

Approved Board Minutes - Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	December 11, 2018
Time :	4:00 pm
Location :	Library

1) **Call to Order** 4:02 pm - PW

2) Roll Call of Members/Introduction of Visitors

Board members present: Pam Whipple (PW), Mike Czarny (MC), Merry Beckel (MB), Cathy Logan Weber (CLW), Shelly Knaack (SK; Library Director-LD), Krista Slemmons (KS), Robert Berdan (RB), Absent: Christine Wallace (CW)

a) Visitors: none

3) **Agenda approval/modification**, amend date

Motion to approve: MC, 2nd: CLW, Motion approved: Unanimous

4) **Approval of Minutes** (Nov 13, 2018)

Motion to approve: MC, 2nd: MB, Motion approved: Unanimous

5) Treasurer's report

a) **Action on Bills to be Paid** in the amount of \$5,564 in expenses for Dec – **Motion MC-2nd BR/Approved: Unanimous**. Income increase due to donation from donor, petty cash and amazon

b) **2019 Budget Sheets for Review** – budget is the same format as previous year. Budget is approved. One final approval of LD expenses and balances from the bank. (2019 expenses and income sheet). MC discusses reconciliation sheet for January (totals for the year).

c) **Treasurer G-drive outline** - end 2018. MC will be passing over the G-drive once the budget is complete.

6) **Library Director's Report** (*see library report for more details*)

a) Update - 5 Year Certification Process – one more course until completion.

b) Patron and Circulation Statistics – circulation and patronage numbers appear to be trending higher than previous years.

c) Library News

i) Presque Isle will be doing an Instagram class in Feb. May class will be related to marketing and identify theft.

ii) Retirements in Eagle River and Minocqua libraries.

iii) Mail Chimp – create and organize in mass emails, recipients can unsubscribe.

d) LD Vacation Schedule - 1st week of May

e) LD Office Hours - unchanged

7) Committee Reports

- a) **Liaison - Town of Presque Isle** – information was relayed to the town and no decision by the town on security measures. CLW has additional questions regarding number of panic buttons provided. SK talked to a 911 dispatcher in Eagle River – suggests that the call goes first to 911. Can put a policy in place with 911 with a procedure (i.e. call can also go to police). RB – work in tandem with the town on establishing a plan for strategy and sharing hard costs. Suggests the SK and PW works with Marshall to answer questions. MC - may be important to work on soft security measures. Rug has been replaced. CLW discuss with Max to replace lights. MC's light replacement schedule will be implemented. EDC committee has charged another committee to make a logo. Looking at lumber jack logo that was used during Presque Isle Days on the new signs.
- b) **Library Board Candidates** – Vicki Gillet and Joan McDonald are recommended to town for appointment as new board members. RB/CLW – write a letter to Marshall for consideration of new board members, SK has placed approval on the town agenda. PW - does town ordinance apply to out of state applicants for board members or part-time residents? **Motion** to accept candidates to Vicki Gillet and Joan McDonald – RB, **2nd CLW, Approved: Unanimous.**

8) Old Business

- a) Security in the Library Update – Elevator phone can not be tied into the security (see LD notes for more details).
- b) Election of Officers – RB - **Motion** to cast a unanimous ballot to elect PW as president, KS – secretary, MB – treasurer, **2nd CLW, Approved: Unanimous.** PW will notify Marshall, RB – need to notify the bank, the bank will need a copy of the minutes. Voting on new board members will occur at the next town meeting. SK will run a copy of unapproved minutes to the bank, MB will accompany SK. MB will need two forms of ID.

9) New Business

- a) Yearly Review of Policy: **Motion** - PW to accept Personnel policy and job description without change, **2nd MC, Approved: Unanimous.** Revisions made to Monthly Task list.
- b) Lower Level Space Usage Requests – SK presented the two requests she has completed for FOL and Material Girls. She has four more not yet completed. BD suggested making a policy change to having LD manage space requests.
- c) Sign LD Annual Employment Contract – signed by PW and SK, KS will sign at later date.

9) Public comment

- 10) **Adjournment** at 5:30pm, Motion RB, **2nd MC, Approved: Unanimous**

Next regular meeting date: Jan. 8, 4:00 PM - Library

**Library Director's Report
December 2018**

a. Update - 5 Year Certification Process

I just completed my third class: "Advanced Library Administration" and I have one course left: "Management and Organization of Collections". Each class takes about 8 hrs. of my time per week, so I am motivated to complete the process.

b. Patron and Circulation Statistics

See attached spreadsheet for statistics.

c. Library News

Manitowish Waters & Winchester Libraries along with Presque Isle are doing a series called "Lunch & Learn" the third Thursday of the month from 11-45-1 PM. We will provide a light lunch and have speakers. This series will run from Jan-June, rotating libraries from month to month. Presque Isle will be doing an Instagram class for February with Jess Reidy of Social Siren Marketing. We also have May and are bringing in Jeff Kersten, Bureau of Consumer Protection / Division of Trade & Consumer Protection who will be doing a talk about Protecting Yourself from Identify Theft.

In other news, Nan Andrews is retiring from the Eagle River Library and Mary Taylor from the Minocqua Library, both at the end of this year.

I have been working on using Mail Chimp for a way to promote via email. It is a bit of a learning process.

d. LD Vacation Schedule

I will take one week of vacation the first week in May 2019.

e. LD Office Hours

Same as usual, feel free to comment.

Original Library Agenda

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 - a) Action on Bills to be Paid - Dec
 - b) 2019 Budget Sheets for Review
 - c) Treasurer G-drive outline - end 2018
- 6) Library Director's Report
 - a) Update - 5 Year Certification Process
 - b) Patron and Circulation Statistics
 - c) Library News
 - d) LD Vacation Schedule
 - e) LD Office Hours
- 7) Committee Reports
 - a) Liaison - Town of Presque Isle
 - b) Library Board Candidates
- 8) Old Business
 - a) Security in the Library Update
 - b) Election of Officers
- 9) New Business
 - a) Yearly Review of Policies
 - b) Lower Level Space Usage Requests
 - c) Sign LD Annual Employment Contract
- 9) Public comment
- 10) Adjournment

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