

**Approved Minutes**  
**Presque Isle Community Library Board of Trustees**  
**Regular Meeting**  
**May 12, 2020**  
**4:00 pm**  
**Library Lower Level**

- 1) Call to Order: at 4:00 pm by President Pam Whipple
- 2) Roll Call of Members/Introduction of Visitors: Present Trustees: Merry Beckel (MB), Vicki Gillett (VG), JoanAnn McDonald (JMCD), Library Director Shelly Knaack (SK), Board President Pam Whipple (PW)
- 3) Agenda approval/modification: Motion to approved agenda as printed by VG, second by MB, Unanimously approved.
- 4) Approval of Minutes (March 10, 2020): Motion to approve the Minutes of March 10, 2020 by VG, second by MB, unanimously approved.
- 5) Treasurer's report
  - a) Action on Bills to be Paid – April: after discussion on a motion to approve to pay April bills amounting to \$7486.05 by VG, second by JMCD, unanimously approved.
  - b) Action on Bills to be Paid- May: after discussion on a motion to approve to pay May bills amounting to \$5361.11 by JMCD, second by VG, unanimously approved.
- 6) Library Director's Report (see attached for details)
  - a) Library Director/Merlin Meeting
    - i) Movie License: after discussion the board agreed with the Director SK to not purchase a movie license for 2021
    - ii) Delivery & Interlibrary Loans: receiving delivery on Mondays and they are only our returns.
    - iii) Hotspots: Discussion on the need for additional hotspots in the Library. At this time the board felt it would not be necessary
    - iv) Digital Collection: Director SK reported that at the last NWLS meeting reports were handed out but not what was expected by the Librarians. (Attached report has more info)
    - v) Collection Development Grant: Director SK will be working on this grant.
  - b) Board Member Comments on Opening the Library
    - i) Detailed instructions on opening will be coming.
  - c) Summer Programming
    - i) Discussion on whether to cancel the Children's Program except for Passive Programming and Summer Reading Program. This will be done with a new concept for the rewards form the Store. Plans will be developed to keep the children and their parents safe when turning in their earned coins for merchandise from the store.
  - d) Curbside Pickup
  - e) LD Vacation Schedule: Director has no vacation planned at this time.
  - f) LD Office Hours: Same as usual.
- 7) Committee Reports
  - a) Annual Book Sale: PW reported that the book sale has been cancelled for this year.
  - b) Volunteer Recognition Party: The Recognition Party has been cancelled for now.
  - c) LD Review: the review will be on the June Agenda.

8) Old Business

a)

9) New Business

- a) Jackie Bassett- Ideas for Honoring Her: The Friends of the Library has received a check for \$15,000.00 from the Jackie Bassett estate. Ideas for use are: new shelving in the children's area or commissioning a mural be painted on the wall in the children's area.

10) Public comment: none

11) Adjournment: adjourned at 5:20 pm

Next regular meeting date: June 9, 4:00 PM Library

Respectfully Submitted

Joan A McDonald, Secretary

<b>Presque Isle Community Library - Board of Trustees</b>	
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  - b) Action on Bills to be Paid - May
- 15) Library Director's Report
  - a) Library Director/Merlin Meeting
  - b) Board Member Comments on Opening the Library
  - c) Summer Programming
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  - e) LD Vacation Schedule
  - f) LD Office Hours
- 16) Committee Reports
  - a) Annual Book Sale
  - b) Volunteer Recognition Party
  - c) LD Review
- 17) Old Business
  - b)
- 18) New Business
  - b) Jackie Bassett- Ideas for Honoring Her
- 10) Public comment
- 11) Adjournment

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## Library Director's Report May 2020

### a) Library Director/Merlin Meeting

I attended an online Director's/Merlin Meeting

Here are some takeaways:

Movie Licenses: Cannot be refunded. Also note, movies cannot be shown outside, this would violate the parameters of the license. What do you guys think about a movie license for next year? It is around \$270. Will people show up? We could do social distancing. My thought is that it may be the one of the programs we are able to offer without a lot of cost.

Delivery and Interlibrary Loans: Once per week for right now. Returns only. Yesterday we got 3 bins returned. Hopefully more deliveries can happen going forward. No Wiscat in the near future.

Hotspots: Possible upcoming grant money for hotspots that the library can check out-I will keep you posted. Does anyone have any thoughts on getting a hotspot or two for check out? Do you think this is needed?

Access Points: Our access points will be switched out and we may be able to get another access point to allow a wider reach for our outdoor Wi-Fi. Tony (NWLS IT) is looking at putting in 3 for our library. We currently have 2 and the upstairs one does allow people to access it very easily.

Digital Collection: Numbers are going up for our electronic checkouts. I don't have the numbers for you right now, NWLS ran a report on checkouts since inception but they didn't provide the percentage that electronic checkouts have gone up during the Cov-id 19 pandemic, which is what the directors were hoping for. Our digital collection may be eligible for money, which would translate to 400 more titles. On the flip side, WPLC (Overdrive) is looking for an increase of 5% in cost for the consortium. This has always been paid by NWLS and not passed on to each library but may have to be part of the formula going forward. If the counties decrease the budgetary allowance to NWLS going forward (currently an amount of \$240,000), funding for overdrive will have to come from a different source.

Collection Development Grant: I will be working on this grant to get it done early in the year. It was requested by NWLS to do them now if we can.

### b) BoardMemberCommentsonOpeningtheLibrary

The DPI along with Badger Bounceback SHOULD be giving the libraries detailed instructions on opening. This didn't happen for Curbside pickup. I would like to get input from each of you about thoughts/comments on reopening the library if you have them.

c) Summer Programming

At this time, I feel like I should cancel Children's Program except for Passive Programming and Summer Reading Program. I have cancelled all other

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programs except for a book signing on July 24

Michael Perry event. Thoughts? d) CurbsidePickup

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Curbside pickup has been going on since Saturday, April 25 well. We usually get anywhere from none to 8, with 4 being about normal. I have been staying until around 4:30 or 5 on Wednesdays to give those working the option of a later pickup, but 3:30 is the latest I have had a pickup for. Overall, I think people still do not want to go out and are cautious.

e) LDVacationSchedule

I do not have vacation planned at this time

f) LD Office Hours Same as usual