
APPROVED BOARD MINUTES PRESQUE ISLE COMMUNITY LIBRARY - BOARD OF TRUSTEES

Meeting Category: Regular Meeting
Date: November 12, 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), Shelly Knaack (SK), Merry Beckel (MB), 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 (Oct 8, 2019)**

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

- 5) **Treasurer's report**

Action on Bills to be Paid for November in the amount of \$6,851.50. SK reviewed expenditures and income expected for November.

Income:

- a) We received a large donation of \$5000 in memory of Jim Battin. The donation is from his son Jimmy & family.
- b) Petty cash amounted to \$116.00
- c) SK outlined bank account totals and interest from all accounts.
- d) 2 CDs for \$5,000 each were taken out.
- e) The library will be giving the town a large check at the end of the year, so the standard account will be reduced at that time.

October Predicted/Actual Expenses:

- a) \$1478.48 over predicted expenses. This is largely due to 3 payrolls in October. Otherwise, spending was low including \$615.68 in Collection Development, \$62.50 in supplies and the telephone bill.

November Projected Expenses:

- a) Payroll, collection development and phone are all typical. \$400 was predicted for supplies, mostly due to buying all the color toner for one printer-each about \$100 per color (but lasts for 2 years). \$882 in maintenance-this is for the installation of the security system and for the copier yearly maintenance.
- b) As of October, total of \$64,147.36 is spent which is 84% of the budget, this is on track as expected.
- c) Looking for approval of \$6,851.50 in November bills to be paid.

JM: Motion on bills to be paid in October in the amount of \$6,851.50, 2nd: CW, Motion approved: unanimous.

d) Adjustment by Town of Budget

- i. Amount requested from the town is \$68, 474. Vote to approve a levy on Nov 21st, if levy is approved the budget from the library will be approved. This includes a 3% raise in salary.

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

- a) NWLS Update, Staffing & Shoutbomb
- b) Library Reorganization
- c) Computer Purchase & Windows 2010 Update
- d) LD Office Hours

7) **Committee Reports and FOL Updates**

- a) Liaison - Town of Presque Isle – SK front door was fixed (handicap button was not operating correctly).
- b) Nominations Committee

Slate of 2020 Officers: Pam Whipple – president, Joan McDonald secretary, Merry Beckel - treasurer.

VG: Motion that PW will stay as president. JM will become the secretary. MB will remain as treasure, 2nd: CW, Motion approved: unanimous.

- c) Board of Trustees Candidate Recommendation – PW and the committee recommend Susan Casey be elected to the new board position.

SK: Motion that Susan Casey be recommended to the new board position, 2nd MB, Motion approved: unanimous

8) **Old Business**

- a) Fire Alarm Annual Inspection – town is discussing with fire inspector on how to proceed.

9) **New Business** – none

- a) Sign Northern Waters Library Service Member Agreement. Agreement was signed by PW.

10) **Public comment** - none

11) **Adjournment**, 4:40 p.m.

Next regular meeting date: Dec 10, 4:00 PM – Library

LIBRARY DIRECTOR'S REPORT NOVEMBER 2019

a. NWLS Update, Staffing & Shoutbomb

Northern Waters Library Service has seen some changes in staff over the past couple of years. The most exciting change is the hiring of former employee, Tony Kriskovich as the new Network Administrator. He has subsequently hired an IT intern, Eric Kontny. We have two other employees who were hired in the past year +: an ILS (Integrated Library Systems) Administrator who works with data bases and statistics and an Assistant Director who works as the head of cataloging and works with data bases. These new (ish) additions to the staff are of immense help, especially when we have technology needs.

Shoutbomb: this is a service NWLS is testing out for the possible use of texting as a way of communicating with library patrons for upcoming due items, overdue materials and items ready to pick up which were placed on hold.

b. Library Reorganization

The library reorganization is coming along great! Our goal is to reduce our collection from 4% to 3% and to up our circulation to 2%. Ideally, we would have matching numbers, for example, Collection at 2% and Circulation at 2% or Collection at 3% and Circulation at 3%

We have weeded the following areas this fall:

- Remaining VHS (All deleted-there weren't many)
- Adult Fiction and Nonfiction DVDs
- Juvenile Fiction and Nonfiction DVDs
- Adult Fiction Books
- Juvenile Fiction Books
- Juvenile Nonfiction Books

We are currently working on weeding out the Adult Nonfiction. Once this is done, we will flip the order, so that the beginning of the Dewey Decimal System begins right after the Adult Fiction.

c. Computer Purchase & Windows 2010 Update

Sarah's computer was due to be replaced this year. We have decided to wait until next year to replace her computer. She has so much on it, being that it was the computer of 2 previous catalogers (plus Shelly for a brief time). I think it would be beneficial not to rush the process. So, with that decision, I decided to replace the #4 computer, which would next on the list in the rotation.

The IT Intern told me that Window's 10 will have a free update, at which time we will update all our Window's 7 computers to Windows 10 (most of ours are Windows 7). Our Apple cannot be updated, and a decision must be made whether to replace it or not. It is not in the replacement rotation schedule, as it was a donation from Ramona and her late husband. At the LRP meeting, a suggestion was made to consider updating the Apple to a laptop, one that we could use downstairs to have that option.

- d. LD Office Hours

ORIGINAL LIBRARY AGENDA

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- 1) Call to Order
- 2) Roll Call of Members/Introduction of Visitors
- 3) Agenda approval/modification
- 4) Approval of Minutes (Oct. 8, 2018)
- 5) Treasurer's report
 - a) Action on Bills to be Paid - Nov.
 - b) Adjustments by Town to Budget
- 6) Library Director's Report
 - a) NWLS Update, Staffing & Shoutbomb
 - b) Library Reorganization
 - c) Computer Purchase & Windows 2010 Update
 - d) LD Office Hours
- 7) Committee Reports
 - a) Liaison - Town of Presque Isle
 - b) Nominations Committee
 1. Slate of 2020 Officers
 - c) Board of Trustees Candidate Recommendation
- 8) Old Business
 - a) Fire Alarm Annual Inspection
- 9) New Business
 - a) Sign Northern Waters Library Service Member Agreement
- 9) Public comment
- 10) Adjournment

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