

Approved Minutes
Presque Isle Community Library - Board of Trustees
Meeting Category: Regular Meeting
Date: October 13, 2020
Time: 4:00 pm
Location: Library – Lower Level

- 1) Call to Order @ 4 pm by President Pam Whipple
- 2) Roll Call of Members/Introduction of Visitors: Present – President Pam Whipple (PW), Treasurer Merry Beckel (MB), Secretary Joan A McDonald (JM), Director Shelly Knaack (SK) – Virtual presence Christine Wallace (CW), Sarah Krembs (SK). Absent: Vicky Gillett (VG), Susan Casey (SC), Carl Wolter (CW)
- 3) Agenda approval/modification: Motion to approve the October Agenda as presented by MB, second by JM. Unanimously approved.
- 4) Approval of Minutes (Sept.8, 2020): Motion to approve the September minutes as printed by MB, second by PW. Unanimously approved.
- 5) Treasurer's report
 - a) Action on Bills to be Paid - Oct.: Discussion on Income and Expenses. Motion to approve payment of bills in amount of \$15,660.39 by JM, second by PW. Unanimously approved.
- 6) Library Director's Report (see attachment)
 - a) Space Usage Requests: Space usage requests have gone out.
 - b) Library News:
 - c) NWLS Updates
 - d) LD Office Hours
- 7) Committee Reports
 - a) Update on Children's Area: Max is painting the remaining walls. Shelves are being constructed and books moved back in. The poster framing is being done in Madison and should be back soon.
 - b) Strategic Planning Meeting Update: a meeting of the FOL and Board of Trustees is planned for Dec.
 - c) Nominations Committee - Slate of Officers: The slate of officers presented are – President Pam Whipple, Secretary Joan McDonald, Treasurer Merry Beckel. Motion to accept the Slate of Officers by CW, second by MB. Unanimously approved.
- 8) Old Business
 - a) Opening the Library: Discussion by SK as to the high numbers of new COVID-19 cases. She will keep the Library as Curb-side only and revisit the opening to the public in 2 weeks.
 - b) Library Director and Library Assistant Vacation Carry over requests. Letters from Shelly Knaack and Sarah Krembs requesting carry over of their vacation was discussed. Motion to grant the requests by CW, second by MB. Unanimously approved.
- 9) New Business
 - a) Policies for Review/Approval
 - (1) Meeting Room
 - (2) Equipment
 - (3) Internet
 - (4) Friends of the Library
 - (5) CirculationMotion to approve the policies as changed by MB, second by JM. Unanimously approved.
- 10) Public comment - none
- 11) Adjournment: meeting was adjourned at 4:20 pm.

Next regular meeting date: Nov. 10s, 2020 4:00 PM Library

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 - 1. Meeting Room
 - 2. Equipment
 - 3. Internet
 - 4. Friends of the Library
 - 5. Circulation
 - d) Nominations Committee - Slate of Officers
- 17) Old Business
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**Library Director's Report
OCT 2020**

- a) **Space Usage Requests-** Space Usage requests have gone out as of Saturday. I'm hoping we can get these all taken care of by the next board meeting.
- b) **Library News –**
- Curbside/Building Closed -the library has been running fine during curbside. We have been offering more services such as making copies for people and making appointments for people to come in and get library cards issued. People continue to request books via email or phone.
 - Plastic covers for keyboards- we bought plastic covers for our keyboards for the public use computers for ease of cleaning once we open again.
 - FOL Newsletter- Sarah and I, along with Carmen Farwell spent much of the past month on creating the Friends of the Library newsletter. It looks fantastic!
 - Small and Rural Libraries Library Conference: Sarah and I attended virtually.
 - Computer- My computer is up for being replaced this fall
 - Sustainable Shelves- We are getting ready to implement this program through our supplier, B&T.
- c) **NWLS Updates**
- Discovery Layer-NWLS is working to add a discovery layer to Sierra. Sierra is the software program we use at the library. This will be a layer that will work tandem with Merlin, so the customer (patron) side of the library consortium will look much more user friendly. Pika was created to address the needs of patrons by solving several common usability issues: all formats of a work are grouped together, patrons can serendipitously discover titles to read next, and all functionality works on any size device with responsive design
 - Marketing Team- NWLS has created a marketing group made up of librarians in the consortium. The marketing team has begun to brainstorm a different name for "Merlin". Right now, "Discover" is on the top of the list.
- d) **LD Office Hours- as usual.**