
APPROVED BOARD MINUTES PRESQUE ISLE COMMUNITY LIBRARY - BOARD OF TRUSTEES

Meeting Category: Regular Meeting
Date: July 9, 2019
Time: 4:00 pm
Location: Library

- 1) **Call to Order** – PW: 4:05 p.m.
- 2) **Roll Call of Members/Introduction of Visitors**

Board members present: Pam Whipple (PW), Krista Slemmons (KS), Merry Beckel (MB), Shelly Knaack (SK), Vicki Gillett (VG), Carl Wolter (CFW), Christine Wallace (CW)
Absent: Joan McDonald (JM)

Visitors: none

- 3) **Agenda approval/modification** – none

VG: Motion, 2nd: KS, Motion approved: unanimous

- 4) Approval of Minutes (June 11, 2019)
 - a) Changes to June minutes include removal of this is 438.54 over the projected amount. In Expenses a category.
 - b) Removed last few words in “as they are” under CD reminder, Income #1.

MB: Motion to approve minutes with changes, 2nd: VG, Motion approved: unanimous

- 5) **Treasurer’s report**

- a) Action on Bills to be Paid for July in the amount of \$7344.26. SK reviewed expenditures and income expected for April:

Income:

Petty cash of \$117, Amazon = \$27.25 and a few small donations = \$175.

- Additional charge- \$120.00 for the Postage Box rental
- Subtractions: \$599.64 taken away from Collection Development (was posted it in June instead)
- Addition: \$296.07 to Collection Development
- Original total for May was \$7258.86, but with the above, May was lower at: \$6779.22

June Predicted/ Actual Expenses:

Predicted expenses \$5464.64, actual was \$5608.42. Collection expenses \$473.71 over predicted, supplies about \$100 over predicted and programs about \$200 under. There has been a lag in credit card payments being posted, so the volunteer recognition gift should show up in July.

July Projected Expenses:

Spending is usual. Requesting approval of \$5,224.94 in bills to be paid for July

MB: Motion bills to be paid, 2nd: PW, Motion approved: unanimous.

- b) CDs are coming due. SK discussed terms and interest rates. VG suggested that the 15-month term at 0.75% interest rate. SK does not think we will need access to the money and suggested that we roll over the money into a CD.

CFW: Motioned to purchase 2 CDs at the 15-month 0.75% interest rate, 2nd: VG, Motion approved: unanimous.

6) **Library Director's Report** (*see attached for details*)

- a) Kid's Summer Programming/Movies/Bookworm
- b) Circulation and Patron Stats
- c) LD Continuing Education Course
- d) LD Office Hours

7) **Committee Reports and FOL Updates**

- a) FOL – Book Sale - Book Sale: Pam reported that the book sale grossed about \$2,300 with a net of about \$2,000 after expenses such as advertising, etc. The first two days of the sale were better this year than last year. Sunday was about the same as last year. There is still uncertainty as to whether the change to Presque Isle Days from the previous Country Faire is having an impact on attendance and sales. Regarding FOL, another fund raiser in August will be selling brats & hot dogs at the Brat Hut at Trig's in Manitowish Waters. Dates are Fri. & Sat., Aug. 2 & 3 and the following Sat., Aug. 10. Friends members involved are Kathy Curtis, Kathy Sprester & Diane Schroeder.

- b) Town of PI/Liaison – Carl had no news to report from the Town Board.

8) **Old Business - A** question was raised about the status of the new security system. Shelly reported that everything has been signed off, and she is just waiting for word about an installation date.

9) **New Business –** Pam reported that the Budget Committee (Pam, Shelly, Merry Beckel, & Vicki Gillett) will need to meet soon to begin work on a draft of next year's budget with the objective of having a draft to present to the board at the August meeting and a final budget to be submitted to the Town for their September meeting.

10) **Public comment** - none

11) **Adjournment**, 4:45 p.m.

Next regular meeting date: Aug 13, 4:00 PM - Library

LIBRARY DIRECTOR'S REPORT JULY 2019

Library Director's Report July 2019

A. Kid's Summer Programming/Movies/Bookworm

Our Kid's Summer Programs have been going great! We had 19 for our first one, Reptiles & Amphibians. Licia does a wonderful job and she brought a lot of live animals. For our Logging Program, we had 29 people. This is our first time hiring Trees for Tomorrow for a program. I thought the power point ran a little long, but everyone loved trying to light a match on fire with a hatchet. Two parents did it and got registered in the Hall of Flame! Our Shooting Star Store is also a big hit, we have 31 kids signed up as of July 9th!

Other programs: We only had one patron for our June movie: "Stan and Ollie" and the patron had this review: "Meh". Our knitting on Wednesdays from 4-6 has 3-8 regulars. Short story book club is doing well, with about 6 every other Wednesday morning. The Geocaching program on the Friday before Presque Isle Days had 8 people, not bad considering this is our 3rd Geocaching program. We had a Barn Quilt Painting Class with 3 participants.

Upcoming programs: tomorrow we have a "Meet the Artist" with Polly Sievert. Thursday is our Kid's Program: Life as a Rehabilitator with Courtney from Northwoods Wildlife Center.

B. Circulation and Patron Data- see attached

C. LD Continuing Education Course

I took a Branding/Marketing/Social Media continuing education class. I learned how to make a social media calendar, signed the library up for Twitter and I created a brand persona for the library, with the goal of all marketing coming from the voice I created: Here is the library persona I came up with: "Our library personality is warm, inviting, attentive and engaging. We are friendly, loud, quiet, fun and social. Our staff has cultivated the art of listening so we can offer patrons what they need. It is our goal to be a "third place" for community members, that special place after work and home. We are educational, informative and inclusive. We recognize every patron with a welcoming hello and a kind farewell"

D. LD Office Hours
Same as usual

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- 4) Approval of Minutes (June 11, 2019)
- 5) Treasurer's report
 - a) Action on Bills to be Paid - July
 - b) Action on 2 CDs due in August
- 6) Library Director's Report
 - a) Kid's Summer Programming/Movies/Bookworm
 - b) Circulation and Patron Stats
 - c) LD Continuing Education Course
 - d) LD Office Hours
- 7) Committee Reports and FOL Update
 - a) FOL - Book Sale
 - b) Town of PI Liaison
- 8) Old Business
 - a)
- 9) New Business
 - a)
- 10) Public comment
- 11) Adjournment

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

