

Approved Minutes  
Presque Isle Community Library - Board of Trustees  
Meeting Category: Regular Meeting  
Date: Sept. 9, 2020  
Time: 4:00 pm  
Location: Library

- 1) Call to Order: by President PW at 4:10 pm
- 2) Roll Call of Members/Introduction of Visitors: Present – President Pam Whipple (PW), Susan Casey (SC), Treasurer Merry Beckel (MB), Vicki Gillett (VG), Director Shelly Knaack (SK), Christine Wallace (CW) via Google Meet. Absent: Secretary Joan McDonald (JMcD) and Carl Wolter
- 3) Agenda approval/modification: Motion to approve the agenda as printed by MB, second by VG. Unanimously approved.
- 4) Approval of Minutes (Aug. 11, 2020): Motion to approve the August minutes as printed by MB, second by VG. Unanimously approved.
- 5) Treasurer's report
  - a) Action on Bills to be Paid – Sep. Discussion on Income and Expenses. Motion to approve payment of bills in the amount of \$6182.64 by VG, second by MB. Unanimously approved.
  - b) 2020 Budget Approval – Shelly presented the budget. Motion to accept budget as presented. Approved: MB, seconded by VG.
- 6) Library Director's Report (see attachment)
  - a) How Things are Going at the Library: discussion about Page Turners, Beanstackers: a reading challenge platform for children and adults.
  - b) Webinars, Conferences, Continuing Education: Discussion and update.
  - c) Library Assistant and LD Vacation Schedule  
Requests, if desired, for rolling over vacation will be presented in writing to the board and will be discussed/approved at the Oct. 2020 library board meeting.
  - d) LD Office Hours
- 7) Committee Reports
  - a) Update on the Children's Area  
SK reported shelving has arrived and a small group of volunteers will help to assemble on Friday. SC updated the board with the art framing being done by Moondeer.
  - b) Strategic Meeting with FOL – TBD. Group meeting between FOL and Trustee executive board. A subcommittee has been created to determine the spending of the Jackie Bassett memorial.
  - c) Trustee Search Committee – MB has agreed to another 3 yr. term ending December 2023 and will continue as Treasurer of the Board. Motion to approve MB for another term: SC, seconded by VG.
- 8) Old Business
  - a) Opening the Library  
PW presented numbers of Covid-19 cases. Mercer, Gogebic and Iron County are stable. Oneida County numbers are up considerably. Vilas County has the greatest increase. CW stated that 25% of North Lakeland students have chosen to do online learning. SK will wait 2 weeks and will contact the board to discuss opening at that time.
- 9) New Business
  - a)
- 10) Public comment: none

11) Adjournment: meeting adjourned at 4:48 pm.

Next regular meeting date: Oct.13, 2020, 4:00 PM Library

<b>Presque Isle Community Library - Board of Trustees</b>	
Meeting Category:	Regular Meeting
Date :	Sept.8, 2020
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 (Aug.11, 2020)
- 5) Treasurer's report
  - a) Action on Bills to be Paid - Sept.
  - b) Annual Budget -Approval
- 6) Library Director's Report
  - a) How Things Are Going at the Library
  - b) Webinars, Conferences, Continuing Education
  - c) Library Assistant and LD Vacation Schedule
  - d) LD Office Hours
- 7) Committee Reports
  - a) Update on Children's Area
  - b) Strategic Meeting with FOL
  - c) Trustee Search Committee
- 8) Old Business
  - a) Opening the Library
- 9) New Business
  - a)
- 10) Public comment
- 11) Adjournment

Next regular meeting date: Oct. 13, 2020 4:00 PM Library

## Library Director Report September 2020

### a. How Things Are Going at the Library

#### Curbside Pickup

Things are going well with curbside pickup. We have had requests increase slightly as the weather cooled down.

#### Programming

We had 3 kids complete the summer reading challenge. 2 of them picked a \$15 gift card from Karsyn's Korner and 1 picked a gift card from Amazon. I am super happy with 3, as I thought we would get zero! They had the option of reading 10 books for a \$5 gift card or reading 15 more books for a \$15 gift card.

We also had *Page Turners*, a virtual program where kids and parents could go to our website 5 days a week for 10 weeks. The programming included comedy story theater shows, crafts, recipes, author interviews, guest performers, contests, games, and much more.

Programming is trending towards digital.

#### Opening the Library

I'm feeling like now that the bulk of the tourists are gone, we could go back to Phase 1 of opening, which is Tues., Thurs., Sat. 9-12. The cases are going up and Vilas County is at high, but with less people around, this could be manageable. Boulder Junction, Manitowish Waters and Mercer have continued to be open.

### b. Webinars, Conferences, Continuing Education

I attended a webinar about Bootleg DVDs- how to identify movies which are not actually out on release yet before I purchase.

I also attended a webinar called "When Libraries Make Mistakes".

I have a scheduled webinar: "Virtual Programs for Public Libraries" on Sep 29<sup>th</sup>.

Both Sarah and I will be attending (virtually) the Association for Rural and Small Libraries Conference, which will be held the end of Sept.-beginning of October. We will have access to all session and keynote recordings through Dec. 31,

2020. Here are some of the sessions I'm interested in: "Grant Writing 101: Practical Steps" & "Strategies to Help Your Library Soar", "Going Solo in the Library and Capturing Your Community."

Continuing Education – I have my full 100 hours for my first five years. This five-year time frame is over in December 2021. Each webinar or conference I attend is eligible for credit hours. Basically, I need 20 per year.

**c. Library Assistant and LD Vacation Schedule**

According to policy, we need approval for carrying over vacation. Since we haven't had the opportunity to travel this year, we are hoping for approval to carry over our vacations to next year. Here is the wording in the policy regarding vacations:

***Vacation: a) Vacation must be taken within the calendar year. Carrying vacation into the next year is not allowed, unless there are extenuating circumstances and a written request has met with prior written Board approval.***

**d. LD Office Hours**  
Same as usual.