

Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting Approved Minutes
Date :	December 14, 2021
Time :	4:00 pm
Location :	Via Zoom: https://us02web.zoom.us/j/84517051926

- 1) Call to Order (PW) The meeting was called to order at 4:03 pm
- 2) Roll Call of Members/Introduction of Visitors (PW): Present: Susan Casey (SC), Vicki Gillett (VG), Merry Beckel (MB), Christine Wallace (CW), Sarah Krembs (SK), Joan McDonald (JMCD) and Director, Shelly Knaack (SK) Absent John MacLean (JM).
- 3) Agenda approval/modification (PW): Motion to approve the Agenda with the change of, at bottom of agenda change "Next meeting via Zoom" made by VG, second by SC, motion passed unanimously.
- 4) Approval of Minutes (Nov. 9, 2021): Motion to approve the minutes with changes, "next meeting via zoom" made by MB, second VG, motion passed unanimously.
- 5) Treasurer's report (MB)
 - a) Action on Bills to be Paid – Dec: Motion to pay bill's in the amount of \$6915.23 made by JMCD, second by CW, motion passed unanimously.
 - b) Budget Adjustments by Town: MB reviewed the Treasurer's report. Motion to adjust the budget to include the additional money allocated by the Town to \$72,497 from the original amount of \$71,821.
- 6) Library Director's Report (SK)
 - a) Library News: SK reported she has investigated Kanopy for use at the library. This is a streaming service for patrons to use at a cost of \$50 per year. She will subscribe to the service.
 - b) Key Holders in the Library: not discussed
 - c) Continuing Education: SK will have to acquire 100 hrs. by 2025. She stated this will be done.
 - c) LD Office Hours: no change
- 7) Committee Reports
 - a) Policies for Review and Approval (SK): all policies were discussed. Motion by CW, second by MB to accept all presented policy changes. Motion passed unanimously.
 1. Challenged Materials Policy
 2. Library Director Job Description
 3. Pandemic Policy
 4. Friends of the Library Policy
- 8) New Business
 - a) Approval of Second Library Trustee Term for Vicki Gillett: Motion to approve a 3 year term as trustee for Vicky Gillett by SC, second by MB, motion passed unanimously.
 - b) Rollover of unused vacation for staff: Motion to allow rollover of unused vacation for both staff members by SC, second by VG, motion passed unanimously.
- 8) Old Business
 - a) 2022 Board Committee Assignments: PW stated assignments will be made in January

9) Public comment: none

10) CLOSED SESSION

- a) Staff Holiday Bonus
- b) LD 2022 Employment Contract

11) Adjournment at 4:55 pm

Next regular meeting date: Jan.11, 2022 4:00 PM via Zoom

Respectfully Submitted
Joan A McDonald Secretary

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- 12) Agenda approval/modification (PW)
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- 14) Treasurer's report (MB)
 - a) Action on Bills to be Paid - Dec.
 - b) Budget Adjustments by Town
- 15) Library Director's Report (SK)
 - a) Library News
 - b) Key Holders in the Library
 - c) Continuing Education
 - c) LD Office Hours
- 16) Committee Reports
 - a) Policies for Review and Approval (SK)
 - 5. Challenged Materials Policy
 - 6. Library Director Job Description
 - 7. Pandemic Policy
 - 8. Friends of the Library Policy
- 8) New Business
 - c) Approval of Second Library Trustee Term for Vicki Gillett
 - d) Rollover of unused vacation for staff
- 17) Old Business
 - b) 2022 Board Committee Assignments
- 18) Public comment
- 10) CLOSED SESSION
 - c) Staff Holiday Bonus
 - d) LD 2022 Employment Contract
- 11) Adjournment

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Library Director's Report

December 2021

We have the opportunity for our patrons to join Kanopy which is a movie/video streaming service. This service allows a patron to have 10 items to stream per month per library card. They are currently working on a quote for our library. They think it will be roughly \$500 per year. At this price, I think it would be a wonderful opportunity for our patrons.

The library is decorated for Holidays. We have had many comments about the gorgeous tree that Ramona donated.

For 2022 we will be focusing on getting more patrons in the library. Some patrons are not venturing out as much because of fears of Covid. Other patrons, I'm sure, have changed their habits while we were closed in 2020 & 2021. Obviously streaming services have caused us to take a big hit on our circulation numbers for movies and TV series.

Key Holders in the Library

I'm working on getting the key holder list updated for the year. This is a once-a-year check so that we know exactly who has keys for the library.

Continuing Education

I began working as a director in December 2021. The certification I earned counts as 100 hours. I need 100 hours every five years. The certification I earned counts as 100 hours. So, for 2022- 2027, I need 100 hours of continuing education.

LD Office Hours

Library Director's Report