

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

Meeting Category:	Regular Meeting
Date :	Tuesday June 13, 2017
Time :	4:00 pm
Location :	Library

- 1) Call to Order: Bob Berdan – 4:02 pm
- 2) Roll Call of Members / Introduction of Visitors
  - a) Board members present: Bob Berdan (RJB), Brenda Schuppe (BDS), Christine Wallace (CW), Krista Slemmons (KS), Cathy Weber (CLW), & Mike Czarny (MC). Absent: Pam Whipple (PW - excused). Also present - Library Director Shelly Knaack (SK).
  - b) Welcome/Introduction: Krista Slemmons
  - c) Visitors: None
- 3) Agenda approval / modification: Accepted, as drafted, MC– motion / BDS- 2nd / Unanimous vote.
- 4) Approval of Minutes (May 09, 2017): Approved with minor changes to Public Comment (#10). CW - Motion / MC- 2nd / Unanimous.
- 5) Treasurer’s report :
  - a) Action on bills to be paid: June - Motion to pay bills in the amount of \$7729.42. MC – motion / CLW - 2nd / Unanimous vote. BDS gave 6 month overview of various accounts, spending status, and methodology.
- 6) Library Director’s Report / NWLS & Merlin Reports - ATTACHED
  - a) LD Office Hours
  - b) Move to Office 365 email for staff – SK to review Google option with NWLS.
  - c) Router and Bandwidth increase for Library
  - d) Summer Library Hours
  - e) Goals by Memorial Day Weekend and progress on 2017 Goals
  - f) Summer Intern
- 7) Committee Reports & FOL Update
  - a) FOL
    - i) Volunteers - still need help. Request put in to NLES.
  - b) 6 Month Probationary Review of LD – BDS reported in-process status, BDS needs Board member feedback by 6/15.
- 8) OLD BUSINESS
  - a) Pavers - List and Costs discussed – Pavers for 2017: Gary & Sue Wallace, Mike Speer, Pam Eschenbauch, Karen Beekman Mallum, Jackie Bassett, Kathy Tresniak, Betty Forster, Gene Somers, & Carol Stone.
  - b) Lower Level Equipment – new WIFI Access point downstairs turned on. Wireless microphone in place. Work to find other venues besides Science on Tap.
  - c) Recognition Party Feedback – Overall positive feedback.
- 9) NEW BUSINESS
  - a) Board Review of NWLS expectations of member libraries (Merlin Compliance) – Proceed and sign agreement. SK to check on Confidentiality Policy and internal procedures.
- 10) Public comment: None
- 11) Adjournment: 5:20 pm - KS - Motion / MC- 2<sup>nd</sup> / Unanimous.

**Next regular meeting date: July 11, 4:00 PM - Library**

## Library Director's Report - June 2017

### a.) LD Office Hours

Tuesdays, Thursdays, Saturdays 9-12

Wednesdays 9-6

Fridays 9-3

I am available additional hours; times vary. Stop in anytime.

### b.) Move to Office 365 for staff

NWLS (Northern Waters Library Service) will be changing the server for our system wide email to Office 365. This is not a free service. Librarians across the system need to concur on whether we would like our email to be backed up or not.

Once that choice is made, we can then decide if we would like Office 365 available as online only or a downloadable version. I have chosen a downloadable version that is backed up. If this choice goes forward, which is the most popular choice, it will be \$6 per staff email, (for us, \$12 a month) equaling \$144 per year.

### c.) Router increase and bandwidth for library

Our bandwidth will be increasing in the fall of this year. We will be increasing from our current 20 mbs will be upgraded to 50 mbs. We have reserve funds for the router which NWLS will install.

### d.) Summer Library Hours

Feedback to me has been positive. There has been some confusion due to the fact that the hours have changed twice. Many patrons have expressed to me that they like these hours better than the first hour change. We have been busy in the 9-10 hour range, it appears to be a positive change. Sarah and I are monitoring the 3-6 pm patron counts on Mondays and Wednesdays.

### e.) Goals by Memorial Day Weekend & Progress on 2017 Goals

#### Goals by Memorial Day Week-End

- Use Collection Development Funds to purchase books and materials with the goal of having lots of new items for patrons to get excited about. (\$1375) **Completed.**
- Create a Wishlist on a poster so patrons can pick specific items to donate for the library **Will be complete and posted on Tuesday, June 13th.**

#### Goals for 2017:

- Weed collection (priority: VHS, cassette tapes) **75% done**
- Reorganize collection, shifting fiction to front of library, nonfiction to back **Not Started**
- Shift Young Adult books out of the children's area **Not Started**
- Catalog all magazines **Completed with help from Sarah and Jim**
- Create a point of focus display for new items: books, movies, audio **Temporarily located, with the goal of purchasing a dedicated display unit from Friends donated funds.**
- Add programming: Great Courses, Movie afternoon **Programs have begun with Kid's Summer Program Schedule, once per month movie afternoon, Kid's movies on Tuesday morning in summer, other programs including Mike Czarny's classes, Bee Program and upcoming Joseph Heywood as part of North woods Bookfest.**
- Develop programming geared towards interests of the community based on feedback, observations and trends **Working on more programs**

### f.) Summer Intern

## Copy of Original Agenda

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- 10) Public comment
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