

Presque Isle Community Library - Board of Trustees	
Meeting Category:	Approved Regular Meeting Minutes
Date :	January 10, 2023
Time :	4:00 pm
Location :	P.I. Library and Via Zoom: https://us02web.zoom.us/j/83723498067

- 1) **Call to Order.** Keith Stanosz (KS): The meeting was called to order at 4:00 pm.
- 2) **Roll Call of Members/Introduction of Visitors.** KS:
Present: KS, Christal Schermeister-Simons (CSS), Vicki Gillett (VG), Merry Beckel (MB), Mary Koster (MK), Joe Kemnitz (JK), and Christine Wallace (CW)
Visitors: Sarah Krembs (SK) and Kip Decker (KD)
Absent: John MacLean (JM)
- 3) **Agenda approval/modification.** KS: VG moved to approve the agenda as written, motion seconded by MB. Motion passed unanimously.
- 4) **Approval of Minutes.** KS: MB moved to approve the Dec. 13, 2022 minutes as written, motion seconded by KS. Motion passed unanimously.
- 5) **Treasurer's report.** MB & CSS: CSS reviewed the income and expense reports and commented that the reason for a larger sum in the December capital improvements expense column is due to the purchase of new office furniture for the library director's office. CSS also stated that the January prediction for salary expense maybe incorrect. The actual amount will be correct on the January 2023 expense report.

A motion to pay December's bills in the amount of \$10,983.20 was made by KS and seconded by VG. Motion passed unanimously.
- 6) **Library Director's Report, CSS:**
Christmas Decorating in the Library – Decorating and Undecorating parties were held by the Friends of the Library, and both went well. The library looked very festive during December and has transitioned to winter decorations in place of holiday decor.

Ongoing Programs and Events – A repeat of the CPR/AED class will take place at the library on Saturday morning, January 21, starting at 9 :30. CSS asked for input on additional ways to publicize and promote the CPR class as well as a new fiber arts group. A mass email will be sent out via Mailchimp, but other ideas are welcome. Following the CRP class, the Friends of the Library will host a travelogue at 2 :00 p.m., presented by local resident Bill Jollie.

Memorial for Marsha Rosenberg – Monetary donations have been received in honor of Marsha, a longtime Monday morning volunteer who served for 12 years. Ideas for a suitable memorial are being sought. One idea under consideration is a paver brick for the front sidewalk with Marsha's name, her role, and years of service. Other suggestions are welcome for consideration.

Monthly hours – CSS lists her normal work hours and availability.

- 7) **Committee Reports.** KS reviewed openings that need to be filled on four library board committees. The committees and Board members who have volunteered for each are as follows:
- a) Annual Budget Committee: MB (chair), KS, JK
 - b) Long Range Planning Committee: MB (chair), VG
 - c) Policy Committee: KS (chair), MK, CW
 - d) Director Review Committee: KS (chair) and one other member
 - e) Board Search Committee: discussion to continue at next meeting
- 8) **Old Business.** KS:
- a) Reconciliation of year-end library accounts with Town Clerk. KS & MB will assist CSS with this process.
 - b) Approval of amended 2023 budget. JK made a motion to approve the amended budget, seconded by CW. The motion passed unanimously.
 - c) Updated employment contract for Library Director. MB made a motion to approve the contract, seconded by KS. The motion passed unanimously.
- 9) **New Business.** KS:
- a) **Bank signature changeover.** As the new library board president, Keith Stanosz (KS) needs to be an authorized signatory on the library's bank account, replacing past president, Pam Whipple, who is no longer on the board. To accomplish this, a motion and vote by the library board is required. Mary Koster (MK) made a motion to approve Keith Stanosz (KS) as a new signatory on the Presque Isle library's bank account. The motion was seconded by Merry Beckel (MB) and passed on a unanimous vote of the board.
 - b) **Check the Key Document Schedule for Review and/or Revision.** CSS stated that she will take care of this.
 - c) **Update and circulate Contact List for library board members and officers of Friends of the Library.** A draft copy was circulated to board members present for any revisions or additions needed. A final copy will be distributed to all board members when revisions are completed.
- 10) **Public comment:** None
- 11) **Adjournment:** 5:00 p.m.

Next regular meeting date: February 14, 2023, 4:00 p.m. at the library - in person and via Zoom.

Respectfully Submitted,

Vicki Gillett, Secretary