

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

Meeting Category:	Regular Meeting
Date :	Tuesday September 11, 2018
Time :	4:00 pm
Location :	Library

- 1) Call to Order: – 4:05 pm - PW
- 2) Roll Call of Members / Introduction of Visitors
Board members present: Pam Wipple (PW), Cathy Logan Weber (CLW)
Shelly Knaak (SK), Krista Slemmons (KS), Robert Berdan (RB). Absent: Mike Czarny (MC), Merry Beckle (MB), Christine Wallace (CW)
Visitors: none
- 3) Agenda approval / modifications: Approved – Motion: RB / 2nd: CLW / Unanimous
- 4) Approval of Minutes (August 18, 2018): Approved – Motion: PW / 2nd: RB / Unanimous
- 5) Treasurer’s report
 - a) **Action on Bills** to be Paid – Expenses: SK mentioned that credit card payments are not always reflected in the budget due to bill cycling. Expenditures will exceed predicted expenses as a result. This overage will balance out in the subsequent month. Additional funds were added to postage and supplies. There was a surplus in programming and continuing education, so the budget was not be exceeded. Income included a \$5,000 donation from FOL plus an additional \$200.00 donation. Crab Lake Association donated \$500.00. An additional \$600 was received for September. \$5475 approved for September as presented – Motion: CLW / 2nd: KS / Unanimous.
- 6) Library Director’s Report
See attached document for details
 - a) Programming Report
 - i) Final Northwoods Author talk, Kathy Flanigan, on the September 21st.
 - ii) Following the RB’s Travelogue Talk Survey a survey was conducted on how to distribute upcoming events of the library and the FOL. SK will be compiling the survey results.
 - b) Library Organization Update
 - i) Approximately 90% complete.
 - c) NWLS staffing changes
 - i) Discussion of the importance of NWLS’ offering of Merlin ensued.
 - d) Computer
 - i) SK will assess whether all six library computers are used.
 - e) LD Vacation Schedule
 - f) LD Office Hours

7) Committee Reports and FOL Update

- a) FOL: PW presented the FOL report. Currently working on the newsletter and membership drive which will be mailed after Thanksgiving. Discussed how to distribute information regarding the events of the library and FOL given the closure of the FYI newspaper.

8) Old Business

- a) Internet Use and Equipment Policy Agreement Change/Approval – Motion: RB / 2nd: CLW / Unanimous

9) Public comment - none

10) Adjournment: 4:55 p.m. – Approved – Motion: CLW / 2nd: KS / Unanimous.

Next regular meeting date: October 9, 2018, 4:00 PM, Library

Library Director's Report
September 2018

A. Programming Report

We had some great programs in August, including a very successful arm chair travel with the Berdans-a wonderful way to wrap up the summer. With Fall and Winter coming up, it is the goal to offer a variety of programs for our patrons. For September, we have a benefits specialist here from the commission on aging on the 12th (tomorrow), we have a Barn Quilt Painting class through Nicolet College on the 14th, with 11 people signed up so far and we are having our afternoon movie on the 19th- "Book Club". At the last Friend's meeting there was a lot of brainstorming about how to promote our events with the FYI gone and the Friends gave me a lot of great ideas.

B. Library Organization Update

Our reorganization project of flipping our fiction and our nonfiction books is 90% done. So far, patrons have loved the change. I had a lot of help from volunteers on this project and am happy to have it almost done as it was on my LD evaluation goal list.

C. NWLS staffing changes

Mike Sauvola, head of IT, has announced his retirement to be the end of this year; NWLS has been unable to fill the Integrated Library System Administrator and unable to fill the position of **Assistant Director/ILS Assistant**.

This has impacted library directors because we have not been able to get our circulation reports, have not had opportunities for training that the ILS Administrator would provide, and we have not had a head cataloguer, who would create records that cataloguers at the different libraries could not create. This is just to name a few things that I have noticed.

The NWLS director has advertised these positions extensively and feels that the reason they are not being filled is due to the location (Ashland) and due to the current low unemployment rate.

At our last Merlin meeting, a discussion was had about the issues that will be created with these staff positions remaining unfilled.

D. Computers

Mike worked on a schedule of replacing computers with me that is different than we have done in the past. Up until now, we would replace a computer when the warranty was up (5 yrs.), based on NWLS recommendation. If we stuck with this schedule, we would be buying 5 computers in 2019 for about \$3500 and another 3 in 2020 for \$2100. With the new schedule, we will be buying 1 computer this year for the circulation desk. We will then take the current circulation desk computer and switch it out with Public Computer #3 and sell this computer. Next year, we will purchase a new computer for Sarah and switch hers out with Public Computer #4, which we will then sell. I have already sold our old laptop, which I very rarely used.

E. LD Vacation Schedule

My vacation is slated for the last week in October and I am currently working on getting a volunteer schedule for that week. I will have emergency back-ups in place.

F. LD Office Hours

Unchanged:

Tuesdays, Thursdays and Saturdays: 9 AM- Noon

Wednesdays: 9-6, Fridays: 9-3

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 (Aug. 14, 2018)
- 5) Treasurer's report
 - a) Action on Bills to be Paid - Sept.
- 6) Library Director's Report
 - a) Programming Report
 - b) Library Organization Update
 - c) NWLS staffing changes
 - d) Computers
 - e) LD Vacation Schedule
 - f) LD Office Hours
- 7) Committee Reports and FOL Update
 - a) FOL
- 8) Old Business
 - a) Internet Use and Equipment Policy Agreement Approval
- 9) Public comment
- 10) Adjournment

Next regular meeting date: Oct. 9, 4:00 PM - Library