Approved Board Minutes
Presque Isle Community Library - Board of Trustees
Meeting Category:Regular Meeting
Date Jan. 14, 2020
Time 4:00 pm
Location Library

1) Call to Order – PW at 4:03 pm

2) Roll Call of Members/Introduction of Visitors

   Board members present: Pam Whipple (PW), Vicki Gillett (VG), Susan Casey (by phone) (SC), Christine Wallace (CW), Carl Wolter (CFW), Joan A McDonald (JM) and LD Shelly Knaack (SK)
   Absent: Merry Beckel (MB)
   Guest: Cathy Logan-Weber
   a. Welcome and Introductions: Susan Casey
   b. Town Supervisor/ Town Logo Banner – Cathy Weber was present to discuss the displaying of the 8-foot banner of the new Town Logo. The Library Board consensus was that the banner will not be displayed in the Library but elsewhere on the Town Campus.

3) Agenda approval/modification
   a) Motion by VG to approve the agenda as printed, second by SC, motion approved: unanimous

4) Approval of Minutes (Dec. 10, 2019)
   a) Motion to approve the minutes of Dec. 10, 2019 with corrections by VG, second by CW, Motion approved: unanimous

5) Treasurer's report
   a) 2019 Year End Close, 2020 Budget: SK reviews layout of 2019 end of year budget discussing projected budget and actual expenditures for the year.
   b) Income and Bills for January Discussed. Action on Bills to be Paid – January
      Motion by VG to pay bills for January in the amount of $5161.28, second by SC, Motion approved: unanimous

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

   a) Library News and Programs
   b) Computers
   c) Annual Amazon Review/ Coontail
   d) LD Hours

7) Committee Reports and FOL Update
   a) Town of PI Liaison
   i) The Annual Fire Alarm Inspection occurred in January, with one pull station being faulty and in need of repair.
   b) Board Committee Appointments 2020
   i) PW handed our corrections to Carl Wolter's name, corrections will be made and resent.

8) Old Business
   a) Review of Policies
      i) Tabled until more work is done on reviewing and updating by the policy committee.

9) New Business
   a) Key Documents Schedule
      i) PW and SK will update after policy updates are done.

10) Public comment
i)   None

11) Adjournment
i)   Adjourned at 5:16pm.

Next regular meeting date: Feb. 11, 2020, 4:00 PM Library

Respectfully Submitted
Joan McDonald, PICL Secretary

Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	Feb. 11, 2020
Time :	4:00 pm
Location :	Library

1) Call to Order: at 4:00 pm

2) Roll Call of Members/Introduction of Visitors: Present – Pam Whipple (PW), Vicki Gellett (VG), Carl Wolter (CFW), Shelly Kneek (SK), Christine Wallace (CW), Susan Casey (SC) by phone, Joan McDonald (JM). Absent: Merry Beckel (MB).

3) Agenda approval/modification: Motion to approve agenda as printed by CW, second by SC, unamiously approved

4) Approval of Minutes (Jan. 14, 2020): PW stated that the agenda should be included with the minutes when sent. Motion to approve the minutes of Jan 14, 2020 with the addition by CW, second by VG, unamiously approved.

5) Treasurer's report : presented by SK with the absence of MB.
    a) Action on Bills to be Paid – February: Motion to pay bills amounting to 411,886.25 by VG, second by SC. Unamiously approved.

6) Library Director's Report

    a) Annual Report
    b) Library News & Programs
    c) LD Hours

7) Committee Reports and FOL Update
    a) Long Range Planning Committee

8) Old Business
    a) Review of Policies

9) New Business
    a) Volunteer/FOL - Recognition Event Plans

10) Public comment

11) Adjournment

Next regular meeting date: March 10, 2020, 4:00 PM Library

Library Director's Report
January 2020

Library News and Programs

Tomorrow, Jan. 15th: Afternoon Movie: "Downton Abby" with Tea & Scones!

Thursday, Jan. 16th: "Toss the Dish" – Lunch and Learn at Koller Library- Lunch at 11:30, presentation at 12 Noon. We are closing at 11 AM. I am working on our February Lunch & Learn: I have requested a speaker from Madison for a talk on "The Scandinavian Recipe for Happiness". I should be hearing back soon!

Northwood's Book Festival: We had our first meeting. We are looking at getting Michael Perry for Presque Isle, in honor of Jim Battin at Ramona's suggestion. I ran it by the other librarians, as I wanted to be sure we haven't booked him too much as a festival. It turns out; the Festival has only had him once. I have reached out and hope to hear more details soon. Book Fest is in the early planning stages.

We don't have much going on the end of January ~ I have blocked out time to work on the Annual Report.

Side note: Mary from the Post Office is retiring and her last day is on Feb. 7th.

Computers

Computer usage had decreased dramatically. Our public use computers had a count of 1048 in 2018. In 2019, it has decreased to 678. This is 370 less. When we were looking at patron count over 2019 (last month), I think this number can directly point to less patrons coming into the library to use computers. It makes sense that people are probably getting fast speed internet in their homes and don't need to rely on the library as much. Going forward, we may decide to decrease the number of computers we have.

Amazon Annual Report/Coontail

As you can see from our Treasurer's Report, our Amazon numbers have decreased steadily. I have tested our link on the Amazon Associates website and it is still working (I did this last year, too). I have confirmed our website (I did this last year, too) to make sure there isn't old information informing the numbers. We will see what happens. It could be that there are so many Amazon Smile accounts, we are just seeing less going towards the library. It could be that Amazon has lowered the percentages awarded for certain purchases.

On the bright side, patrons are turning in their Coontail receipts and we received $11 in January for the library from purchases made at Coontail! If you shop there, just write #11 on the back of your receipt and put in the big wooden box by the entrance (gas receipts do not count).

LD Office Hours: As usual

Tues., Thurs., Sat: 9-12,   Wed: 9-6   Fri.: 9-3   Or anytime by appointment