
APPROVED BOARD MINUTES PRESQUE ISLE COMMUNITY LIBRARY - BOARD OF TRUSTEES

Meeting Category: Regular Meeting
Date: October 8, 2019
Time: 4:00 pm
Location: Library

- 1) **Call to Order** – PW: 4:02 p.m.
- 2) **Roll Call of Members/Introduction of Visitors**

Board members present: Pam Whipple (PW), Krista Stemmmons (KS), Shelly Knaack (SK), Merry Beckel (MB), Vicki Gillett (VG)

Absent: Carl Wolter (CFW), Christine Wallace (CW), Joan McDonald (JM)
Visitors: none

- 3) **Agenda approval/modification** – none
 - a) Correction on bills to be paid, should be changed from September to October

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

- 4) **Approval of Minutes (Sept 10, 2019)**

- a) Spelling correction under Section 5, d) old Business, Bredan to Berdan.

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

- 5) **Treasurer's report**

Action on Bills to be Paid for October in the amount of \$5,475.50. SK reviewed expenditures and income expected for November.

Income:

- a) Donations under \$500- plus an additional \$75.00 donation for Jim Battin's Memorial in Sept., bringing the amount at that time to ~\$1000.
- b) The Dubois family donated \$1000 (this is an annual donation).
- c) Reimbursement from NWLS for SK WLA membership, so \$112.06 was reimbursed to the library.
- d) Petty cash amounted to \$62.00
- e) Bank account totals are detailed.
- f) Approved minutes from September are received and 2 CDs can now be taken out.

September Predicted/ Actual Expenses:

- a) We spent \$451.11 over predicted. Primarily due to Collection Development. We will most likely go over in this category; however, we have received donations from individuals throughout the year, wanting the money to go to Collection so we are fine. Maintenance costs were \$483.

October Projected Expenses:

- a) \$483 in Maintenance cost was due to installation of the security system. We paid \$528 last month, which was the yearly billing, from 09/01/2019-08/31/2020. SK mistakenly had Lorine pay the wrong bill first - \$528 instead of the \$483 which included installation + one month of service. SK thought they were going to bill us monthly.

MB: Motion on bills to be paid in October in the amount of \$5,475.50, 2nd: VG, Motion approved: unanimous.

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

- a) Programming
- b) Newsletter/ Picture of Board Members
- c) Space Usage Requests
- d) Library Hours
- e) LD Office Hours – discussion ensued regarding hours during holidays. PW: suggested leaving the holiday hours up to the discretion of the Library Director and the schedule may be variable year to year depending on the day of week in which the holidays fall. PW suggested looking at the personnel policy to see if there are any stipulates to allowing the LD to decide. Will discuss further at the next board meeting.

7) **Committee Reports and FOL Updates**

- a) Board Candidate Update – SK posted the advertisement to the town with a cutoff date of 10/15/19 for new applicants. Will be posted in the Lakeland Times. SK will post on social media.
- b) FOL Strategy Meeting Update – PW: MB, PW, SK, JM will be meeting with FOL executive committee, Nov 8th at the Chamber of Commerce, time TBD (tentatively 11:00 am).
- c) Town of PI Liaison – Town may be planning a 3% raise. PICL will not need to revise the budget if this is the case. SK – most of the fire maintenance has been completed. Fire alarm system needs to be inspected annually. The current system only sounds the alarm but does not call 9-1-1. If it is not inspected the system needs to be removed. To have the system inspected would cost ~\$500.00. VG – can the old system be updated? SK – thinks the system is too old. SK will check with Max to determine if there are smoke detectors and checking with Cathy Logan Weber to determine requirements for smoke detectors and alarm systems of the town.

8) **Old Business**

- a) Paver Update –Bob Berdan and Jim Battin pavers have been received and placed in the front of the building.

9) **New Business** - none

10) **Public comment** - none

11) **Adjournment**, 4:58 p.m.

Next regular meeting date: Nov 12, 4:00 PM – Library

LIBRARY DIRECTOR'S REPORT OCTOBER 2019

a) **Programming**

We had a great turnout for our September programs! Our Antarctica travelogue brought 37 people. For our movie, we had 3 and we have had good numbers of attendance for Knitting Club and Qi Gong.

b) **Upcoming Programs:**

October Movie: "A Dog's Journey" on Oct. 16th Barn Quilt Painting with Dottie Reeder: pre-registration & payment (\$50) required: on Oct. 25th Meditation and Balance with Dottie Reeder: November 1st (free) Senior Scams with Jeffery Kirsten: November 22nd at 10 AM (free)

We will be doing Lunch & Learn- a series with Mani Waters and Winchester Libraries again this year. We have Feb. and May. I spoke to Lorine about a Google program and she said she would love to do it. If you have ideas about another topic, let me know.

c) **Other Programming /Events**

Short Story Book Club First & Third Wednesday at 10 AM~ everyone welcome!

Two Sticks & a String: Every Wednesday 4-6 Pm~ everyone welcome!

Qi Gong in the Library – Saturdays 9-10 AM - \$10 Yoga in the Stacks – Wednesdays 7:30 AM – 8:30 AM (possible last one due to low numbers)

Newsletter/Picture of Board Members

See attached email of the Friends of the Library Newsletter which Carmen Farwell, Sarah and I have been working very diligently on. The only thing missing is the Trustee picture, so I must take that today.

d) **Space Usage Requests**

I have sent all of them out and hope to have the lower level space all set for 2020.

e) **Library Hours**

Discussion

f) **Library Director Office Hours:** Same as usual.

ORIGINAL LIBRARY AGENDA

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 - 5) Treasurer's report
 - a) Action on Bills to be Paid - Sept.
 - 6) Library Director's Report
 - a) Programming
 - b) Newsletter/ Picture of Board Members
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 - d) Library Hours
 - e) LD Office Hours
 - 7) Committee Reports and FOL Update
 - a) Board Candidate Update
 - b) FOL Strategy Meeting Update
 - c) Town of PI Liaison
 - 8) Old Business
 - a) Paver Update
 - 9) New Business
 - a)
 - 10) Public comment
 - 11) Adjournment
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