

**Approved Minutes Presque Isle Community Library - Board of Trustees**

Meeting Category:	Regular Meeting
Date :	Jan. 12, 2021
Time :	4:00 pm
Location :	Library or Virtually: <a href="https://meet.google.com/hev-cijn-pkz">https://meet.google.com/hev-cijn-pkz</a>

- 1) Call to Order at 4:01 pm by Board President Pam Whipple
- 2) Roll Call of Members/Introduction of Visitors: Library Director Shelly Knaack (SK), Secretary Joan McDonald (JMD), President Pam Whipple (PW), Vicki Gillett (VG), Virtually present: Susan Casey (SC), Treasurer Merry Beckel (MB). Absent: Carl Wolter (CAW) and Christine Wallace (CW), Sarah Krembs (SK).
- 3) Agenda approval/modification: motion to accept the agenda with the addition of c) Terms, under Committee Reports made by SC, second by MB. Unanimous.
- 4) Approval of Minutes- Special Meeting Jan. 5, 2021: motion to approved as printed by SC, second by PW. Unanimous.
- 5) Minutes from Dec. 2020 were approved the Special Meeting on Jan. 5, 2021
- 6) Treasurer's report
  - a) 2020 Year End Close – presented by SK and discussion followed
  - b) 2021 Annual Budget – presented by SK and discussion followed
  - c) Action on Bills to be Paid – January: motion to pay bills in the amount of \$5,230.02 by VG, second by JMD. Unanimous.
- 7) Library Director's Report (See attached Director's Report)
  - a) Library News and Programs: curbside pickup continues to be steady, and the next Culinary Curbside will be Sourdough Pancakes with 12 kits available.
  - b) Policies for Director Review: Disaster, Key and Facility Use (Meeting Room):the change to the Disaster Policy was discussed and motion to accept changes by VG, second by PW. Unanimous.
  - c) Annual Amazon Review: Discussion on Amazon rewards to our Amazon Associates Account. After discussion the PICL Friends will be asked to use their Smile account. SK will work this out and make changes accordingly
  - d) Free equipment was discussed. Library systems in Wis have the opportunity to receive a small grant administered by DPI from Google for technology-related equipment. (Check the Director's report for additional info). SK has applied for the grant.
  - e) LD Hours – no change.
- 8) Committee Reports
  - a) Town of PI Liaison - none
  - b) Board Committee Appointments 2021: there is no change from 2020.
  - c) Terms: PW – 2022, SC – 2022, VG – 2021, JMCD – 2021.
- 9) Old Business
  - a) Opening the Library: PW advises we stay as we are with curbside services. Reopening will be considered each month as the vaccines becomes more available in Vilas County.
- 10) New Business
  - a) Key Documents Schedule – Distribute: these documents are available on the website.
  - b) Approval of Compliance Agreement- Northern Waters Library Network: PW has signed the agreement.
- 10) Public comment - none
- 11) Adjournment at 4:35 pm

Next regular meeting date: Feb. 9, 2021, 4:00 PM Library  
Respectfully Submitted by Joan A. McDonald, Secretary

<b>Presque Isle Community Library - Board of Trustees</b>	
Meeting Category:	Regular Meeting
Date :	Jan. 12, 2021
Time :	4:00 pm
Location :	Library or Virtually: <a href="https://meet.google.com/hev-cijn-pkz">https://meet.google.com/hev-cijn-pkz</a>

- 11) Call to Order
- 12) Roll Call of Members/Introduction of Visitors
- 13) Agenda approval/modification
- 14) Approval of Minutes- Special Meeting Jan. 5, 2021
- 15) Minutes from Dec. 2020 were approved the Special Meeting on Jan. 5, 2021
- 16) Treasurer's report
  - a) 2020 Year End Close
  - b) 2021 Annual Budget
  - c) Action on Bills to be Paid - January
- 17) Library Director's Report
  - a) Library News and Programs
  - b) Policies for Director Review: Disaster, Key and Facility Use (Meeting Room)
  - c) Annual Amazon Review
  - d) LD Hours
- 18) Committee Reports
  - d) Town of PI Liaison
  - e) Board Committee Appointments 2021
- 19) Old Business
  - b) Opening the Library
- 20) New Business
  - c) Key Documents Schedule - Distribute
  - d) Approval of Compliance Agreement- Northern Waters Library Network
- 10) Public comment
- 11) Adjournment

Next regular meeting date: Feb. 9, 2021, 4:00 PM Library

# Library Director's Report

## January 2021

### A. Library News and Programs

We continue to be steady with curbside pickup, although pickups have decreased a bit. Some folks may have travelled south for a couple of months.

Culinary Curbside continues to do very well. We will be offering one per month, around the 10<sup>th</sup> of every month for 2021. The first one is Sourdough Pancakes from "Sourdough on the Rise" by Cynthia Lair. First come, first serve and we will have 12 available - everyone will get a sourdough starter along with all the ingredients to make sourdough pancakes. Then, they will have the opportunity to continue feeding their sourdough on their own to create more sourdough recipes.

One this program is all planned for the year, I hope to create another monthly program.

### B. Policies for Review

I have sent out 3 policies with my recommendations. No changes recommended for the Key Policy and the Meeting Room Policy. I have a small change recommended for the Disaster Policy-adding a couple sentences about the Lyric Panic button.

### C. Annual Amazon Review

We only made \$63 with our Amazon Associates program. This is very dismal, especially since this year everyone was ordering so much online! I think the problem is that we are signed up for Amazon Associates-which is a program that works on referral bounties as I understand it. It is meant for businesses which refer certain Amazon affiliate products to consumers to buy. It is affiliate marketing, versus Amazon Smile, which is where a portion of the money goes to a specific nonprofit group. I don't believe we are able to have an Amazon Smile account, but the Friends of the Library do have a Smile account.

I hope to work this out and make changes accordingly.  
Suggestions are welcome.

Additional notes: Free equipment! Library systems across Wisconsin have the opportunity to receive a small grant administered by DPI from Google for technology-related equipment to benefit member libraries in service to job-seeking patrons. Each library gets to choose one of the following: A microphone/headset to allow for better participation in meetings for staff (or to allow patrons to meet with job center staff or employers), A webcam (for the same reason), A light/phone stand combination to allow for more professional virtual programs (or to allow patrons to use for job-seeking connections. We have applied for this grant.

### D. LD Hours- same as usual.