

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

Meeting Category:	Regular Meeting
Date :	Tuesday October 10, 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 - 4:15 pm), Cathy Weber (CLW). Mike Czarny (MC), Brenda Schuppe (BDS-phone). Absent (excused): Christine Wallace (CW). Also present - Library Director Shelly Knaack (SK).
  - b) Visitors: None
- 3) Agenda approval: Added 6f-pavers to agenda. Accepted, PW - motion / MC - 2<sup>nd</sup> / Unanimous.
- 4) Approval of Minutes (September 12, 2017): Approved with minor change noted. MC - Motion / CLW - 2<sup>nd</sup> / Unanimous.
- 5) Treasurer's report :
  - a) Action on bills to be paid: October - Rekeying for \$425 plus higher spending on collection development resulted in higher monthly spending. Motion to pay bills in the amount of \$8,018.09 / PW – motion / BDS - 2<sup>nd</sup> / Unanimous. BDS will contact FOL treasurer to confirm quarterly audits process and provide feedback to FOL treasurer.
  - b) Town Budget Presentation – 2018 Budget will have some line item changes, combining some categories, illustrating planned budgeted spending against expected revenue (Town & FOL). Future monies from FOL will only be targeted for collection development, programs, and new initiatives, but not day-to-day expenditures.
- 6) Library Director's Report - ATTACHED
  - a) LD Office Hours
  - b) Library Hours
  - c) Programs
  - d) Re-Key Update
  - e) Library off season projects and planning.
  - f) Pavers have arrived and are installed.
  - g) (Added point) Copier discussion – SK will provide background for Nov discussion.
- 7) Committee Reports & FOL Update
  - a) FOL: Prepping annual membership letter mailings for Nov. SK to check on confidentiality of mailing lists for business purposes with DPI legal.
  - b) Joint Leadership Planning Meeting: Mtg on hold pending 2018 budget completion. RJB to reschedule.
  - c) Officer - Liaison Committee Report / Update: Tabled till Nov.
- 8) OLD BUSINESS
- 9) NEW BUSINESS
  - a) Sign annual NWLS agreement – completed by RJB.
- 10) Public comment: None
- 11) Adjournment: 5:09 pm. - MC - Motion / BDS- 2<sup>nd</sup> / Unanimous.

**Next regular meeting date November 14, 2017 at 4:00 pm. - Library**

## Library Director's Report - October 2017

### **A. Shelly's Office Hours**

Mondays: Usually remote, available by cell or house phone.  
Tuesdays, Thursdays: 9-2 (often later), Saturdays 9-12  
Wednesdays: 9-6, Fridays 9-3

### **B. Summer Library Hours**

Continued positive feedback, folks love the consistency of 9 AM opening and more positive feedback about the hours being the same throughout the year.

### **C. Programs**

We had 5 patrons for our September movie: "The Immortal Life of Henrietta Lacks". Our October movie is "Wonder Woman" by request of the Sept. moviegoers - showing next Wednesday, October 18<sup>th</sup> at 1 PM.

Hand-Bound Journal by Amanda Szot, resident artist. Cost is \$42, includes all materials: Oct. 18<sup>th</sup> from 10-1.

Nicolet College is doing outreach to area libraries as part of their 50<sup>th</sup> anniversary. I have suggested the following classes to held at the PI Library/PI Community Center: computer classes, ballroom dancing, qi gong, mindfulness and barn quilt painting.

### **D. Rekey of Library**

Paul the locksmith and I have scheduled this twice, but due to conflicts in his schedule and a reassessment on his part, it has not been done yet and will hopefully be done soon.

### **E. Library Off Season Projects and Planning**

Projects going on for this fall include weeding out the small paperbacks, deleting the rest of the VHS tapes and going through adult nonfiction to get rid of books with outdated information and items that have not been checked out in the past 5 + years. Additionally, the children's area is a project Sarah has been working on to reorganize the collection and re-catalog it in a more consistent manner. Once items have been weeded, we can then work on the reorganization of the library and possibly moving around shelves.

## Copy of Original Agenda

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  - a) FOL
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