

Approved Minutes  
**Presque Isle Community Library - Board of Trustees**  
Meeting Category: Regular Meeting  
Date June 09, 2020  
Time :4:00 pm  
Location :Library

- 1) Call to Order: by President PW at 4:00 pm
- 2) Roll Call of Members/Introduction of Visitors: Present – President Pam Whipple (PW), Susan Casey (SC), Treasurer Merry Beckel (MB), Vicki Gillett (VG), Sarah Krembs (SK) by phone, Director Shelly Knaack (SK), Secretary Joan McDonald (JMCD), Absent: Carl Wolter, Christine Wallace.
- 3) Agenda approval/modification: Motion to approve the agenda as printed by SC, second by MB. Unanimously approved.
- 4) Approval of Minutes (May12, 2020): Motion to approve the May minutes as printed by MB, second by SC. Unanimously approved.
- 5) Treasurer's report
  - a) Action on Bills to be Paid – June: Discussion on Income and Expenses. Motion to approve payment of bills in the amount of \$8,067.82 by JMCD, second by SC. Unanimously approved.
- 6) Library Director's Report (see attachment)
  - a) Curbside Pickup Update: discussion
  - b) Opening the Library: after considerable discussion this will be place on the agenda for the July meeting. Policy and regulations will be presented at the July meeting. Sarah reported MW Library will be reopening and so far they are the only Library making that decision.
  - c) LD Office Hours
- 7) Committee Reports
  - a) Long Range Planning Committee Update
    - i) The committee (SK, SC, MB) met with concerns for the Children's area. Max has painted the end wall where the new book shelves will be placed. The committee is working on purchasing framed posters to be place over the new shelving. The Board gave the committee a budget of \$10,000 for framing, posters and shelving. Work will continue on the purchases.
- 8) Old Business
- 9) New Business
  - a) Board Review of NWLS expectations of member libraries: Sarah gave a delivery status update.
  - b) Opening the Library- Board Approval: after much discussion there was a motion by MB to put the decision of when and how to open on the agenda for the July 14<sup>th</sup> meeting, second by SC. Unanimously approved.
  - c) Present Annual Director Review to Board (Closed Session): Motion to accept the Review by SC, second by MB. Unanimously approved.
- 10) Public comment: none
- 11) Adjournment: meeting adjourned at 5:00 pm.

Next regular meeting date: July14, 4:00 PM Library

<b>Presque Isle Community Library - Board of Trustees</b>	
Meeting Category:	Regular Meeting
Date :	June 9, 2020
Time :	4:00 pm
Location :	Library-Lower Level

- 1) Call to Order
- 2) Roll Call of Members/Introduction of Visitors
- 3) Agenda approval/modification
- 4) Approval of Minutes (May 12, 2020)
- 5) Treasurer's report
  - a) Action on Bills to be Paid - June
- 6) Library Director's Report
  - a) Curbside Pickup Update
  - b) Opening the Library
  - c) LD Office Hours
- 7) Committee Reports
  - a) Long Range Planning Committee Update
- 8) Old Business
- 9) New Business
  - a) Board Review of NWLS expectations of member libraries
  - b) Opening the Library- Board Approval
  - c) Present Annual Director Review to Board (Closed Session)
- 10) Public comment
- 11) Adjournment

Next regular meeting date: July 14, 4:00 PM Library

## **Library Director's Report June 2020**

### **a) Curbside Pickup Update**

Curbside has been going really well. Patrons are happy to get their materials and are picking them up. We get phone calls, holds via Merlin and emails requesting items and we fill them. Either Sarah or I are here Monday-Friday and most Saturdays. This gives Presque Isle patrons more of an opportunity than most libraries in the area. Most are only doing 2 days per week at this time. There has not been any issues or problems with curbside. Interestingly enough, I haven't had anyone request anything after 3:30, even when I have stayed here until 5 PM.

Delivery- we should know more after today's meeting how many days per week we are going to be getting delivery. The goal is to work towards M-W-F delivery and allowing patrons to be able to order materials from other libraries.

### **b) Opening the Library**

I have shared in detail, using the guidelines from the DPI, the procedures needed to be in place to open the library. Here are some additional considerations:

We don't have enough supplies yet. Here is what we need more of that I could not find at Sam's Club and Aldi's yesterday: Gloves, Masks, Lysol, Clorox Wipes, refills of antibacterial soap.

We need to add to our plexi shields and get some barriers to behind the desks/offices.

Other libraries are opening- MW is opening tomorrow M-W-F 9-4. I think this is the only library in Vilas County which has decided. Most are waiting until this week to decide, but I think Boulder Junction and Land O' Lakes are getting ready.

We will not have many of our volunteers which we usually do, so staff will have to do all the tasks volunteers normally would do.

All the other libraries in the county have more staff than we do, except Winchester and possibly Phelps.

We need to have a Pandemic Policy in place (committee should tackle this)

This policy will allow the library to close unexpectedly if the pandemic worsens (without a governor order) love to hear each of you and your thoughts on going forward/opening or going forward/waiting

**c) LD Office Hours-** You can pretty much get ahold of me by calling or emailing at any time!