

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

Meeting Category:	Regular Meeting
Date :	Tuesday August 08, 2017
Time :	4:00 pm
Location :	Library

- 1) Call to Order: Bob Berdan – 4:00 pm
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board members present: Bob Berdan (RJB), Pam Whipple (PW), Brenda Schuppe (BDS), & Mike Czarny (MC). Absent (excused): Christine Wallace (CW), Krista Slemmons (KS), & Cathy Weber (CLW). Also present - Library Director Shelly Knaack (SK).
 - b) Visitors: None
- 3) Agenda approval / modification: Accepted, as drafted, MC - motion / BDS - 2nd / Unanimous vote.
- 4) Approval of Minutes (July 11, 2017): Approved. PW - Motion / BDS - 2nd / Unanimous.
- 5) Treasurer's report :
 - a) Action on bills to be paid: July - Motion to pay bills in the amount of \$5438.76. MC – motion / PW - 2nd / Unanimous vote..
 - b) Report on the Town's 2018 Budget Approval Process – BDS reviewed annual "discussion process" with Town. BDS will develop future outline for inclusion in Trustee roles document.
 - c) 2017 Year End Budget Planning - BDS & SK to identify 2017 final end of year purchases, with monies remaining.
 - d) 2018 Budget Plan Discussion - BDS & SK will be meeting with Town to refine and deliver budget proposal to PICL Board in Sept. Future thoughts about developing a long range / multi-year spending-project plan, with FOL board input, discussed.
- 6) Library Director's Report / NWLS & Merlin Reports - ATTACHED
 - a) LD Office Hours
 - b) Summer Library Hours
 - c) Summary of Grant results and initiatives for Upcoming Year
 - d) Programs
 - e) Promotions Spreadsheet
- 7) Committee Reports & FOL Update
 - a) FOL – PW covered minutes from July meeting, which was circulated to all Board members.
- 8) OLD BUSINESS
 - a) Meeting Room and Key Policy, first reading and discussion.
 - i) MCz to revise Shelly's 1st draft of Mtg Room policy, for review within the Policy Cmte. Final draft expected at Sept Board mtg.
 - ii) Key policy on hold, pending SK investigation of plan and costs with locksmith, for rekeying all exterior doors.
- 9) NEW BUSINESS
 - a) Long-term Key Recommendation policy changes pending (see above)
 - b) New Chamber Director Meet and Greet – RJB to investigate ideas with Sara Johnson
- 10) Public comment: None
- 11) Adjournment: 6:06 pm - MC- Motion / PW- 2nd / Unanimous.

Next regular meeting date: September 12, 2017, 4:00 PM - Library

Library Director's Report-August 2017

Library Director's Report
August 8, 2017

A. Shelly's Office Hours

Mondays: Usually Remote, available by cell or house phone.

Tuesdays, Thursdays Often 9-2 or later, Saturdays 9-12

Wednesdays: 9-6, Fridays 9-3

B. Summer Library Hours

Feedback to me has been overall positive. I have had comments that patrons like that we are open at 9 am six days a week. There was one Facebook comment on a post about our hours that stated: "There should be an evening session". I replied: "Thank you for your feedback, we appreciate hearing from you." This is a patron I see every week, usually on Wednesdays around 3 pm- we are open until 6 on Wednesdays, so I am glad he is able to come to the library

C. Summary of Grant Results and Initiatives for Upcoming Year

We will be receiving our Collection Development Grant as we do every year. The Mead Witter Grant should be available next year, a grant that is usually awarded every three years. I will research more grant opportunities going forward. Our budget is fixed and grants allow us to have the funding for future projects.

D. Programs

Programming over the summer has gone great! We had 36 kids signed up for our Summer Reading Program and the numbers for programs and movies were very good. Next year, I may look to doing programs on Thursday morning to avoid conflicting with Boulder Junction Public Library's Kid's Program and the other activities that occur on Wednesday such as Fleazaar.

Our local book author, Bill Rutherford had 15 adults and 2 kids. We will be teaming up with Sarah Johnson in September to do a Mindfulness/Yoga program and a Fall Photography program the end of September. Joseph Heywood is on August 22nd.

E. Promotions Spreadsheet

I have shared an example of the spreadsheet I use to keep track of promotions. I make sure to do a couple of Facebook posts for each event. This is a great way for me to keep track of what I have done and what I need to still do. I can also easily bring Sarah in on helping with promotions by sharing the spreadsheet with her.

Copy of Original Agenda

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