

<b>Presque Isle Community Library - Board of Trustees</b>	
Meeting Category:	Regular Meeting
Date :	November 13, 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 Beckel (MB), Cathy Logan Weber (CLW), Shelly Knaak (SK), Krista Slemmons (KS), Robert Berdan (RB), Absent: Christine Wallace (CW)

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

Approved – Motion/ MC – 2<sup>nd</sup> RB / Unanimous
- 4) Approval of Minutes (Oct 9, 2018)
 

Approved - Motion / RB - 2<sup>nd</sup> MC / Unanimous
- 5) Treasurer's report
  - a) Action on Bills to be Paid – November. Bills to be approved for November in the amount of \$5,891. Motion / MB – 2<sup>nd</sup> RB / Unanimous
  - b) MC reported on the library budget. Budget was approved by the town. Budget is in order for the end year.
- 6) Library Director's Report – *see attached report for more details*
  - a) NWLS Update – new hires include an ILS Administrator, Jackee Johnson and Assistant Director/Head Cataloger, Anne-Marie Itzen.
  - b) Gale Courses – students receive a certificate if they complete these courses. All courses are online and free. Course can be downloaded if internet access is limited. Students can participate as individual or groups. Link on the library website. 6-week course (every week there are two lessons). Librarians can take continuing education courses too.
  - c) Library Programming – Mama Mia & Here We Go movie, Alaska bears travel log, Christmas Party at Pipke Parke on Dec 14<sup>th</sup>. PICL will run an ornament workshop.
  - d) LD Office Hours - Same as usual: Tues., Thurs., Sat: 9-12, often later Wednesdays 9-6 & Fridays 9-3.
- 7) Committee Reports and FOL Update
  - a) Liaison - Town of Presque Isle – CLW - waiting for final decision on the town theme before signage is determined. Bruce Nelson, John MacLean and another were meeting to create a logo and colors theme. Logo may be a variation of the chamber logo. SK met with Max to discuss painting and colors of paint for the library interior.
 

Rug replacement may be necessary.  
No evidence of rodent activity. Concerns over poisoning rodents rather than obstructing entrance.

Need for treating the basement water tank due to concerns over smell.

- b) Nominations Committee – PW will continue to serve as president, MB will serve as treasurer and KS will serve as secretary
  - c) Library Board Candidate Search- PW will be extending the timeline for new board member interviews to increase the pool. Hope to have interviewed candidates by the end of November to bring to the December board meeting. Selections will be sent to town meeting in January and start on the board in January. Town has not accepted that board members could be out of town residents. PW may address this issue with the town again if there are not enough applicants particularly regarding part-time residents. RB encouraged other board members to suggest names for potential board members. Town can approve board members at the end of January.
- 8) Old Business
- a) Security in the Library – SK discussed possible options for security companies and panic buttons. This will be an initial investment of \$437: Panel is \$149 (one-time fee), 2 Panic Buttons for \$100 each and \$88 for installation and 39.00 per month. Buttons could be worn or kept at the desk. SK will look for recommendations from the company for location of panel, ask about the range of the security buttons from the panel, and who should be contacted. MC – would the town install security system in the entire building? CLW-present the information to the town if SK could provide her with information from the security company.
- 9) New Business
- a) Sign Northern Waters Library Service Member Agreement – board members have reviewed the agreement, nothing has changed since last year.
- 10) Public comment – none.
- 11) Adjournment, 5:20 Approved – Motion / MC – 2<sup>nd</sup> MB / Unanimous
- Next regular meeting date: Dec 11, 4:00 PM - Library

### **Library Director's Report November 2018**

a. NWLS Update

We finally have a new ILS Administrator, Jackee Johnson, who will begin on Nov. 26<sup>th</sup>. She will work remotely from Eau Claire. This position has been unfulfilled since Marsha left in Aug. of 2017. The main duties include: Managing the

efficient operation of the NWLS functions of Integrated Library System (ILS), Merlin, providing professional and courteous ILS administrative support, training, and services to NWLS libraries and designing and maintaining the NWLS website. As I was typing this, I realized I didn't know what ILS is. I found this on Wikipedia:

An **integrated library system (ILS)**, also known as a **library management system (LMS)** is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed. An ILS usually comprises a relational database, software to interact with that database, and two graphical user interfaces (one for patrons, one for staff). Most ILSes separate software functions into discrete programs called modules, each of them integrated with a unified interface. Examples of modules might include:

- acquisitions (ordering, receiving, and invoicing materials)
- cataloging (classifying and indexing materials)
- circulation (lending materials to patrons and receiving them back)
- serials (tracking magazine, journals, and newspaper holdings)
- online public access catalog or OPAC (public user interface)

Each patron and item have a unique ID in the database that allows the ILS to track its activity. So now we know exactly what this new hire does.

NWLS also hired Anne-Marie Itzen as Assistant Director/Head Cataloger who began this month. This position has been unfilled since April of 2018.

We will now be able to order weeding and other reports such as missing items lists and "in transit" reports. We will also be able to send hard-to-catalog items to Anne-Maire to have her catalog them for us. Additionally, we will have more training opportunities and the ability to have issues worked out of our Merlin website and data base.

We have a pending retirement coming up as our head IT guy put in his notice to be done, with his last day being Jan. 4<sup>th</sup>. Honestly, I was hoping to see this position hired already as he put in his notice in August. The new hire would benefit with training from Mike before he leaves, so I am hopeful that happens.

#### b. Gale Courses

All the libraries in our system now have online Gale Courses available to patrons to take with for free with their library card. There are a multitude of subjects including creative writing, photography, business courses, technology, health & wellness, design, personal development...and more. With the completion of courses, the student gets a certificate. Librarians will be able to take continuing

education courses through Gale as well. All Gale courses can be done individually or as a group. Sign up on the library site, you just need to create a login and have your library card on hand.

c. Library Programming

Upcoming programs include our November Movie “Mama Mia 2, Here we go Again”, an Alaska/Bears Travelogue on Dec. 12<sup>th</sup> at 6:30 with Mr. Kromholtz and our Christmas Ornament Workshop at the Presque Isle Town Christmas Party on Dec. 14<sup>th</sup>.

d. LD Office Hours

Same as usual: Tues., Thurs., Sat: 9-12, often later  
Wednesdays 9-6 & Fridays 9-3.

**Copy of Original Agenda**

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- 9) Public comment
- 10) Adjournment

Next regular meeting date: Dec. 11, 4:00 PM - Library