

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

Meeting Category:	Regular Meeting
Date :	Tuesday July 11, 2017
Time :	4:00 pm
Location :	Library

- 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), Krista Slemmons (KS), Pam Whipple (PW), & Mike Czarny (MC). Absent (excused): Cathy Weber (CLW), Brenda Schuppe (BDS). Also present - Library Director Shelly Knaack (SK).
 - b) Visitors: None
- 3) Agenda approval / modification: Accepted, as drafted, MC– motion / PW- 2nd / Unanimous vote.
- 4) Approval of Minutes (June 13, 2017): Approved. RJB - Motion / MC- 2nd / Unanimous.
- 5) Treasurer’s report :
 - a) Action on bills to be paid: June - Motion to pay bills in the amount of \$6795.23. RJB – motion / MC - 2nd / Unanimous vote.
 - b) Confirm Town's Current Budget Approval Process – BDS will interact with Lorine and work with SK to develop process for 2018..
 - c) Upcoming Year Annual Budget - SK to examine line items and potential (w / justification) for cost increases
- 6) Library Director’s Report / NWLS & Merlin Reports - ATTACHED
 - a) LD Office Hours
 - b) Summer Library Hours
 - c) Confidentiality Policy Forms
 - d) Recommendation of Accounting Program
 - e) Circulation and Patron Stats
 - f) Programs
- 7) Committee Reports & FOL Update
 - a) FOL – PW reported book sale results (++) , to be reported at FOL mtg end July. Big thanks from Board !!!!
 - b) 6 Month Probationary Review of LD - completed and signed.
 - c) Long Range Planning Cmte Report - MC reviewed circulated report.
 - d) Policy Cmte Report - MC reviewed circulated report. Completion of a draft policy on library usage expected near term.
- 8) OLD BUSINESS
 - a) Routers – Multiple issues with upstairs access point, due to router issues. NWLS rebuilt access points and router. Wait and see if repairs work. All work was either under warranty or unbilled from NWLS. Downstairs access point seems to work fine. New budgeted router installation(s) for higher speeds, expected Q3
- 9) NEW BUSINESS
 - a) File Signed Review with Board Clerk. - MC will file.
- 10) Public comment: None
- 11) Adjournment: 5:15 pm - PW - Motion / MC- 2nd / Unanimous.

Next regular meeting date: August 08, 2017, 4:00 PM - Library

Library Director's Report-July 2017

A. Shelly's Office Hours

Tuesdays and Thursdays: Often 9-2, Wednesdays 9-6, Fridays 9-3 and Saturdays 9-12. Stop in anytime, as I am most likely available.

B. Summer Library Hours

Some feedback on the confusion of changing hours twice. Feedback otherwise has been positive. Patrons are asking for magnets with the hours.

C. Confidentiality Policy Forms

This has been initiated with a folder created. I have some volunteers signed plus Sarah. The rest of the volunteers should be done by the end of July.

D. Recommendation of Accounting Program

I have been researching whether to use an accounting program for the financials of the library or to use Excel. Quickbooks has a 30 day trial, which I plan to try out in September. Recommendation of an accounting program will be deferred until a later date and after Brenda and I can evaluate our best options.

C. Circulation and Patron Stats- January - June 2017

See spreadsheet.

D. Programs

The kids programs have been going great! Fly Tying was not super successful, only one kid and 5 adults; however, we had 6 for our first movie "Moana", 9 kids and 4 adults for "Nature's Architects with Licia" and we had 6 kids & 4 adults for "Forest Feast with Dottie". There has been a lot of positive feedback on the summer bookstore. I will be developing more for this program, including incentives for shopping local and reading tracking sheets. Upcoming programs we have are: "Fabulous Frogs with Licia", "Insects with Bart" and our kid's movies: "Sing" and "Trolls". Our July movie is "The Zookeeper's Wife".

Copy of Original Agenda

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- 11) Adjournment

Next regular meeting date: Aug 8, 4:00 PM Library