

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

Meeting Category:	Regular Meeting
Date :	Tuesday January 10, 2017
Time :	4:00 pm
Location :	Library
Approved Board minutes located at: <a href="http://presqueisle.wislib.org/index.php/about-us/library-board-of-trustees/board-minutes">http://presqueisle.wislib.org/index.php/about-us/library-board-of-trustees/board-minutes</a>	

- 1) Call to Order: Bob Berdan – 4:06 pm
- 2) Roll Call of Members / Introduction of Visitors
  - a) Board members present: Bob Berdan (RJB), Christine Wallace (CW ), Brenda Schuppe (BDS ), Pam Whipple (PW) & Mike Czarny (MC). Also present - Library Director Shelly Knaack (SK). Absent: Jackie Bassett (JB-excused), Adam Johnson (AJ)
  - b) Visitors: Carol Stone (CS) and Ken Middleton (Section #11)
  - c) Welcome and introductions: Pam Whipple (PW) - Pam provided a brief resume synopsis of her prior work life and library experiences
- 3) Agenda approval / modification: 2 minor addition #7 - BDS – motion / CW - 2<sup>nd</sup> / Unanimous vote.
- 4) Election of 2017 Officers .
  - a) Resolution of officer slate by RJB : President - Bob Berdan, Treasurer-Brenda Schuppe, Secretary-Mike Czarny : MC – motion / CW - 2<sup>nd</sup> / Unanimous vote.
  - b) Updated Board Term List provided by RJB.

Member	Term Exp.	Member	Term Exp.	Member
Bob	2016	Pam	2019	Bob
Carol	2017	Bob	2017	Carol
Jackie	2017		2017	Jackie
Mike	2017		2017	Mike
Brenda	2018		2018	Brenda
Christine	2018		2018	Christine
Adam	Town fixes annually	TBD	Town fixes annually	Adam

- 5) Approval of Minutes - December 13, 2016 - Approved with minor corrections noted in 6a and 9g. BDS – motion / PW- 2<sup>nd</sup> / Unanimous vote.
- 6) Treasurer’s report:
  - a) 2016 Year End Close Carol Stone covered year end closure results and efforts.
  - b) 2017 Operating Budget – CS Reviewed.
  - c) Action on bills to be paid - January : Motion to pay bills in the amount of \$4274.72. MC – motion / CW - 2<sup>nd</sup> / Unanimous vote.
  - d) Treasurer information transfer – Deposit books to BDS, Key to SK, Amazon acct information (BDS), lower level information & bids (SK), building expansion architectural docs (SK), and elevator project (SK).
- 7) Library Director’s Report / NWLS & Merlin Reports
  - a) Public Library System Redesign (PLSR) Project - direction will come from NWLS / no progress till 2<sup>nd</sup> Q. SK will monitor and report back as required.
  - b) Library cards for NLES students Application Update - Review / revision - no hard copies of confidential information will be kept by PICL, once information is entered into NWLS system. SK to update new form.
  - c) 2017 Northwoods Bookfest – Future program details and funding needs for 2017 still to be determined. SK will monitor and report back, as needed.
  - d) Annual Amazon Program Review – Board suggested potential calendar tickle prior to holidays (SK)
  - e) Director Office Hours (SK) - Tuesdays 2-9 / Wednesdays 10-12 & 2-4 /Thursdays 4-9 / Fridays 10-12 & 2-4.
  - f) Inclement weather closures - SK will post standard inclement weather closure notices to PICL website and FYI. She will be updating library voicemail phone message and Facebook, remotely, as needed.
  - g) Collection Development Plan 2017 - SK is examining historical circulation & patronage numbers and trends, as well as tracking current numbers, as a basis for potential future decisions / changes.
  - h) DPI Certification - SK will be eligible for a Grade 2 certification , because of her bachelor's degree. SK's course plan targets certification completion in late fall 2018.
  - i) Arbor Vitae is looking to develop support for a county wide library tax. SK will stay in close contact with NWLS to understand future financial impact(s) to PICL budget.

- j) Annual Report – SK on track to deliver to Board at Feb mtg.
- 8) Committee Reports & FOL Update
  - a) FOL – CS reviewed fund raising efforts from FOL minutes.
  - b) Board Cmte Appointments 2017 : The President will serve as an ex officio member of all committees. If the Pres.' attendance creates a quorum issue, that meeting will need to be posted and be open to the public, in compliance with the Open Meetings Law. Ratification of appointments: BDS - motion / MC - 2<sup>nd</sup> / Unanimous

Committee	Chair	Member	Member
Budget	BDS	PW	JB
LRP/Strategy	MC	RJB	Town L.
Policy	MC	PW	
LD Eval/PR	CW	BDS	Town L.
Trustee Search	RJB	JB	
FOL Liaison	JB 1 <sup>st</sup>	PW 2 <sup>nd</sup>	

- 9) OLD BUSINESS:
  - a) January 25th retirement/welcome reception:
    - i) FOL planning on food.
    - ii) Board members requested to show up at 2 pm for setup workup – plates, glasses, tables, setup, etc
  - b) Onboarding update for LD - excellent progress against plan.
  - c) 2017 Additional Space and Storage Requests – 2017 request completed. CS transferred files and responsibility to SK
- 10) NEW BUSINESS
  - a) LD Office Transfer – due date for PE to vacate office - 1/13/2017
  - b) Building Use Policy - SK to develop future draft and review with policy committee members, prior to board submission. Timing unspecified.
  - c) 2017 Policy Review Schedule - MC handed out information table for 2017 - light workload.
    - i) SK - Bldg use policy and potential changes to internet policy
    - ii) Board (MC) - Job Description & Personnel policies
  - d) Update Bank Signature resolution – Resolution to approve changes for 2017 account signatory responsibility effective immediately - ADDITIONS - President (Bob Berdan), Library Director (Shelly Knaack), Treasurer (Brenda Schuppe). REMOVALS - Pam Eschenbauch and Carol Stone. PW - Motion / CW - 2<sup>nd</sup> / Unanimous
  - e) Goodbye and thank you - Carol Stone (7 yr) – Big Thank you !!!
  - f) Large Paver for Pam and normal paver for Carol – BDS - Motion / CW - 2<sup>nd</sup>
- 11) Public comment – Ken Middleton – suggested placement of Irma Stein, PE, Lyn Vinall, Kay Lorbicki, Marjorie Peterson, and future board members on the front walkway. RJB to investigate order status.
- 12) Adjournment: 6:38 MC-Motion / PW- 2<sup>nd</sup> / Unanimous.

**Next regular meeting date: February 14, 2017 at 4:00 PM Lower Level - Please remember to electronically circulate documents for this board meeting, ~ 1 week in advance of the meeting.**

This is an image of the original posted Agenda, for Archive Purposes

<b>Agenda - Presque Isle Community Library - Board of Trustees</b>	
Meeting Category:	Regular Meeting
Date:	Tuesday January 10, 2017
Time:	4:00 pm
Location:	Town Board Room

- 1) Call to Order
- 2) Roll Call of Members / Introduction of Visitors
  - a) Welcome and introductions, Pam Whipple
- 3) Agenda approval/modification
- 4) Election of 2017 Officers
  - a) Updated Board Term List
- 5) Approval of Minutes - (December 13, 2016)
- 6) Treasurer's report
  - a) 2016 Year End Close, 2017 Operating Budget
  - b) Action on bills to be paid - January
- 7) Library Director's Report / NWLS & Merlin Reports
  - a) Public Library System Redesign (PLSR) Project
  - b) Library cards for NLES students Application Update - Review / revision
  - c) 2017 Northwoods Bookfest
  - d) Annual Amazon Program Review
  - e) Office Hours, Inclement weather closures.
  - f) Collection Development Plan 2017
- 8) Committee Reports & FOL Update
  - a) FOL
  - b) Board Cmte Appointments 2017
- 9) OLD BUSINESS
  - a) January 25th retirement/welcome reception
  - b) Onboarding update for LD
  - c) 2017 Additional Space and Storage requests
- 10) NEW BUSINESS
  - a) LD Office transfer
  - b) Building Use Policy
  - c) 2017 Policy Review Schedule
  - d) Update Bank Signature resolution
  - e) Goodbye and thank you - Carol Stone
- 11) Public comment
- 12) Adjournment

PICL Board Agenda 11017  
Next regular meeting date: February 14, 2017 4:00 PM Lower Level

Page 1 of 1