

Approved Minutes
Presque Isle Community Library - Board of Trustees
Meeting Category: Regular Meeting
Date: November 10, 2020
Time: 4:00 pm
Location: Library – Lower Level

- 1) Call to Order: at 4:00 pm by President Pam Whipple
- 2) Roll Call of Members/Introduction of Visitors: present – Shelly Knaack (SK), Pam Whipple (PW), Vicki Gillett (VG), Merry Beckel (MB), virtually present – Joan McDonald (JM), Susan Casey (SC), Sarah Krembs (SK), Christine Wallace (CW). Absent: Carl Wolter (CW),
- 3) Agenda approval/modification; motion to approve the agenda as printed by VG, second by SC, motion passed unanimously.
- 4) Approval of Minutes (Oct. 13, 2020): motion to approve the October 13th minutes with next meeting date correction made by MB, second by VG, motion passed unanimously.
- 5) Treasurer's report
 - a) Action on Bills to be Paid - Nov: motion to pay bills in the amount of \$8,360.54 made by SC, second by VG, motion passed unanimously. Discussion on Income and Expenses.
 - b) Adjustments by Town to Budget: SK discussed the Budget changes made by the Town Board. Motion to accept the changes made by VG, second by SC, motion passed unanimously.
 - c) CDs up for renewal (Jan): Discussion on possible ways to renew the CD's coming due in Jan, as to renew for 15 months or 2 years. This will be on the December agenda.
- 6) Library Director's Report (see attachment)
 - a) Library Reorganization: discussed "Wall of Fame" suggested by the FOL. Discussed replacing "reading nook" with the map cabinet & town documents and create a new 'reading nook" at the back of the Library. Discussed taking down the coat rack and replace it with a shelving unit for Large Print books.
 - b) Library News: SK discussed the Culinary Curbside project. The first one had 9 people respond. Spoke of doing 2 a month. SK will be supplying "Snow Ice Cream" kits for the upcoming Olde' Time Christmas Party organized by the Chamber. SK spoke about her idea Movie/TV series Kits
 - c) LD Office Hours: usual hours
- 7) Committee Reports
 - a) Update on Children's Area: The Art work is back and ready to be hung. Max has completed the cut out in the book shelve for the heater and for the outlet. SK has ordered a flat outlet cover.
 - b) Policies for Review
 1. Library Assistant Job Description: There is no further changes in the Assistant Job Description.
- 8) Old Business
 - a) Opening the Library: SK will keep the Library closed for the next two weeks with only curbside available. In two weeks she will review and act in accordance with the COVID-19 recommendations.
- 9) New Business
 - a) Sign Northern Waters Library Service Member Agreement: PW has signed the agreement.
- 10) Public comment: None
- 11) Adjournment: PW adjourned the meeting at 4:35 pm

Next regular meeting date: Dec. 8, 2020 4:00 PM Library

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Location :	Library or Google Meet to join virtually: meet.google.com/jps-kzxm-rvp

- 10) Call to Order
- 11) Roll Call of Members/Introduction of Visitors
- 12) Agenda approval/modification
- 13) Approval of Minutes (Oct. 13, 2020)
- 14) Treasurer's report
 - a) Action on Bills to be Paid - Nov.
 - b) Adjustments by Town to Budget
 - c) CDs up for renewal (Jan)
- 15) Library Director's Report
 - a) Library Reorganization
 - b) Library News
 - c) LD Office Hours
- 16) Committee Reports
 - a) Update on Children's Area
 - b) Policies for Review
 2. Library Assistant Job Description
- 17) Old Business
 - b) Opening the Library
- 18) New Business
 - b) Sign Northern Waters Library Service Member Agreement
- 10) Public comment
- 11) Adjournment

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Library Director's Report NOV 2020

A Friends of the Library committee came up with suggestions for the library which I really like:

- Create a "Wall of Fame" for previous directors of the library
- Replace current "reading nook" with the map cabinet and town documents
- Create a new "reading nook" at the back of the library by the windows
- Take down the coat rack and replace with a shelving unit (one we own) to

make our Large Print section larger.

Sarah has been working on shelf shifting the Non-Fiction books.
We will be able to move the Children's books back to their section soon.

b) Library News

- Culinary Curbside -we have a new series called "Culinary Curbside". This is a whole "grab and go" kit with a sweet treat to make. The first one is Rosemary Shortbread from the cookbook, "Forest Feast for Kids". We have 3 more planned:

Gingerbread Homemade Sprinkles Pfeffekuchen

I have obtained permission from the authors to use the recipe. We are asking patrons to take pictures for our Facebook.

- Grab and Go "Snow Ice Cream" for the upcoming Christmas Party.
- I also have an idea about Movie/TV series Kits—for example a Christmas one

with Christmas movies + Microwave Popcorn + Movie Sized Candy

c) LD Office Hours- as usual.