Approved Board Minutes - Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	Tuesday November 14, 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), Krista Slemmons (KS), Cathy Weber (CLW), Mike Czarny (MC). Absent (excused): Christine Wallace (CW), Brenda Schuppe (BDS). Also present - Library Director Shelly Knaack (SK).
    b) Visitors: None

3) Agenda approval / modification: Item 9c removed (redundant -covered in 9b) - PW - motion / MC - 2nd / Unanimous.

4) Approval of Minutes (October 10, 2017): Approved as written - KS - Motion / PW - 2nd / Unanimous.

5) Treasurer's report :
    a) Action on bills to be paid - November: Bills in the amount of $7655.86. MC - Motion / CLW - 2nd / Unanimous.
    b) Budget Adjustments by Town – Tentative assessment - 2018 budget number $63,898 approved pending final Town meeting on 11/16. A better clarification of specific adjustments to salaries and expenditures still pending.

6) Library Director's Report - ATTACHED
    a) LD Office Hours
    b) Library Hours – still positive feedback.
    c) Raspberry Pi – credit card sized computer for card catalogue.
    d) Copier : Recommendation for Purchase - Canon copier from Office Planning Group for $4,433 includes set up, delivery and disposal. Maintenance contract $295 / yr (with adjustments for # of color copies). Motion to approve $4,433 expenditure: PW - motion / MC - 2nd / Unanimous. Maintenance contract is a 2018 budgeted Library Director expenditure decision.
    e) Patron Counters – Trial unit acquired and in test mode. Goal is to migrate away from hand clickers.

7) Committee Reports & FOL Update
    a) FOL: Submitted lower level application for Dec approval. Annual fundraising letter in process.
    b) Joint Leadership Planning Report:- Earlier meeting with RJB, MC, and FOL officers helped refine understanding collection efforts and future annual financial targets, to help library with expenditures.
    c) Library Director Annual Review Comments – BDS to solicit board members for comments.

8) OLD BUSINESS
    a) Officer - Liaison Committee – BDS will submit resignation effective end Dec 2017. RJB will submit recommendation to Town for MC to fill 1 yr remaining term, as Treasurer. Proposed officer slate for Jan – KS (Secretary), PW (President)

9) NEW BUSINESS
    a) Nomination of Board Candidates – 2 candidates applied. Interview dates pending with Nominations Cmte, PW, KS, and RJB.
    b) Items for Review and Discussion - MC distributed the following Board documents for annual Board review/approval:
        i) Month at a Glance Tasklist - Suggested changes accepted.
        ii) LD Job Description- No changes. Approved as written - MC - Motion / CLW - 2nd / Unanimous.
        iii) Personnel Policy - Suggested changes accepted. - MC - Motion / CLW - 2nd / Unanimous.
        iv) PICL Trustee Roles & Responsibilities - Suggested changes accepted.
        v) Key PICL Documents Table - Updated - FYI / Mgmt document only.
    c) Donation Policy: Monetary Donations in Respect to Financials – discussion on 2018 budget sheet intents.

10) Public comment: None

11) Adjournment: 5:08pm. - RB - Motion / CLB- 2nd / Unanimous.

Next regular meeting date December 12, 2017 at 4:00 pm. - Library

<u>Library Director's Report – November 14, 2017</u>

<u>A. Shelly's Office Hours</u>
Sundays or 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

<u>B. Library Hours</u>
Feedback to me has been overall positive.

<u>C. Raspberry PI</u>
We now have a card catalog! This was made possible with the purchase of Raspberry Pi and cost about $84. Benjamin from Northern Waters configured it for us and Sarah & I hooked it up. I think this is a great customer service oriented addition to the Presque Isle Library.
What is Raspberry Pi?
A Raspberry Pi is a credit card-sized computer originally designed in the UK for education, a low-cost device that would improve programming skills and hardware understanding at the pre-university level. Thanks to its small size and accessible price, it was quickly adopted by tinkerers, makers and electronics enthusiasts for projects.
For more info, go to: https://www.raspberrypi.org/

<u>D. Copier: Recommendations for Purchase</u>
Recommend the board approve the purchase of a Canon copier from Office Planning Group for $4,433
Includes set up, delivery and disposal
Maintenance contract: $295 per year for 18,000 B&W copies with an additional charge of .065 per color copy to be charged at the end of the year.
Includes: parts, labor, travel, drums and toner

More details if you are interested:

B&W and Color Copy, 4 paper trays, automatic Blank Page Removal, B&W and color scanning, scanning to and from a flash drive, smart panels, surge protector and offer removal and disposal of existing copier free of charge.

EO Johnson quote: $3851.00 plus $420 for the scan to word feature = $4271.00
Canon includes 6,000 more B&W copies/prints than the Ricoh

The biggest reason I am recommending the Canon over the Ricoh, which both seem like comparing apples to apples is that the service has been quite superior from Office Planning Group. In fact, the guy from EO Johnson hasn't stopped in to meet me yet, we have only communicated by phone or email. In comparison, OPG brought in a similar model for us to try out, has been readily available by phone and by email.

I checked recommendations as my personal accountant from Iron River has purchased a copier from OPG and has spoken highly of the company. An email to librarians in the Northern Waters Library group resulted in Cherie Sanderson concurring that service from EO Johnson was not great, which is why she selected to go with Hadley Office Products out of Wausau.

<u>E. Patron Counters</u>

Patron Counters! Mike has researched patron counters and has generously donated one for us to try out! This will help our volunteers and staff and I think increase our patron count since folks often get forgotten when trying to remember to count.

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3) Agenda approval/modification

4) Approval of Minutes (October 10, 2017)

5) Treasurer's report
   a) Action on bills to be paid - November
   b) Budget Adjustments by Town

6) Library Director's Report
   a) LD Office Hours
   b) Library Hours
   c) Raspberry Pi
   d) Copier: Recommendation for Purchase

7) Committee Reports and FOL Update
   a) FOL
   b) Joint Leadership Planning Report
   c) Library Director Annual Review: Comments

8) Old Business
   a) Officer-Liaison Committee

9) New Business
   a) Nomination of Board Candidates
   b) Items for Review and Discussion (Month at a Glance Tasklist, LD Job Description, Personnel Policy, PICL Trustee Roles & Responsibilities, Key PICL Documents Table)
   c) Personnel Policy: 6(a): Change in eligibility for WRS from 600 hours to 1200 due to Act 32 (July 1, 2011)
   d) Donation Policy: Monetary Donations in Respect to Financials

10) Public comment

11) Adjournment

Next regular meeting date: December 12, 4:00 PM Library