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## APPROVED BOARD MINUTES PRESQUE ISLE COMMUNITY LIBRARY - BOARD OF TRUSTEES

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Meeting Category: Regular Meeting  
Date: May 14, 2019  
Time: 4:00 pm  
Location: Library

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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)  
Absent: Carl Wolter (CFW), Christine Wallace (CW)

Visitors: none

3) **Agenda approval/modification** – PW: correction on date of next board meeting

KS: Motion, 2<sup>nd</sup>: MB, Motion approved: unanimous

4) Approval of Minutes (April 9, 2019)

JM: Motion to approve minutes with changes, 2<sup>nd</sup>: VG, Motion approved: unanimous

5) **Treasurer's report**

a) Action on Bills to be Paid for April in the amount of \$7344.26. SK reviewed expenditures and income expected for April:

**i) Income:**

(1) Collection development grant \$1346.88. This amount will be removed from the account and transferred to the Town of Presque Isle. Petty cash and small donations = \$118.50. Amazon sales have increased with a payment of \$21.44. FOL would like to disperse ~\$10,000 in donations to the library.

**ii) Expenses**

(1) April Predicted and Actual Expenses:

(a) Predicted \$4838.94 in expenses and had actual expenses of \$5277.48, a difference of \$438.54. This difference was mostly due to the Collection Development Category since expenditures were \$720.49 over. However, there was underspending in supplies, postage, programs and volunteer recognition. Collection Development will be underspent in May to compensate. Per month, the goal is to spend \$1050 on average to get to the \$12,600 budgeted amount for Collection Development.

(2) May Projected Expenses:

- (a) Salaries: Higher totals, Sarah and SK get paid three times in May, plus Sarah Krembs is working extra during SK vacation.
- (b) Collection Development: \$600, as previously mentioned we are underspending in that category.
- (c) Supplies: \$150, if needed.

- (d) Postage: \$120, our yearly P.O. Box Fee
- (e) Continuing Education: \$135, SK is taking an online course on branding and marketing the library, she registered early and received \$15 off the total.
- (f) Programs: \$900, a high prediction as our Northwoods Book Festival author is \$500, paid Trees for Tomorrow ahead of time for 2 Kid's programs. Book Store/Reading Program supplies were also purchased. There was some carry over from last year.
- (g) Telephone = \$111
- (h) Maintenance: \$258 for yearly movie license
- (i) Volunteer Recognition: \$100 for the gift.
- (j) FOL – will be distributing \$10,000 to the library during May. Board members discussed how this money should be spent (e.g. developing collection materials - complete TV series or popular book series, refurbishing book labels). FOL were interested in what areas were a need. MB – could money be used for regular cleaning? FOL can not be used for this purpose. VG suggested a once a year spring cleaning by volunteers, FOL and staff. PW – volunteers could also clean outside.
- (k) Requesting approval of \$7344.26 in bills to be paid.

MB: Motion to approve bills to paid, 2<sup>nd</sup>: VG, Motion approved: unanimous.

- 6) **Library Director's Report** (*see attached for details*)
  - a) Certification Update – courses complete, SK is now Grade 2 Certified Librarian
  - b) Library Programs/Events – numerous events during May
  - c) LD Office Hours - same
- 7) **Committee Reports and FOL Updates**
  - a) Book Sale Assistance/Sign up PW has sign-up sheet. Set-up for book sale will be 6/27 at 8:00am. Particularly need help with set-up and clean-up rather than the actual sale dates. PW asks board members to pass along the word that volunteers are needed and to bring in any book donations.
  - b) Town of PI/Liaison – SK – Max painted behind the circulation desk. New exterminator inspected areas for place of entry and informed Max what to seal. Sidewalk will be fixed in front of the building, entrance to the library will be from the back of the building. SK will notify patrons via social media and signs.
  - c) Annual Director Review to Board (Closed Session). PW presents SK yearly evaluation. Evaluation was reviewed with SK on 5/14/19. SK and Town will receive a copy.

JM: Motion to approve SK annual evaluation, 2<sup>nd</sup>: KS, Motion approved: unanimous.

- 8) **Old Business**
  - a) Finalize FOL/Volunteer Recognition Party. 33 volunteers have RSVP'd for the Volunteer Dinner. Max will set up chairs and tables. Board members are asked to arrive ~4:30.
- 9) **New Business** – KS – What is the historical basis for the amount of vacation time for LD? PW – town policy. SK will be getting an additional week in this, her second year.

10) **Public comment** - none

11) **Adjournment**, 5:02 p.m.

Next regular meeting date: June 11, 4:00 PM - Library

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## LIBRARY DIRECTOR'S REPORT APRIL 2019

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a. Certification Update

I have completed all four courses and I am now a Grade 2 Certified Librarian! The courses I took were: Basic Library Administration, Advanced Library Administration, Public and Community Library Services and Organization and Management of Collections. My favorite class by far was my final one I just finished up, Organization and Management of Collections.

b. Library Programs/Events

We have a lot of events and programs lined up for May:

**May 15<sup>th</sup>:** Short Story Book Club at 10 AM,

Afternoon movie, "Mary Poppins Returns" at 1 PM

**May 16<sup>th</sup>:** Lunch & Learn: "Identity Theft", lunch at 11:30 and program at 12 Noon

**May 20<sup>th</sup>:** Travelogue with Sarah Krembs at 6 PM

**May 21<sup>st</sup>:** Volunteer Appreciation

**May 22<sup>nd</sup>:** Susan Correrri from Aging & Disability Resource Center of Vilas County, a Medicare Benefits Specialist to do one on one consulting

**May 23<sup>rd</sup>:** Dementia Live, see what it is like to live with dementia with this interactive tour in the library.

**May 28<sup>th</sup>:** Presque Isle kicks off Northwoods Book Festival with author presentation and book signing Karen Dionne who wrote "The Marsh King's Daughter"

We also have a new Knitting Group meeting here on Wednesdays from 4-6 PM. All are welcome, any needlepoint projects can be worked on. It is called Two Sticks & A String.

c. LD Office Hours

Tues. Thurs., Sat: 9-12

Wed.: 9-6

Fri: 9-3

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## ORIGINAL LIBRARY AGENDA

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- 5) Treasurer's report
  - a) Action on Bills to be Paid - April
- 6) Library Director's Report
  - a) Certification Update
  - b) Library Programs/Events
  - c) LD Office Hours
- 7) Committee Reports and FOL Update
  - a) Book Sale Assistance/Sign up
  - b) Town of PI/Liaison
  - c) Annual Director Review to Board (Closed Session)
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- 10) Public comment
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Next regular meeting date: June 14, 4:00 PM Library

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LETTER TO TOWN REGARDING SECURITY SYSTEM

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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