
APPROVED BOARD MINUTES PRESQUE ISLE COMMUNITY LIBRARY - BOARD OF TRUSTEES

Meeting Category: Regular Meeting
Date: August 13, 2019
Time: 4:00 pm
Location: Library

1) **Call to Order** – PW: 4:04 p.m.

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

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

Visitors: none

3) **Agenda approval/modification** – none

JM: Motion to approve agenda, 2nd: MB, Motion approved: unanimous

4) **Approval of Minutes (July 9, 2019)**

a) Amended minutes to change wording to “CFW: Motioned to purchase 2 CDs at the 15-month 0.75% interest rate, 2nd: VG, Motion approved: unanimous.”

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

5) **Treasurer’s report**

a) Action on Bills to be Paid for August in the amount of \$5,623.94. SK reviewed expenditures and income expected for August:

Income:

Petty cash of 154.44 and donations totaling: \$111.09.

July Predicted/ Actual Expenses:

Spent about \$300 more than predicted, mostly in the collection development category. The cost of the volunteer recognition gift finally registered in July at \$148.40. Most categories are on target.

August Projected Expenses:

Spending is usual, nothing out of the normal range.

The security system was installed and appears in the Maintenance Category and we will be charged monthly for this service.

JM: Motion for bills to be paid in the amount of \$5,623.94, 2nd: VG, Motion approved: unanimous.

b) Presentation of Budget - Board Approval

SK reviewed the library budget for 2020 including variations in total expenditures from 2019. Increases in the budget categories include: staff salary, postage, telephone services and maintenance costs. Decreases in the budget include continuing education and supplies.

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

- c) Certificates of Deposit - Two CDs matured and were cashed out at 1: \$5,454.07, 2: \$5,101.07. Money was placed in reserve account now totaling in \$27,924.71. Two CDs will be purchased in the amount 5,000 each at 15-month 0.75% interest rate.

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

- a) Summer Programming
- b) Grant Initiatives for Upcoming Year
- c) Gale Courses/Library News
- d) LD Office Hours

7) **Committee Reports and FOL Updates**

- a) FOL – Brat sale brought in approximately \$1450.00, an increase from previous years.
- b) Town of PI/Liaison – SK: discussed thresholds in the doors. These will be replaced since they were not the correct size. Paper towel holder was replaced in the restrooms. Hanging sign for the library will be ordered in the future.

8) **Old Business**

- a) Security Update – security system was installed, and employees now have a button in case of an emergency. The library has the option to add a burglary and fire alarm in the future.

9) **New Business**

- a) Paver – Jim Battin. PW would like to have the paver placed in the front walkway. The approximate cost will be under \$100.00.

JM: Motion to approve \$100.00 for the purchase of a paver for Jim Battin, 2nd: VG, Motion approved: unanimous.

10) **Public comment** - none

11) **Adjournment**, 4:55 p.m.

Next regular meeting date: September 10, 4:00 PM - Library

LIBRARY DIRECTOR'S REPORT AUGUST 2019

Library Director's Report August 2019

- a) Summer Programming Participant Total: 176 Bookstore Sign up: 43

We had some great programs this year and hope to build upon our success. All in all a great year-thanks to the Friends we are able to provide these wonderful kids programs.
Other Programs coming up:

August 14th: Meditation Program with Polly Sievert at 10 AM
August 21st: Afternoon Movie: "Instant Family" at 1 PM
August 22nd: "History of Chapter-A-Day" with Michele Good at 1 PM

August 23rd: Book Talk and Signing with Darryl Gust- 10 AM
August 30th: Basket Weaving with Cathy Breitholz 11-3, \$35

Weekly Programs:

Short Story Book Club Every other Wednesday at 10 AM
Two Sticks & a String: Every Wednesday 4-6 PM

b) Grant Initiatives for Upcoming Year

Grants are still something for my goal list. I don't have any in process right now.

c) Gale Courses/Library News

We received one report for Gale courses and have had 6 people take courses so far. The topics chosen were: Beginning Conversational French, Real Estate Investing, Listen to your Heart, Success will follow, A to Z Grant Writing (2 signups) and Speed Spanish. Report is done by zip code and I question how accurate because I took a Website class back in February and I don't see my course listed in either PI or LOL zip code; however it is good data as far as seeing what courses people are interested in.

WLA membership: I have signed up for a WLA (Wisconsin Library Association) membership and will get reimbursed by Northern Waters. Some benefits of membership include:

- being connected to a profession, not just a job
- part of a bigger community representing libraries of all types and sizes and library staff and supporters at all levels,
- a member of a strong network of people passionate about libraries
- webinars and WLA member-led learning opportunities, mentorship opportunities, information exchange and alerts through newsletters, blogs, social media

d) LD Office Hours: Same as usual

ORIGINAL LIBRARY AGENDA

Presque Isle Community Library - Board of Trustees	
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- 1) Call to Order
- 2) Roll Call of Members/Introduction of Visitors
- 3) Agenda approval/modification
- 4) Approval of Minutes (July 9, 2019)
- 5) Treasurer's report
 - a) Action on Bills to be Paid - Aug
 - b) Presentation of Budget - Board Approval
 - c) Certificates of Deposit
- 6) Library Director's Report
 - a) Summer Programming
 - b) Grant Initiatives for Upcoming Year
 - c) Gale Courses/Library News
 - d) LD Office Hours
- 7) Committee Reports and FOL Update
 - a) Town of PI Liaison
- 8) Old Business
 - a) Security Update
- 9) New Business
 - a) Paver - Jim ~~Battin~~
- 10) Public comment
- 11) Adjournment

Next regular meeting date: Sep. 10, 4:00 PM Library

