

Presque Isle Community Library - Board of Trustees

Meeting Category: Approved Meeting Minutes

Date: March 8, 2022

Time: 4:00 p.m.

Location: Library or Zoom: <https://02web.zoom.us/j/85156803133>

- 1) **Call to Order** (PW) The meeting was called to order at 4:02 p.m.
- 2) **Roll Call of Members/Introduction of Visitors:** (PW) Pam Whipple (PW), Shelly Knaack (SK1), Merry Beckel (MB), Keith Stanosz (KS), Vicki Gillett (VG), Christine Wallace (CW), Absent: Susan Casey (SC), John MacLean (JM). Visitor: Jorja Burke (JB).
- 3) **Agenda Approval/Modification:** (PW) No corrections to the agenda. Motion to approve the agenda made by (MB), Seconded by (KS). Motion passed unanimously.
- 4) **Approval of Minutes Feb. 8, 2022:** (PW) Motion to approve the minutes from the regular board meeting of 2/08/2022. Motion to approve the minutes with no corrections made by (KS), seconded by (MB). Motion passed unanimously.
- 5) **Approval of Minutes Feb. 11, 2022:** (PW) Motion to approve the minutes with no corrections from the special board meeting of 2/11/2022 made by (MB), seconded by (VG). Motion passed unanimously.
- 6) **Treasurer's Report:** (MB) February predicted expenses were \$13,955.78 but came in at \$13,622.78, a savings of \$333.00. March predicted expenses are \$6,105.80. There was no additional income for February to report. Motion to pay the March bills in the amount of \$6,105.80 was made by (VG), seconded by (KS). Motion passed unanimously.
- 7) **Library Director's Report:** (SK)
 - a) **Talking Points – Annual Town Meeting in April:** Shelly discussed her report (copies distributed to board members) that she plans to present to the Town Board at the April 2022 annual meeting. The date is not yet on the Town Calendar but it is expected to be on April 18.
 - b) **Movie license renewal.** Shelly recommended that the library's movie license (which allows the library to show feature length movies to the public) not be renewed due to the expense of the license and low attendance at movies shown in the past. The board concurred.
 - c) **Library Director – Vacation Schedule.** Shelly mentioned that she is hoping to take some vacation days around Easter.
 - d) **LD Office Hours.** Same as usual.
- 8) **Committee Reports:** No Committee Reports this meeting.
- 9) **Old Business:**
 - a) **Volunteer Appreciation:** (PW) Pam discussed the date (now set for Oct. 5, 2022) and time (5:30 p.m.) for the Volunteer Appreciation Dinner. Pam also passed around a sign-up sheet of menu items for Board members to consider providing for the dinner. More discussion to follow as the date approaches.

10) New Business:

- a) Sign Collection Development Grant Agreement: A copy of the Grant Agreement outlining stipulations of the grant awarded by Northern Waters Library Network (NWLN) was provided to Board members for their review. Shelly briefly discussed the grant and the amount, which is \$929.98 for 2022. It requires the signatures of Pam as Library Board President and Shelly as Library Director.
- b) Sign WLA (Wisconsin Library Association) Membership Grant Agreement: The grant covers the expense of membership in the WLA for the Library Director (Shelly). The agreement requires the signatures of Pam as Library Board President and Shelly as Library Director.

c) Policies for Review and Approval: (KS)

- 1. PICL Job Guidelines
- 2. Meeting Room Policy
- 3. Job Description Library Director
- 4. Health Emergency
- 5. Donations and Gifts
- 6. Privacy and Confidentiality
- 7. Personnel Policy

The above policies and descriptions were presented by (KS) and were reviewed and discussed individually by the Board. They were approved as a group as written, except for minor corrections, with a motion to accept the policies by (CW), seconded by (MB). Motion carried unanimously.

- d) FOL Plans for June Concert: (PW) The Friends of the Library (FOL) have made plans for an outdoor musical concert featuring Warren Nelson from Big Top Chautauqua of Bayfield, WI. He and a few fellow musicians will perform on June 15, 2022 in the outdoor pavilion from 5:00 to 7:00 p.m. If the weather is bad, the performance will take place inside the Community Room. The public will be invited to attend free of charge. The cost of the concert is being covered via a bequest of Jackie Bassett, a former Presque Isle resident, avid supporter of the library, and former library volunteer. The Friends will need additional volunteers to help out. Kathy Sprester is the contact person for anyone wishing to volunteer.

10. Public Comment: None

12. Adjournment: 5:25 p.m.

Next regular meeting date: Tuesday, April 12, at 4:00 p.m. at the library and via Zoom.

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- 1) Call to Order (PW)
- 2) Roll Call of Members/Introduction of Visitors (PW)
- 3) Agenda approval/modification (PW)
- 4) Approval of Minutes (Feb. 8, 2022) (PW)
- 5) Approval of Minutes (Feb. 11, 2022) (PW)
- 6) Treasurer's report (MB)
 - a) Action on Bills to be Paid - March
- 7) Library Director's Report (SK)
 - a) Talking Points - Annual Town Meeting in April
 - b) Movie License Renewal
 - c) Library Director- Vacation Schedule
 - d) LD Office Hours
- 8) Committee Reports
Old Business
 - a) Volunteer Appreciation
- 9) New Business
 - a) Sign Collection Development Grant Agreement
 - b) Sign WLA Membership Grant Agreement
 - c) Policies for Review and Approval:
 1. PICL Job Guidelines
 2. Meeting Room Policy
 3. Job Description Library Director
 4. Health Emergency
 5. Donations and Gifts
 6. Privacy and Confidentiality
 7. Personnel Policy
 - d) FOL Plans for June Concert (PW)
- 10) Public comment
- 11) Adjournment

Next regular meeting date: April 12, 4:00 PM Library and via Zoom

Library Director's Report

March 2022

a) Talking Points – Annual town board meeting in April

Please see separate attachment with my report.

b) Movie License Renewal

If we would like to renew our Movie License, we have to let Northern Waters know by March 12th. We did not get a license last year. Right now, I don't have any ideas for movie events, but I would welcome suggestions. Pricing is around \$300 per year. With that price, we would need participation of 60 patrons to equal \$5 per person, just to give you an idea. In the past, we have tried:

- Kid's movies on Tuesday mornings for 8 weeks of summer—we would make popcorn and kids could bring blankets or sit on bean bags: we had very low to no participation
- Monthly movies on Wednesday afternoons at 1 PM—attendance varied depending on movie selection. Ranged from 1 or 2 participants to 15 participants.
- Movie Events: Downton Abbey movie with a full afternoon tea, hosted by Sarah—I can't remember how many, but we had great attendance—maybe 25ish Chocolat movie around Valentine's Day—we served hot chocolate and chocolate treats—small participation—maybe 7 people at the most.

c) Library Director – Vacation Schedule I'm hoping to plan something around Easter.

d) Office Hours-Library Director Same as usual.