

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

Meeting Category:	Regular Meeting
Date :	Tuesday July 10, 2018
Time :	4:00 pm
Location :	Library

- 1) Call to Order: – 4:04 pm
- 2) Roll Call of Members / Introduction of Visitors
Board members present: Pam Wipple (PW), Mike Czarny (MC), Merry Beckle (MB), Christine Wallace (CW), Cathy Logan Weber (CLW), Shelly Knaack (SK), Krista Slemmons (KS). Absent: Robert Berdan (RB)
 - a) Visitors: Sarah Krembs, Library Assistant
- 3) Agenda approval / modifications: No modifications, MC motion/CLW 2nd/ Unanimous
- 4) Approval of Minutes (June 12, 2018): Approved - Motion / MB - 2nd MC / Unanimous
- 5) Treasurer's report
 - a) **Action on Bills** to be Paid – July \$5,387: Approved – Motion/CLW- 2nd MB / Unanimous. Additional funds for children's program and website maintenance included in the budget.
 - b) **2019 Budget for Discussion** - to be approved in August. Additional expenses include: website, salary and postage and volunteer dinner. The following budget items were estimated to remain the same for 2019: Continuing Education, Programming, Maintenance, Merlin amounts remain the same. MC suggests leveling out computer expenses and extending the life of the current computers. Proposed 2019 budget increased to \$76,280, a 2.2% (\$1652) increase. The overall 2019 budget request to the Town is \$65,906. This represents a 3.1% (\$2008) increase from the 2018 budget of \$63,898.
 - c) **Website Maintenance** - Unplanned New Expense. Library budget has additional expenses beyond town contributions. Library relies on FOL for additional expense coverage. Funding (\$600.00) received from Northern Waters for website maintenance/hosting, upgrades to software, and website updates/support will stop at the end of 2018. MC recommends adding this amount to the library budget.
 - d) **Assignment** - Library/Town Financial Responsibility Completed.
- 6) Library Director's Report
 - a) Kid's Summer Programming/Movies/Bookworm – participation in Kids Program has been well attended. Seven for Rock painting and 30 for bird program. Geocache placed in library which has increased the number patrons. Eighteen children are signed up for reading program and this is expected to increase. Sixty children attended Presque Isle Days booth.
 - b) Wishlist for Summer –posted in the library (includes STEM toys, library hanging sign and netting).
 - c) Circulation and Patron Stats – currently 943 more checkouts in 2018 compared to 2017. Ebooks checkouts have increased.

- d) **LD Certification Course** – SK will be enrolled in “Advance Public Library Administration,” and has one more course to complete before certification
 - e) **LD Office Hours** – unchanged
- 7) Committee Reports and FOL Update
- a) **FOL** - Book Sale, net \$1719, down from last year since computers were not sold this year. Sold more of everything except for paperbacks (down by 10). Sales were down in audio books, DVD and music CDs (fewer donated). No July meeting of FOL. Brat sale scheduled for first Friday (8/3) and Saturday (8/4) in August and the following Saturday (8/11).
 - b) **Long Range Planning Committee Update** – work on children area and library signage. Ongoing rodent problem needs to be addressed. CLW adding pest extermination to the next town agenda.
- 8) Old Business
- a) **Approval of LD Review**, Approved – Motion / MC – 2nd CLW/ Unanimous. PW suggests establishing a format and process in the future for the library director review. CW suggests making an evaluation aligned with job description. Suggested that a committee is formed to review this process and to establish a timeline for review of evaluation documents. This will be discussed at a future board meeting.
- 9) New Business
- a) File Signed LD Review with Town Clerk: completed.
- 10) Public comment - none
- 11) Adjournment: 5:11 p.m. – Approved – Motion / MB – 2nd MC/ Unanimous.

Next regular meeting date: August 14, 2018, 4:00 PM, Library

Library Director’s Report July 2018

a. Kid’s Summer Programming/Movies/Bookworm

We are kicking off the summer with fantastic participation. We had 7 for our rock painting and 30 for our Bird’s of Prey Program. Our Geocaching program was greatly successful with 34 participants. We also have a geocache in the library, and have people coming in to look for it. During Presque Isle Day’s week-end, I met someone from Star Lake and someone from Calment, both geocachers, who came to the library specifically for that.

Currently, there are 18 kids already signed up for the reading program. Last year, the numbers climbed as the summer went on. We had about 60 kids for Presque Isle Days. Upcoming this week, we will have Licia from the Discovery Center with her “Nature Rocks” program. She always gets great participation. There have been some comments about parents liking the change in time for kids’ programs from Wednesdays to Thursdays.

b. Wishlist for Summer

The Wishlist is complete! Check it out here in the library. I am open for suggestions as to adding new items as well. With Bob’s suggestion, I have put the library hanging sign on the list and with Christine’s suggestion, I put stem toys on the list.

c. Circulation and Patron Stats-Report to Follow

d. LD Certification Course

I have signed up for my 3rd of 4 courses: “Advanced Public Library Administration”. This course runs September 10th-December 2nd and is online.

e. LD Office Hours

Tuesdays & Thursdays 9 AM-12 (often, but not always, until 2 PM or later)

Wednesdays: 9AM-6 PM

Fridays: 9 AM – 3 PM

Saturdays 9 AM – 12 PM

Copy of Original Agenda

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Next regular meeting date: Aug. 14, 4:00 PM Library

