

| Presque Isle Community Library - Board of Trustees | |
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| Meeting Category: | Regular Meeting |
| Date: | January 13, 2025 |
| Time: | 4:00 pm |
| Location: | At the library and via Zoom |
| Zoom information: | Zoom link: https://us02web.zoom.us/j/84323459159 Meeting ID: 843 2345 9159 |

- 1) Call to Order (MK)
 - a) MK called to order at 4:04pm
- 2) Roll Call of Members/Introduction of Visitors (MK)
 - a) Board Members Present: Mary Koster (MK), Cathy Logan Weber (CLW), Kip Decker (KD), Lisa Ruesch (LR), Christine Wallace (CW), Joe Kemnitz (JK), Keith Stanosz (KS)
 - b) Library Staff Present: Christal Schermeister-Simons (CSS)
 - c) Board Members Absent: none
 - d) Visitors Present: none
- 3) Agenda approval/modification (MK)
 - a) Motion by CW
 - b) Second by KS
 - c) All in favor, motion passes
- 4) Approval of Minutes (December 10, 2024) (MK)
 - a) Motion by JK
 - b) Second by LR
 - c) All in favor, motion passes
- 5) Treasurer's report (CSS)
 - a) Income during the month of December
 - i) Grant, scholarship payment, and reimbursement came through in December
 - (1) Total of \$1,795.06 income in December
 - ii) CSS created a yearly income at a glance document for the board
 - b) Expenses during the month of December
 - i) Prediction vs actual was very close (actual \$7,090.39)
 - ii) Phone bill continues to go up
 - c) Action on bills to be paid - January
 - i) Motion to approve spending for January in the amount of \$5,918.80 by CW
 - (1) CSS estimated salaries for January, will be updated for February
 - ii) Second by KD
 - iii) All in favor, motion passes
- 6) Library Director's Report (CSS)
 - a) Art in the Library
 - i) Looking for someone for February/March

- b) Events
 - i) NLDC led events over winter break
 - ii) Thinking up events for winter, potential Soup Social in March
- c) Annual Reports
 - i) CSS will have access to the web portal soon
- d) FOL Report
 - i) Friends had a very successful year
- e) Office Hours
 - i) Typical hours; reporting out on vacation hours

7) Ongoing Business

- a) Reconciling year-end accounts with Town Clerk
 - i) Waiting for word from Kim
- b) Annual employment contract with library director
 - i) Will be typed up to sign next month
- c) Carpet cleaning for library
 - i) January 23 between noon and 1pm, Alpha Clean will come and clean carpets

8) New Business

- d) Confirming committee assignments
 - i) Budget: LR, KS, JK
 - ii) LRP/Strategic Planning: MK, KD, LR
 - iii) Policy: CW, KS, MK
 - iv) Evaluation: KD, CW, MK
 - v) Trustee Search: JK, CLW, MK
 - vi) Art in the library: CSS, KS, MK
- e) Updating board contact info document for 2025
- f) Changing over bank signatory
 - i) CSS will take approved minutes from December 2024 to the bank to add MK to the approved list
- g) Goals for this year / long-range planning
 - i) Create policies for Library of Things

9) Public comment

- a) No comments

10) Adjournment (MK)

- a) MK adjourned the meeting at 5:12pm

Next regular meeting will be Tuesday, February 11, 2025