

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

Meeting Category:	Regular Meeting
Date :	Tuesday May 09, 2017
Time :	4:00 pm
Location :	Town Board Room

- 1) Call to Order: Bob Berdan – 4:03 pm
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board members present: Bob Berdan (RJB), Brenda Schuppe (BDS-phone), Christine Wallace (CW), Pam Whipple (PW), & Cathy Weber (CLW). Absent: Mike Czarny (MC - excused). Also present - Library Director Shelly Knaack (SK).
 - b) Visitors: SK introduced new Library Assistant Sarah Krembs, also present for the meeting and SK and Sarah discussed her background and hours with PICL.
- 3) Agenda approval/modification: accepted, as drafted, CW – motion / PW - 2nd / Unanimous vote.
- 4) Approval of Minutes (April 11, 2017) - approved as updated and published by MC. BDS- Motion / CW- 2nd / Unanimous.
- 5) Treasurer’s report : Board members like new format and agree to accept same on line rather than hard copy.
 - a) Action on bills to be paid –May- Motion to pay bills in the amount of \$5,380.37. BDS– motion / CW - 2nd / Unanimous vote.
- 6) Library Director’s Report / NWLS & Merlin Reports - ATTACHED
 - a) LD Office Hours
 - b) LD Vacation Schedule
 - c) UW Library Course Update
 - d) Programming Update
 - e) Summer Library Hours
 - f) Town Board Meeting, LD perspective
- 7) Committee Reports & FOL Update
 - a) FOL - Meeting earlier today, June annual Book sale was primary topic. Also approved donation of \$8900 to Library, \$5000 for collections, balance for materials and new book display. SOT canceled for June.
 - b) Evaluation Committee Update – Due to smooth transition, done via email this month. Six month performance review to be done in June upon BDS’s return to PI. Report to Board in July.
- 8) OLD BUSINESS
 - a) Pavers - List of recipients discussed Detail on Karen Beekman TBD by Shelly. Board to approve costs in June. Surplus bricks to Community Gardens.
 - b) Recognition Event Planning – May 24th confirmed, invites out. Set up at 4:00, Party starts at 5:00. Bring a dessert, plus whatever else you committed to provide.
- 9) NEW BUSINESS
 - a) Trustee Appointment. Bob & Pam discussed their interview of Krista Slemmons. PW moved and RJB 2nd a motion to submit Krista's name to the Town Chairman for appointment. Unanimous approval.
 - b) FOL Book Sale Assistance – PW distributed signup sheets for Board members to solicit others to volunteer to help at the book sale, particularly, set up and cleanup. Board member help encouraged.
 - c) SK discussed the most recent SOT failure and what she has learned about bandwidth as the likely cause. Further investigation is ongoing.
- 10) Public comment: Thank You from Winchester - "for the materials and assistance used to hire a Library Director.
- 11) Adjournment: 5:05 pm - PW - Motion / CW- 2nd / Unanimous.

Next regular meeting date: June 13, 2017 at 4:00 PM

Library Director's Report
May 2017

A. Shelly's Office Hours

Tuesdays: 2-7, Wednesdays 9-3, Thursdays & Fridays: 9-2, Saturdays: 9-12

Stop in anytime, as I am most likely available.

This will change once summer hours are implemented, after Memorial Day.

I plan on working from home Sundays or Mondays (if needed) to complete my 40 hour work week. Sarah will be here all day Mondays along with volunteers. Sarah is extremely capable. I have full confidence in her. If any of you need my home and or/cell numbers I can provide them after the meeting.

B. Library Director Vacation Schedule

According to policy, I am not due vacation until after I have completed one year. I do not plan to take a vacation this year.

C. UW Library Course Update

I'm happy to report I passed my first certification course, Basic Library Administration. I have 3 courses remaining until completion. This class was very informative and I especially enjoyed interacting and discussing topics and ideas with other librarians.

D. Programming Update

Children's Programming and Movies are all scheduled-Wednesday morning programs and Monday morning movies.

Other programming coming up:

Movie afternoon, once per month-the 3rd Wednesday of the month will begin on May 17th with the movie: "Hidden Figures".

Merlin Classes with Mike: May 26th, 31st and June 6th. Sign up at the desk.

Genealogy Movie on Saturday: Saturday, June 3rd in the community room.

The Buzz About Bees with Sonny: Wednesdays, June 7th at 1 pm.

Joseph Heywood is confirmed for **Northwoods Bookfest**. August 22nd at 7 pm.

Northwoods Book Festival Schedule 7 PM unless otherwise noted

June 13th: Chad Lewis - Manitowish Waters

June 27th: Callie Bates - Discovery Center 5-8

July 13th: Michael Perry - Minocqua

July 20th: Victoria Houston - Winchester
August 3rd: Larry Watson - Boulder Junction
August 8th: B.J. Hollar - Mercer
August 22nd: Joseph Heywood - Presque Isle
Sept 14th: James Campbell, Headliner at Camp Jorn

E. Summer Library Hours

With the main goal of the library being open for maximum community use, I have proposed 2 evenings as well as an additional 3 hours open, up to 33 hours per week. Note that there is an additional hour on Fridays. We will be monitoring feedback. Sarah and I will be observing (and counting when we can) activity that is specifically between 3-6 on Mondays and Wednesdays. This also gives us the added benefit of being open on evenings when other, area libraries are not. I think this schedule is consistent and not confusing.

Here is the summer schedule:

Mondays & Wednesdays: 9-6
Tuesdays, Thursdays, Saturdays: 9-12
Fridays 9-3

F. Town Board Meeting LD Perspective

For the Annual Town Meeting, I was not able to attend the whole meeting since I did not have a volunteer for the circulation desk at the library. Cathy signaled me when it was almost my turn and I posted a sign in the library that I would be back shortly. I gave my presentation that you have all seen. I did rush it a bit. The attendance, I had heard was down from previous years, perhaps due to weather. I was able to follow along on Lorine's Google Document as she was taking notes throughout the meeting. It is very impressive how many groups give reports and how many people show up. Next time, I will be more comfortable giving the presentation as I was pretty nervous.

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- 5) Treasurer's report
 - a.) Action on bills to be paid - May
- 6) LIBRARY DIRECTOR'S REPORT
 - a) LD Office Hours
 - b) Library Director Vacation Schedule
 - c) UW Library Course Update
 - d) Programming Update
 - e) Summer Library Hours
 - f) Town Board Meeting LD Perspective
- 7) COMMITTEE REPORTS AND FOL UPDATE
 - a) FOL
 - b) Evaluation Committee Update
- 8) OLD BUSINESS
 - a) Pavers
 - b) Recognition Event Planning Update
- 9) NEW BUSINESS
 - a) Trustee Appointment
 - b) Sign up for FOL Book Sale Assistance
 - c) Lower Level Equipment
- 10) Public comment
- 11) Adjournment

Next regular meeting date: June 13 4:00 PM Town Board Room