent interest in November and December, which would achieve our goal of having 2018 completed.

d. Seed Catalog

Cathy Weber has started a seed catalog here in the library, which I will manage. I am in the process of organizing it so people can take seeds or leave seeds. People with extra seeds are encouraged to bring them in for the seed catalog. People in need of seeds can take what they need at no charge.

I see this seed catalog as adding value to the library.

e. Volunteer Training

My volunteer training is ready, if anyone would like to volunteer to be an emergency backup, set up a time to train with me.

f. Jackie Bassett Memorial

There will be a memorial in mid-September. I can keep you all updated once I know what is happening. The Friends of the Library discussed doing something in Jackie’s honor and wondered if the Library Board would like to do something in conjunction with them. Ideas they had: another paver, a tree for the library yard or an expensive plant for the garden. Jackie’s daughter stopped by the library last week and I mentioned these ideas to her. She thought Jackie would love a plant or a tree in her honor.

g. Go Pro Purchase Approval

I sent you all initial research done on the Go Pro by Sarah.

I am gathering more information.

The Eagle River Library is sending their Go Pro to me through the courier so I can look at it and try it out.

I would like to move this to next month, with plenty of time to make a decision before the busy part of summer starts here at the library.

h. LD Office Hours & Vacation Schedule

My office hours are unchanged.

My vacation is being planned for October 22nd – October 27th. I will have the schedule lined up with either Sarah or volunteers during this week.

Copy of Original Agenda

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 - b) WI PLSR Projects - Board Comments / [Questions ?](#)
- 10) Public comment
- 11) Adjournment

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