
APPROVED BOARD MINUTES PRESQUE ISLE COMMUNITY LIBRARY - BOARD OF TRUSTEES

Meeting Category: Regular Meeting
Date: December 11, 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), Christine Wallace (CW), Joan McDonald (JM)

Absent: Carl Wolter (CFW)
Visitors: none

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

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

- 4) **Approval of Minutes (Nov 12, 2019)**

PW: Change needed to minutes regarding the budget from November: Action on Bills to be Paid for November in the amount of \$6,851.50.

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

- 5) **Treasurer's report**

Action on Bills to be Paid for December in the amount of \$6,838.50. SK reviewed expenditures and income expected for December.

Income:

- a) No income this month. Petty cash will be combined for Nov/Dec. Christmas tree in the library was donated Ramona Kubica, the old tree was donated to the Fire Department.

November Predicted/Actual Expenses:

- a) \$203.36 over predicted expenses. This is largely due to payment of the toner bill which is due yearly; this was paid all at once. The security system was also paid at one time. SK purchased external drives for her computer and Sarah's. This \$100.00 was included in the Capital Improvement/Technology category. Yearly maintenance of website and fees for color copies.

December Projected Expenses:

- a) Salaries were normal. \$1200 projected for collection. \$750.0 for supplies but this is since volunteer purchased a Christmas tree for the library and wrote a check for \$445.00. \$55.00 was spent for postage. Maintenance costs were \$540 per year for maintenance of the website along with an extra \$100 predicted for color copies of the Canon copier contract.
- b) On track for spending at almost 100% in all categories.
- c) Looking for approval of \$6,838.50 in December bills to be paid.

MB: Motion on bills to be paid in December in the amount of \$6,838.00, 2nd: VG, Motion approved: unanimous.

- d) Final 2019 Budget
 - i. SK - Town approved the amount requested by the library.

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

- a) Library Certification - SK will submit certification in January.
- b) Circulation and Patron Reports – SK reviewed circulation numbers, highlighting portions of the collection that have increased (magazines) and decreased (DVD). Patronage has decreased a bit, could be in part due to the end of yoga in the library but other programs have increased.
- c) Programs & Library News - Sarah Kembs is presenting a recycling program at MW library at 12/12 at 1:00. 12/13 Old time Christmas party – the library will be making ornaments. The Dec movie is the Holiday on 12/18. More programs starting in January.
- d) Vacation Schedule - SK would like to receive approval to move remaining vacation (1 week) to next year.

JM: Motion to carryover of vacation day to the 2020 year, 2nd: MB, Motion approved: unanimous.

- e) LD Hours - same

7) **Committee Reports and FOL Updates**

- a) Friends of Library - FOL – group does not meet in January. The newsletter was sent out.
- b) Liaison - Town of Presque Isle – SK – Is posting a “no animals in the library” sign. Cathy Logan Weber talked to SK about displaying the town logo in the library. SK will be asking for clarification regarding the library sign. Will continue discussion at the next meeting.

8) **Old Business**

- a) Election of Trustee

KS: Motioned to elect Pam Whipple to the library board for a three-year term, 2nd MB, Motion approved: unanimous.

9) **New Business – none**

- a) Yearly Review of Policies
 - i) No changes to the Library Director Job Description and Job Description-PICL Trustees.

KS: Motion to approve the Library Job Description and Guidelines for Board of Trustees Policies, 2nd VG, Motion approved: unanimous.

- b) Sign LD Annual Employment Contract
 - i) Waiting for the town to confirm the dollar amount for LD salary.

10) **Public comment** - none

11) **Adjournment**, 4:54 p.m.

Next regular meeting date: Jan 14, 4:00 PM – Library

LIBRARY DIRECTOR'S REPORT DECEMBER 2019

Library Director's Report December 2019

a. Library Certification b. Circulation and Patron Reports

c. Programs & Library News

d. Vacation Schedule

e. LD Hours

As you all know, I have completed the required courses for my Grade 2 certification. My temporary certificate expires the end of January 2020. I will send in my course completion records and apply for a permanent license with the Department of Public Instruction and will most likely have it by the end of January.

Report Attached

This Thursday- Sarah is presenting a Recycling Program 1 PM in MW

This Friday, Old Tyme Christmas Party at Pipke Park-Ornament Workshop

December Movie: "The Holiday" on Wed., Dec. 18th at 1 PM

I would like approval to move my unused vacation from this year to next year.

Same as usual.

ORIGINAL LIBRARY AGENDA

Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	Dec. 10, 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 (Nov. 12, 2019)
- 5) Treasurer's report
 - a) Action on Bills to be Paid - December
 - c) Final 2019 Budget
- 6) Library Director's Report
 - a) Library Certification
 - b) Circulation and Patron Reports
 - c) Programs & Library News
 - d) Vacation Schedule
 - e) LD Hours
- 7) Committee Reports and FOL Update
 - a) Town of PI Liaison
- 8) Old Business
 - a) Election of Trustee
- 9) New Business
 - a) Yearly Review of Policies
 - b) Sign LD Annual Employment Contract
- 10) Public comment
- 11) Adjournment

Next regular meeting date: Jan. 14, 2020, 4:00 PM Library

