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

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Meeting Category: Regular Meeting  
Date: September 10, 2019  
Time: 4:00 pm  
Location: Library

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- 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), Joan McDonald (JM), Merry Beckel (MB; via conference call), Vicki Gillett (VG; via conference call)

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

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

PW: Motion to approve agenda, 2<sup>nd</sup>: SK, Motion approved: unanimous

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

Change item 3) Motion to approve to “motion to approve agenda as written” was added.  
Change item 5a) Motion of bills to be paid, changed to “motion to approve \$5,623.94 in bills to be paid.”

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

- 5) **Treasurer’s report**

Action on Bills to be Paid for September in the amount of \$6,690.05. SK reviewed expenditures and income expected for October.

Income:

- a) Donations under \$500. \$920 listed; this amount is donations in honor of Jim Battin.
- b) Crab Lake Property owners donated \$500
- c) We had \$50 in donations towards our Library Wishlist
- d) Petty cash amounted to \$120.89
- e) \$1,590.89 deposited with all donations.
- f) Reviewed bank totals. Closed certificate of deposits and all of funds went to reserve account.

August Predicted/ Actual Expenses:

- a) We spent \$139.19 over predicted. Higher amount for 10% raise for SK since she earned her certificate. The raise is divided over 11 remaining paychecks.

September Projected Expenses:

- a) Spending is usual, nothing out of the normal range.
- b) We are looking for approval of \$6690.05 in September bills to be paid.

VG: Motion on bills to be paid in the amount of \$6690.05 2<sup>nd</sup>: MB, Motion approved: unanimous.

- b) **Library Director's Report** (see attached for details)
  - a) Programming – Yoga in the stacks will be meeting on Wednesday at 7:30-8:00 am. Lunch and Learn ideas for February and May are requested.
  - b) Art in the Library - JM offered art for the glass cases for November and December.
  - c) Library Maintenance - SK: back door still needs work. Town is looking at replacing 11 doors. Not sure which doors would be replaced. SK will keep working on solving the issue. Max will be looking into the fire alarm pulls to make sure they are operational.
  - d) LD Office Hours

**c) Committee Reports and FOL Updates**

- a) Town of PI/Liaison – nothing to report.
- b) FOL – Strategy Meeting
  - i. PW – Committee is composed of MB, JM, CFW. Committee members are welcome to attend. Meeting should be in November, but an email will be sent. FOL wants to make sure they are meeting the needs of the library and if there are special projects that should be supported.
- d) **Old Business**
  - a) Paver Update. SK: two pavers were ordered for Jim Battin and Bob Berdan. Will be installed in the spring.
  - b) Certificates of Deposit Update

VG: Motion to purchase two \$5,000, 15-month maturity CDs at 0.75% interest from Headwaters State Bank. 2<sup>nd</sup>: MB, Motion approved: unanimous.

- e) **New Business**
  - a) Looking for replacement for board member. Discussing with Lorine to advertise for the position in September so interviews can take place in October.
- f) **Public comment** - none
- g) **Adjournment**, 4:55 p.m.

Next regular meeting date: October 8, 4:00 PM - Library

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## LIBRARY DIRECTOR'S REPORT AUGUST 2019

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Library Director's Report September 2019

a. Programming

Sept movie: "The Mustang" at 1 PM on Sept. 18<sup>th</sup>. Susan Correrri, Medicare Benefits Specialist 10 AM, also on Sept. 18<sup>th</sup> Travelogue on Antarctica on Sept. 25<sup>th</sup> at 10 AM- with Sally & Rob Pierce. Yoga in the Stacks: 7:30-8:30 Wednesday mornings. Qi Gong: 9-10 AM Saturday mornings. Two Sticks & A String: Wednesdays 4-6 PM. Short Story Book Club- Every other Wednesday at 10 AM

Programs we are working on:

Barn Quilt Painting in October. Meditation & Balance in November. Lunch & Learn Series with Manitowish Waters and Winchester-any ideas? So far, I have Lorine agreeing to do a Google topic-perhaps for Lunch & Learn if it works. Suggestions are welcome.

b. Art in the Library

Our calendar is looking pretty good. We need an artist for the glass cases for Nov/Dec 2019 and we are booking May and June 2020 for both art in the library and the glass cases. Artist suggestions welcome!

c. Library Maintenance

We had a fire inspection with a new inspector and got a few violations to clear up by Sept. 19th, when he will return. We had a Lioness freezer in the upstairs maintenance room which was plugged in with an extension cord. Max moved it to the downstairs maintenance room. We had to move the paper recycling container out of the upstairs maintenance room, which we did. Also, boxes in the Friends storage room downstairs had to be lowered to not more than 18", which Pam did right away. There was a cover on one of the smoke detectors downstairs - Max said he will fix. Also, we have to schedule an annual smoke alarm test, which Max said he would take care of. So ~it looks like the inspector we had previously was just phoning it in, because we always got 100%. In any case, it's good to take care of these things and be compliant according to fire safety.

d. LD Office: Hours Same as usual

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- 1) Call to Order
- 2) Roll Call of Members/Introduction of Visitors
- 3) Agenda approval/modification
- 4) Approval of Minutes (Aug. 13, 2019)
- 5) Treasurer's report
  - a) Action on Bills to be Paid - Aug
- 6) Library Director's Report
  - a) Programming
  - b) Art in the Library
  - c) Library Maintenance
  - d) LD Office Hours
- 7) Committee Reports and FOL Update
  - a) Town of PI Liaison
  - b) FOL Strategy Meeting
- 8) Old Business
  - a) Paver Update
  - b) Certificates of Deposit Update
- 9) New Business
  - a)
- 10) Public comment
- 11) Adjournment

Next regular meeting date: Oct.8, 4:00 PM Library