
APPROVED BOARD MINUTES
PRESQUE ISLE COMMUNITY LIBRARY - BOARD OF TRUSTEES

Meeting Category: Regular Meeting
Date : February 26, 2019 (rescheduled from 2/12/19 meeting – canceled due to weather)
Time : 4:00 pm
Location : Library

1) **Call to Order** – PW: 4:05 p.m.

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

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

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Visitors: Sarah Kremps

3) **Agenda approval/modification**

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

4) **Approval of Minutes (Jan.8, 2019)**

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

5) **Treasurer's report**

- b) Action on Bills to be Paid for February in the amount of \$12,053.40. SK reviewed expenditures and income for January and February:
- i. For January, predicted \$4418.06 in expenses and had \$4319.59, a difference of \$98.47. Income: Petty Cash income of \$50, \$7.00 from Amazon
 - ii. For February, \$1449.56 in Collection Development, which is more than the usual amount of about \$1000 per month (about \$400 under in this category for January). \$50 was spent in postage on a roll of stamps. A charge of \$375.00 for Continuing Education Category for SK fourth and final course. Merlin/NWLS, costs were \$6416.02 and include:

BadgerNet Internet Connections	\$1200.00
Delivery:	\$600.00
Fee for Merlin Consortium:	\$4029.75
Membership Services:	\$141.27
Overdrive Advantage:	\$200.00
NWLS Wiscat: (credit)	\$ -100.00
WiscNet – Internet Service:	\$345.00

Income: Amazon \$5, but these are not showing up yet.
 - iii. MB reviewed report. Quarterly FOL bank statement is in order.

JM: Motion to approve budget, 2nd: CW, Motion approved: unanimous.

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

a) Annual Report

- b) Library News
 - i) Discussion ensued as to remove library fines. Not many fines are accrued by patrons and no patrons are blocked as a result of fines. Fines for late fees will remain.
 - ii) Discussion ensued to determine when the library should close due to weather since library staff travel from long distances. Should the Library close when local school close? CW suggested email list for people who want to know when Library is closed due to weather.
- c) LD Office Hours

JM: Motion to accept annual report, 2nd: PW, Motion approved: unanimous

7) **Committee Reports**

- a) Liaison – CLW is exploring floor here and thermostats. CLW is meeting with exterminator. PW looking into if the whole house vacuum has all its parts and how it works.

8) **Old Business**

- a) Security in the Library Update – SK will talk to the constable and Fire Chief about putting a policy in place with 911 dispatch.

9) **New Business**

- a) Volunteer/FOL - Recognition Event Plans - tentative date is May 21st at 5:30.
- b) Sign Collection Development Grant Form - yearly agreement was signed for \$1346.88

9) **Public comment** - none

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

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

LIBRARY DIRECTOR'S REPORT FEBRUARY 2019

Library Director's Report February 2019

a. Annual Report

I have my first draft submitted to NWLS for review and it looks like there are issues with the revenue portion. We are fortunate to have a very generous town, which not only gives us money, but also provides us with funding by paying our electric and heat directly as well as benefits for me as Library Director. Once those values are inputted, the annual report should be approved. It has to be submitted by March 1st.

Here are some highlights of 2018 annual report statistics versus 2017:

Circulation:

2018 Circulation: 12,239

2017 Circulation: 11,062

2018 Children's Circulation: 1,575

2017 Children's Circulation: 1,292

Interlibrary Loan Statistics:

2018 Items Loaned through Interlibrary Loan: 4,863
2017 Items Loaned through Interlibrary Loan: 4,453
2018 Items Received through Interlibrary Loan: 1,775
2017 Items Received through Interlibrary Loan: 2,253

Library Users:

2018 Registered Users: 864
2017 Registered Users: 677
2018 Patron Visits: 10,605
2017 Patron Visits: 9,465

b. Library News

We have upcoming programs at the library:

Feb. 13th 1 PM Movie: "First Man" at 1 PM

Feb. 20th 1 PM Travelogue: "Munich to Berlin, Germany with Stops In Between" presented by Julie & Al Hillary, Bob Twelmeyer and Cheryl Bowen

Feb. 21st 11:30, Lunch and 12 Noon Presentation: "Instagram for Fun and Business" with Jess Reidy

Lunch will be pulled pork and coleslaw sandwiches, homemade hot chocolate and biscotti.

March 6th 4 PM Travelogue: "Horseback Riding in the Wilds of Iceland" with Gay Van Pelt & Cathy Logan Weber

Upcoming Northwoods Book Festival: I am looking at booking Karen Dionne, who wrote "The Marsh King's Daughter", a suspense novel set in Upper Michigan. She is from Detroit, but doing a little book tour in Upper Michigan and can do Presque Isle on May 28th, the day after Memorial Day. This book was published in 2017 and has received a lot of press. Here is her website: <https://www.karen-dionne.com/the-marsh-kings-daughter/>

c. Library Fines

Here is the link to the Ted Talk about getting rid of library overdue fines:

https://www.ted.com/talks/dawn_wacek_a_librarian_s_case_against_overdue_book_fines?language=en

Here is a Washington Post article about getting rid of library overdue fines:

https://www.washingtonpost.com/opinions/2018/06/15/7ad6f80e-709d-11e8-afd5-778aca903bbe_story.html?noredirect=on&utm_term=.424a00c96c1c

I have an inquiry in to NWLS to see if we have any blocked patrons due to overdue fines. The way I see this working is that patrons will not get fines for overdue items; however if the item is not returned, they will get billed. If they return the item, they will not get billed. I would love to hear feedback on this.

d. Library Closing Due to Weather

Today is a perfect example as I had no idea what to do. When I went to bed last night, area schools were not closed. This morning, North Lakeland was closed. I like the possibility of putting a policy in place whereas when North Lakeland closes, the Presque Isle Library will close, too. Not only will Sarah know what to do on Mondays and Thursdays, but my volunteers

would know to check the list of TV and radio closings to find out if they should work. For some people, the internet is sketchy, so checking the website and Facebook isn't an option.

- e. LD Office Hours
Same as usual, feel free to comment.

ORIGINAL LIBRARY AGENDA

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Presque Isle Community Library - Board of Trustees	
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<u>Time:</u>	4:00 pm
<u>Location:</u>	Library

- 1) Call to Order
- 2) Roll Call of Members/Introduction of Visitors
- 3) Agenda approval/modification
- 4) Approval of Minutes (Jan. 8, 2019)
- 5) Treasurer's report
 - a) Action on Bills to be Paid- February
- 6) Library Director's Report
 - a) Annual Report
 - b) Library News
 - c) Library Fines
 - d) Library Closing Due to Weather
 - e) LD Office Hours
- 7) Committee Reports
 - a) Liaison - Town of Presque Isle
- 8) Old Business
 - a) Security in the Library Update
- 9) New Business
 - a) Volunteer/FOL - Recognition Event Plans
 - b) Sign Collection Development Grant Form
- 9) Public comment
- 10) Adjournment

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