
APPROVED BOARD MINUTES PRESQUE ISLE COMMUNITY LIBRARY - BOARD OF TRUSTEES

Meeting Category: Regular Meeting
Date : January 8, 2019
Time : 4:00 pm
Location : Library

1) **Call to Order** – PW: 4:00 p.m.

2) **Roll Call of Members/Introduction of Visitors**

Board members present: Pam Whipple (PW), Joan McDonald (JM), Merry Beckel (MB), Cathy Logan Weber (CLW), Shelly Knaack (SK), Krista Slemmons (KS), Vicki Gillett (VG), Christine Wallace (CW)

Visitors: Mike Czarny (MC), Cathy Sprester, Sarah Krembs

3) **Welcome and Introductions:** Vicki Gillett and Joan McDonald

4) **Agenda approval/modification**

KS: Motion, 2nd: VG, Motion approved: unanimous

5) **Approval of Minutes (Dec.11, 2018)**

JM: Motion, 2nd: MB, Motion approved: unanimous

6) **Treasurer's report**

- a) 2018 Year End Close, 2019 Budget. MC reviews layout of 2018 end of the year budget discussing projected budget and actual expenditures for the year. Cathy Sprester thanks MC for his efforts as a trustee.
- b) Action on Bills to be Paid for January in the amount of \$4,576. No income for Jan.

CLW: Motion to approve budget, 2nd: VG, Motion approved: unanimous.

6) **Library Director's Report** (*see attached for details*)

- a) Annual Amazon Review
- b) Library News
 - i) "Short Story Book Club" (a new book club) will meet the 1st and 3rd Wednesday of every month. This club is a variation of the long standing (15+ years) "Great Books Club"
- c) LD Office Hours – no changes

7) **Committee Reports**

- a) Liaison - Town of Presque Isle – CLW hopes to continue on as a board member. CLW will discuss with Max regarding changing light bulbs in the library and outside. Discussion regarding rug placement in the basement.
- b) Board Cmte Appointments 2019: PW outlines committee assignments
 - i) Budget - Chair: MB, Members: PW, VG
 - ii) LRP/Strategy - Chair: MB, Members: JM, CLW
 - iii) Policy - Chair: PW, Members: KS, CW
 - iv) LD Evaluation - Chair: PW, Members: VG
 - v) Trustee Search - Chair: PW, Members: KS, JM

8) **Old Business**

- a) Security in the Library Update – town does not want to acquire system for town facility. Tentative plan is to contact 911 through the system. Finances are available in savings and equipment fees for security system. CLW: What did the dispatch suggest regarding the system? SK: dispatch officer suggests not using a system at all. PW: Current issue necessitates a system beyond simply phoning 911. CLW: Is there a contract with the system? SK: Not that she knows but will look into it. Sarah Kemp: Manitowish Waters Library has a yearly service to check system and batteries. SK will look into the cost.

JM motioned to proceed with security system, 2nd: MB, Motion approved: unanimous

- b) 2019 Additional Space Requests
Lioness and Thinking of Today Yoga applications are submitted. Waiting on Presque Towns Lakes application. Last Wilderness removing application. PW: Suggest moving space application to SK's prevue since she manages this space.

PW: Motion to remove the board from the responsibilities of signing off and approval for space requests starting 2/2019, LD will assume the responsibility, 2nd: JM, Motion approved: unanimous

9) **New Business**

- a) Update Bank Signatures-Resolution- delete Mike Czarny and add Merry Beckel.

PW: Motion to approve a resolution to change bank signatures on all accounts, checking, saving, and CDs removing Michael Czarny as treasurer and adding Merry Beckel as treasurer, 2nd: VG, Motion approved: unanimously.

9) **Public comment** - none

10) **Adjournment**, 5:12 p.m. PW Motion, 2nd CLW, Motion approved: unanimously

Next regular meeting date: Feb. 12, 4:00 PM - Library

LIBRARY DIRECTOR'S REPORT JANUARY 2019

a. Annual Amazon Review

Amazon Associates netted us \$197.75 for 2018. This is down from 2017: we had \$253.19 for that year. There is a lot of competition as most nonprofits are now signed up for Amazon Smile/Amazon Associates. However; I do think that more people are buying from Amazon than ever before, so we should be able to increase that number. I have created a bookmark for the library to hand out and will do future targeting promoting.

b. Library News
Programming

January 2nd: we had 41 people for our Lunch and Learn about Trumpeter Swans with Discovery Center.

Upcoming programs:

- Jan. Movie: "Crazy Rich Asians" on Jan. 16th

- “Short Story Book Club” (a new book club) will meet the 1st and 3rd Wednesday of every month.
- “Introduction to Sourdough” class on Jan. 18th.
- Our first Lunch and Learn program, about the new tax laws will be on Jan. 17th at Koller Library. We will be closing at 11 AM this day instead of 12 PM so we can help Koller get ready for lunch and organized for this presentation.
- Jan 30th at 6:30 PM- Travelogue, “Horseback Riding in the Wilds of Iceland”, presented by Cathy Weber and Gay Van Pelt.

Northwoods Book Festival

We will be doing Northwoods Book Festival once again with the other area libraries. We are currently setting up our first meeting for the year.

Library Certification

I will be taking my fourth and final certification course: “Organizing and Management of Collections” beginning January 28th and ending April 21st. I will then be certified as a Grade 2 Librarian! This library needs at least a Grade 3.

c. LD Office Hours

Tues., Thurs., Sat.: 9-12, Wed: 9-6 & Fri. 9-3

For new board members: these are my posted hours and available times in which I can be contacted. This is not my total number of hours I work per week. I work 40 hours which consists of a combination of: hours the library is open, hours at the library when the library is not open and hours worked remotely (from home or other; for example meetings)

ORIGINAL LIBRARY AGENDA

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