
APPROVED BOARD MINUTES PRESQUE ISLE COMMUNITY LIBRARY - BOARD OF TRUSTEES

Meeting Category: Regular Meeting
Date : April 9, 2019
Time : 4:00 pm
Location : Library

- 1) **Call to Order** – PW: 4:01 p.m.
- 2) **Roll Call of Members/Introduction of Visitors**

Board members present: Pam Whipple (PW), Joan McDonald (JM), Krista Slemmons (KS), Merry Beckel (MB), Shelly Knaack (SK), Vicki Gillett (VG), Christine Wallace (CW)
Absent: Carl Wolter (CFW)

Visitors: none

- 3) **Agenda approval/modification**

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

- 4) Approval of Minutes (March 12, 2019)

KS: Motion to approve minutes with changes, 2nd: JM, Motion approved: unanimous

- 5) **Treasurer's report**

- a) Modifications to formatting on expenses report. SK and MB are seeking input in the new format. MB – easier to read.
- b) Action on Bills to be Paid for February in the amount of \$4,704.94. SK reviewed expenditures and income expected for March:

- i) **Income:**

- (1) \$300 donation from the Lion's Club and a \$200 Donation from Dorthea Torstenson. \$155.98 in petty cash, with a total of \$655.98 deposited in the Standard Account. 36,389.71 in account.

- ii) **Expenses**

- (1) March Predicted and Actual Expenses:
 - (a) Predicted \$4794.94 in expenses and had actual expenses of \$4826.62, a difference of \$31.68.
 - (2) April Projected Expenses:
 - (a) Salaries are per usual. Forecasting \$1000 in collection development, \$100 for supplies (may be higher because of paper shredder, pencil sharpener and rug purchases) and \$10 in postage. \$100 in the programming category purchases will be made for the Summer Book Store. Phone charges are as usual, about \$111. In the volunteer recognition category, \$100 set assigned for purchase of a small gift.
 - (b) Requesting approval of \$4838.94 in bills to be paid.
 - (c) MB reviewed FOL report and everything was in order.

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

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

- a) 2018 Northwoods Bookfest Update – St. Mathias usually provides money for support of authors (proposal is submitted by Minocqua Library to St. Mathias).
Children's Summer Programming – Northwoods Wildlife will be discussing rehabilitation and bringing animals. Melanie/Trees for Tomorrow – Logging Days – right before Presque Isle Days.
Troy Graham/Folk Singer & Guitarist (also doing a creative writing program later in the day) – this is during the Firefighter gathering
- b) SK doubled checked that programing was not redundant with other area library offerings. CW suggested having a passive arts day rather than a scheduled day that children could do crafts when the weather is not pleasant.
- c) LD Vacation Schedule
- d) LD Office Hours

7) **Committee Reports**

- a) Long Range Planning Update
MB – March 14th JM, SK and MB met to discuss and decided to focus on the 55+ population.
 1. Continue with offer travel logs, author book talks, genealogy, finance assistance, documentary showings, and revisiting streaming Science on Tap.
 2. Children's area restructuring (change shelving, upgrade table/chairs, paint). PW – recommends getting actual library shelving to make it more accessible and structurally sound and use the space more efficient.
 3. Considering reorganizing the adult shelving and adding a seating area in the middle of the library – this will require time and volunteer help.
 4. CW – Max is starting to paint this weekend. SK taking down big bulletin board, color is off white (beige) to replace the bright yellow area. PW – move up art displays from basement up to the first floor.
- b) Recognition Event Planning
 1. PW – reviewed menu and sent around sign-up sheet.
- c) LD Review Update
PW and VG reviewed library director evaluation format. Will be reviewing on 4/12/19, will then be meeting with SK and bringing it to the May meeting. Will be signed by board members.

8) **Old Business**

- a) Talking Points of Annual Meeting
 1. SK updated talking point items with board member suggestions. Added figures/statistics relative to previous year. Overall decrease in circulation in libraries across the region but PICL has increased circulation.
- b) Security in the Library
 1. PW submitted letter to the town regarding security system. PW has not received any feedback. Will initiate purchase. *Document submitted to the town found at the end of the minutes.*

9) **Public comment** - none

10) **Adjournment**, 4:50 p.m.

Next regular meeting date: May 14, 4:00 PM - Library

LIBRARY DIRECTOR'S REPORT APRIL 2019

a. 2018 Northwoods Book Festival Update

We will host Karen Dionne, author of "The Marsh King's Daughter" on May 28th at 6 PM. Our headliner is not confirmed yet, we are hoping to get either Leif Enger, who wrote "Virgil Wander". He has done book talks for small audiences but is a well-known author. Another choice for headliner is Brian Freeman, author of three series of books, his most recent book is "Alter Ego". Some other authors so far are Jerry Apps and his daughter, who will be in Manitowish Waters and wrote "Old Farm Country Cookbook" and Peter Annin, who wrote "The Great Lakes Water Wars will be in Mercer.

b. Children's Summer Programming

Here is our lineup:

June 20th: Licia/Discovery Center – Reptiles & Amphibians

June 27th: Melanie/Trees for Tomorrow – Logging Days

July 11th: Courtney/Northwoods Wildlife- still pending

July 18th: Melanie/Trees for Tomorrow – Survival Skills

July 25th: Anne/UW Madison- Water Program

Aug. 1st: Troy Graham/Folk Singer & Guitarist

Aug. 8th: Licia/Discovery Center – Bats

Programs will be on Thursday mornings at 10 AM, free to all and usually are for about an hour. Tuesday mornings we had kid's movies the past 2 years and this year I will either do movies again or offer a craft program.

c. LD Vacation Schedule

I will be on vacation from May 4th-May11th.

Here is the schedule of people working:

Saturday, May 4th: Sarah

Monday, May 6th: Sarah

Tuesday, May 7th: Mary Koster

Wednesday, May 8th: Joan McDonald & Kathy Borkowski and Sarah

Thursday, May 9th: Sarah

Friday, May 10th: Pam

Saturday, May 11th: Cathy Wirtz, with Mary Koster as backup.

d. LD Office Hours

Tues, Thurs, Sat: 9-12, Wednesday: 9-6 and Fridays 9-3

ORIGINAL LIBRARY AGENDA

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 - a) Action on Bills to be Paid - March
 - 6) Library Director's Report
 - a) 2018 Northwoods Bookfest Update
 - b) Children's Summer Programming
 - c) LD Vacation Schedule
 - d) LD Office Hours
 - 7) Committee Reports and FOL Update
 - a) Long Range Planning Update
 - b) Recognition Event Planning
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LETTER TO TOWN REGARDING SECURITY SYSTEM

March 21, 2019

From: Presque Isle Community Library Board of Trustees

To: Marshall Reckard, Town Chair
Cathy Logan Weber, Supervisor
Carl Wolter, Supervisor

Re: Library Security System

The Board of Trustees has made a decision to proceed with the installation of the Presque Isle Library security system using a silent alarm. We have based that decision on the following research.

- We contacted the Vilas County Sheriff's Department about the use of a silent or audible alarm. They stated that in their experience the type of personal or panic button alarm that we are considering is usually silent. Audible alarms are most often used for home invasion or burglary applications.
- We contacted other libraries with security systems and the ones that use the panic button system use it with a silent alarm.
- We also contacted Per-Mar Security (the provider of our system) about silent vs. audible and again most of their systems for personal or panic buttons are silent.

We have also decided that calls for assistance will only go to the Vilas County Sheriff's Department and will not involve either the Town Constable or Presque Isle Fire Department. We believe that with the assurances of the Sheriff's Department, this will be the option with the least complicated operation while providing us with officers trained for all situations.

Pamela Whipple
President
Presque Isle Community Library Board of Trustees