

Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	October 9, 2018
Time :	4:00 pm
Location :	Library

- 1) Call to Order 4:02 pm - PW
- 2) Roll Call of Members/Introduction of Visitors

Board members present: Pam Wipple (PW), Mike Czarny (MC), Merry Beckle (MB), Cathy Logan Weber (CLW), Shelly Knaak (SK), Krista Slemmons (KS), Absent: Christine Wallace (CW), Robert Berdan (RB).

 - a) Visitors: Sarah Krembs
- 3) Agenda approval/modification.

PW outlines changes. Approved – Motion/ MC – 2nd CLW
- 4) Approval of Minutes (Sept. 11, 2018)

Approved - Motion / KS - 2nd PW / Unanimous
- 5) Treasurer's report
 - a) Action on Bills to be Paid - Oct. Motion/ MB - 2nd KS / Unanimous. Bills to be approved for October in the amount of \$7,012. An increase in expenses due to salary adjustments, supplies and technology purchases. One computer was purchased for circulation desk which is listed under capital improvements.
 - b) Income modifications due to patron donation and resident in artist donation. Petty cash in the amount of \$1,216 has increased due to Amazon and Coontail contributions. SK – expanding efforts to increase receipt returns from Coontail.
 - c) Feedback from Town Budget Mtg - 1st pass. MC has reviewed budget with the town and it has been submitted. Town will have public budget meeting in mid November.
 - d) Joint Trustee & FOL Meeting- MC will be meeting with CLW and PW in late November to meet with FOL. This meeting will be added to the annual calendar of tasks.
- 6) Library Director's Report – *see attached report*
 - a) Employee Safety – revise current policy to be more comprehensive. SK will be exploring ideas to improve safety (*see library director's report*).
 - b) LD Vacation Schedule Change and Schedule of Volunteers
 - c) LD Office Hours
- 7) Committee Reports and FOL Update
 - a) FOL – PW: preparing annual newsletter at next meeting. Amazon sales have been low.
 - b) Library Board Candidate Search – PW talked to Lorene about running ads for two board positions in November. Open positions could be posted on social media, website and library announcement board. New board positions will need to be voted on during the

December meeting to begin in January. Committees will be formed to interview board members and to assign board officers.

8) Old Business

- a) Library Signage and Maintenance – CLW: asked for two signs to hang from the outside entrance and near the orchard that match either the current signage at the community center or the town signs. FOL will be donating money to cover the cost of the library entrance sign. Meeting on Friday at 4:00 (10/12) to discuss signage with Ayers Associates and Economic Development Committee. Max will start painting areas in the library. Discussion of rug replacement ensued. CLW suggested waiting for window replacement of the large southern window until next year. Weather stripping on doors will be installed in the spring. Bait stations have been installed around the building. Contractors did not find any entry points in the building and no new evidence of mouse intrusion.

9) New Business

- a) Review of Policies and Guidelines:
 - 1) Patron Responsibility and Conduct Policy – Policy updated. Motion/ CLW - 2nd MB / Unanimous
 - 2) Who May Use the Library Policy – Policy updated. Motion/ CLW - 2nd MB / Unanimous
 - 3) Guidelines for PICL Trustees - Roles and Responsibilities. SK – suggested that FOL liaison line item in the agenda should be removed from the regular meeting schedule. MC – maintain line item in case there are questions about the FOL meeting.
- b) Pavers - RB is leaving the board so SK will start the process to order a paver to honor his service.

10) Public comment – Sarah - thanks the board and volunteers for support.

11) Adjournment, 5:32 Approved – Motion / MC – 2nd MB / Unanimous

Next regular meeting date: Nov. 13, 4:00 PM - Library

Library Director's Report October 2018

A. Employee Safety- Confidential and sensitive so we may not want to post on the website

We have had an ongoing issue with a patron stalking Sarah, our Library Assistant. This is a patron who has shown these behaviors at her other library job at Koller Memorial Library in Manitowish Waters, so there is a pattern. He has now narrowed down the two days a week that Sarah works. Earlier in the year, he showed up at her other job after library hours. The director cited her "Code of Conduct" policy and told him not to bother Sarah anymore. We have been working with the Presque Isle town constable, Howie Meyer and he has informed me that he will be notifying the individual to stay out of the Presque Isle Library. The next step is a restraining order.

We have looked at our different policies, you will see further down in the agenda where we can have a discussion to address these policies and I thought it would be important to have a discussion about employee safety.

Here are some things other libraries have done:

1. Security system that is set nightly, with a code-this is a yearly cost.
2. Having employees leaving the building together when possible.
3. A security button to push that would alarm Vilas County-this is a yearly cost.

B. LD Vacation Change

Due to 4 volunteers travelling the end of October, I changed my vacation to the first week in November. You will see the schedule below. All the volunteers are capable and trained. Sarah has graciously filled in for 7 extra hours, which we will pay her for. I will begin my vacation on Sat., Nov 3rd and be back to work on Sat., Nov. 10th.

Schedule of Staff & Volunteers for LD Vacation

Sat.	Nov 3	Sarah Krembs	9-12
Sun.	Nov. 4	CLOSED	
Mon.	Nov. 5	Sarah Krembs	9-6
Tues.	Nov. 6	Kathy Sprester	9-12
		Mary Koster	9-12
Wed.	Nov. 7	Joan McDonald	9-12
		Kathy Borkowski	12-3
		Sarah Krembs	3-6
Thurs	Nov. 8	Sarah Krembs	9-12
		Vicki Gillett	9-12
Friday	Nov. 9	Pat Newel	9-1
		Ruth Stober	9-1
		Vicki Gillett	1-3

C. LD Office Hours

My hours in the office:

Tues., Thurs., Sat. 9-12, often later

Wed.: 9-6

Fri.: 9-3

Copy of Original Agenda

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 - a) Employee Safety
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 - a) FOL
 - b) Library Board Candidate Search
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 - a) Library Signage and Maintenance
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 - 2) Who May Use the Library Policy
 - 3) Guidelines for PICL Trustees - Roles and Responsibilities
 - b) Pavers
- 9) Public comment
- 10) Adjournment

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