

---

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

---

Meeting Category: Regular Meeting  
Date: June 11, 2019  
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), Merry Beckel (MB), Shelly Knaack (SK), Vicki Gillett (VG), Carl Wolter (CFW),  
Absent: Christine Wallace (CW), Krista Slemmons (KS)

Visitors: none

- 3) **Agenda approval/modification**

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

- 4) Approval of Minutes (May 14, 2019) - corrections to minutes by PW – changes to motion under 5 to Motion to approve \$7344.26 in bills to be paid, change 7 motion to read: Motion to approve Shelly's evaluation as presented.

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

- 5) **Treasurer's report**

- a) Action on Bills to be Paid for June in the amount of \$5464.64. SK reviewed expenditures and income expected for June:
  - i) **Income:** The library received a very generous second donation of \$10,000 from the Friends of the Library and a donation of \$750 from David and Susan Engseth. Petty cash = \$26.10. motion passed
    - (1) CD Reminder – 2 CD's are coming due on Aug. 7 and they cannot be renewed as they are. Shelly will check on current rates and this will be on the Agenda for July.

- ii) **Expenses**

- (1) May Predicted and Actual Expenses:
  - (a) Predicted \$7344.26 in expenses, actual expenses were: \$7258.86. This is a difference of \$85.40. Spending is right on track; nearing 50% in most categories.
- (2) June Projected Expenses:
  - (a) Looking ahead to June for expenses:
  - (b) Spending is typical. The only inconsistencies are that our Post Office Box was not paid in May, so it will be in June. The volunteer appreciation gift and continuing education amounts should be posted in June.

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

- 6) **Library Director's Report** (*see attached for details*)
- a) Kid's Summer Programming & Book Store – there will be a “Shooting Star” for the summer Kid's Program. The program will run June through end of August. The kids will receive coins: 5 on their first visit and 2 each time thereafter. Coins will be spent at the store.
  - b) Library Programming – May programs were: Quilt Square Card making, Identity Theft Protection, Argentina travelogue presented by Sarah, a Medicare benefits specialist for one-on-one help, a Dementia live program and our Northwoods Book Festival author. June programs are: “Cooking with Herbs”, June 19<sup>th</sup>, “Stan & Ollie”, June 28<sup>th</sup>, a Geocaching program, June 20<sup>th</sup> Children's Programs Kick off with Licia from the Discovery Center presenting “Reptiles & Amphibians” and June 27<sup>th</sup>, Jenny from Trees for Tomorrow will present ‘Logging Days”.
  - c) Security Update – Shelly reported we are getting close to signing the contract after a few questions are answered.
  - d) LD Hours – Tuesdays, Thursdays, Saturdays: 9-12, Wednesday 9-6, Fridays 9-3

7) **Committee Reports and FOL Updates**

- a) FOL - Book Sale Update – PW reports setup and takedown help is still needed for the book sale. Ads are being run in the Super Shopper, Lakeland Times, Public Service announcements. Help is also needed at the Village Market Brat Hut.

8) **Old Business**

None

9) **New Business**

- a) Review/Approval LD Job Description with one change – the change is to #6 u) JOOMLA changed to Word Press, motion to approve by VG, 2<sup>nd</sup> JM, motion passed.

10) **Public comment** - none

11) **Adjournment**, 4:39 p.m.

Next regular meeting date: July 9, 4:00 PM - Library

---

LIBRARY DIRECTOR'S REPORT JUNE 2019

---

**Library Director's Report  
June 2019**

**Kid's Summer Programming and Book Store**

**Book Store**

Book store is almost set up. This has been a huge hit in the past. We will have it opening on Monday, the 17<sup>th</sup> of June, running through mid-August.

Kid's Programming brochure is done. I will do an email blast about it and I am working on getting all the programs up on the website.

**Library Programming**

We had some GREAT programs in May! They were all very well attended, too.

We offered Quilt Square Card making, Identity Theft Protection, an Argentina Travelogue presented by Sarah, a Medicare benefits specialist for one-on-one help, a Dementia live program and our Northwoods Book Festival author. So, it was a very busy May with diverse programming offered.

For June, we just had a "Cooking with Herbs" cooking class in which 7 people participated. Upcoming, we have a movie afternoon on June 19<sup>th</sup>: "Stan & Ollie", we have a Geocaching program on June 28<sup>th</sup> with Bill Rutherford and our Children's Programs Kick off on June 20<sup>th</sup> with Licia from the Discovery Center presenting "Reptiles & Amphibians". On June 27<sup>th</sup>, Jenny from Trees for Tomorrow will present: "Logging Days".

**Security Update**

We are getting close to signing the contract after a few questions and will be able to go forward really soon!

**LD Office Hours**

Tuesdays, Thursdays, Saturdays: 9-12  
Wednesdays: 9-6  
Fridays: 9-3

---

ORIGINAL LIBRARY AGENDA

---

Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	June 11, 2019
Time :	4:00 pm
Location :	Library

- 1) Call to Order
- 2) Roll Call of Members/Introduction of Visitors
- 3) Agenda approval/modification
- 4) Approval of Minutes (May 14, 2019)
- 5) Treasurer's report
  - a) Action on Bills to be Paid - June
  - b) CD Reminder
- 6) Library Director's Report
  - a) Kid's Summer Programming & Book Store
  - b) Library Programming
  - c) Security Update
  - d) LD Hours
- 7) Committee Reports and FOL Update
  - a) FOL - Book Sale Update
- 8) Old Business
- 9) New Business
  - a) Review/Approval LD Job Description with one change
- 10) Public comment
- 11) Adjournment

Next regular meeting date: July 9, 4:00 PM Library

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