

Approved Board Minutes - Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	Tuesday April 11, 2017
Time :	4:00 pm
Location :	Town Board Room

- 1) Call to Order : Bob Berdan – 4:03 pm
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board members present : Bob Berdan (RJB), Cathy Weber (CLW), Christine Wallace (CW), Brenda Schuppe (BDS-phone), Pam Whipple (PW), & Mike Czarny (MC). Also present - Library Director Shelly Knaack (SK).
Absent :
 - b) Visitors : None
- 3) Agenda approval/modification : Added 9b Long Range Plan - PW– motion as modified / MC - 2nd / Unanimous vote.
- 4) Approval of Minutes (March 14, 2017) : approved with no changes. CW- Motion / MC- 2nd / Unanimous.
- 5) Treasurer's report
 - a) Action on bills to be paid – April - \$3996.57- approved PW- Motion / MC- 2nd / Unanimous.
 - b) New format for Financial Reports – BDS & SK covered improvements to accounting sheets. MC to work with SK on further improvements.
- 6) LIBRARY DIRECTOR'S REPORT
 - a) Librarian Assistant Update
 - b) Summer Programming
 - c) LD Office Hours
 - d) Vilas County Libraries Committee Update
 - e) Library Hours Analysis
 - f) Review of Requested Plans for Library + Short Term Goals
- 7) COMMITTEE REPORTS AND FOL UPDATE
 - a) FOL – discussed customizable signs for events and directing people to lower level
 - b) Evaluation Committee Update – Updates continue by email between parties (BDS, CW, & SK) Cmte on track to deliver 6 month probationary review to Board end June.
- 8) OLD BUSINESS
 - a) Pavers/Recognition Policy Approval – RJB presented final draft. Approved as is PW- Motion / MC- 2nd / Unanimous. Suggestion was made to give SK a fund of \$150 for future brick purchases. PW-Motion / MC - 2nd / Unanimous.
 - b) Recognition Event Planning Update – Schedule in Community Room **Weds Night May 24 5-7 pm** (Assume ~ 60 people)
 - i) Board Members show up for 4 pm setup
 - ii) RJB – pizza & Beer / MC – wine / FOL – water / Paper products – napkins & plates – good . PW Check on Tablecloths. SK – Coordinate Plant gifts
 - iii) Deserts – Board members
 - c) Talking Points and Attendance for PI Annual Town Meeting in April - SK to circulate talking points for feedback.
- 9) NEW BUSINESS
 - a) Trustee Selection Committee – RJB suggested PW to Trustee Cmte and CLW to Long Range Plan Cmte. Ratify motion PW / MC 2nd / Unanimous. RJB & PW to conduct new board member interviews the week of 4/10.
 - b) Long Range Plan - Mtg mid to end June.
- 10) Public comment: None
- 11) Adjournment: 5:58 pm - MC - Motion / PW- 2nd / Unanimous.

Next regular meeting date: May 9 4:00 PM Town Board Room

**Library Director's Report
April 2017**

Hiring Library Assistant

I have received 3 applications in total. I will interview two. Start date will be around the end of April. First paycheck I estimate being May 3rd. If that happens, it will not affect April bills to be paid. If the assistant starts sooner, that amount paid will be added to assistant salary for April.

Summer Programming

I plan on hosting 8 children's programs on Wednesday mornings at 10:30 starting on June 21st and running until August 9th. This time and day of the week is consistent with past kid's programming at Presque Isle Community Library.

Here is what I have booked so far:

June 28th - Nature's Architects (Licia from Discovery Center)
July 12th - Fabulous Frogs (Licia from Discovery Center)
July 19th - Insects (Bart, Northwoods Wildlife)
August 2nd - Turtles (Bart, Northwoods Wildlife)
August 9th - Bubble-ology (Licia- Discovery Center)

Current total for these programs: \$550. Payment is required on the day of each program.

Programs I need to plan or book: June 21st, July 5th, July 26th. Keeping with the nature theme, some ideas I have are: program about bees and a nature painting/craft program.

Summer Reading Program: Kids can read and earn coins to use in the "store" I create to buy books, toys, stuffed animals, etc.

Planning to show kid's movies on either Thursday or Friday mornings, also running 6-8 weeks in the summer.

All of this will be in a brochure or handouts I will create to distribute. I plan to give to NLES toward the last week of school and of course have at the library, town hall and chamber. Additional advertising will be done on the website, facebook, area calendars and in the FYI.

Shelly's Office Hours

Mondays, Wednesdays, Fridays: 9-12

Tuesdays: 2-7

Feel free to stop in at other times as I may be available.

Vilas County Libraries Committee Update

A special hearing was held on April 10, 2017 at the Vilas County Courthouse in Eagle River. I was able to attend, in addition to other Vilas County Library Directors: Cherie Sanderson (Boulder Junction), Julie Zelten (Land O' Lakes) and Cari Hutton (Phelps). Jeff Burke and Mary Platner from the NWLS board were also in attendance along with Sherry Machones. The library plan for Vilas County was voted on and passed unanimously. The wording of "Vilas County Library Plan" will have to be changed.

PLSR, Public Library System Redesign is currently being worked on and can be monitored at this website: <http://www.plsr.info/>. I will report on updates.

Library Hours Analysis

I asked Mike Sheehan of NWLS for check out data broken down by year, month, day and hour. Mike Czarny reviewed, collected and graphed the data. Here are the learnings from the data:

Individual month data was too complex, so checkout data was grouped in 4 month averages (Jan-Apr, May-Aug, Sept-Dec.)

- Continued drop in circulation was shown
- Much of the drop may be occurring during the months of May-Aug

Check out times were analyzed by hours: (10 am-12pm, 1-4 pm, 5-7 pm, 8-9 pm)

- Checkout data for Tuesday and Thurs seem to align well with new adjusted hours.
 - Some months showed a spike in checkouts in evenings suggesting a possible program or library function on those nights.
- Checkout data for Mondays and Wednesdays seem to align well with the new adjusted hours.
- Checkout data for Fridays may not align with new adjusted hours. Feedback should be monitored.

The availability of this data will allow for better future monitoring of library checkout flow and future adjustment of building hours.

Review of Requested Plans For Library + Short Term Goals

Goals by Memorial Day Week-End

- Use Collection Development Funds to purchase books and materials with the goal of having lots of new items for patrons to get excited about. (\$1375)
- Create a Wishlist on a poster so patrons can pick specific items to donate for the library

Goals for 2017:

- Weed collection (priority: VHS, cassette tapes)
- Reorganize collection, shifting fiction to front of library, nonfiction to back
- Shift Young Adult books out of the children's area
- Catalog all magazines
- Create a point of focus display for new items: books, movies, audio
- Add programming: Great Courses, Movie afternoon
- Develop programming geared towards interests of the community based on feedback, observations and trends

Review Computers/NWLS Schedule

Benjamin (IT, Northern Waters) has given me a schedule for computer replacement. There are 2 computers of our 9 patron units that are to be taken out or replaced because the warranties will be expired. One computer will be up for replacement next year.

I have discussed with him as to usage of the patron computers. I also spoke with Pam Whipple about her observations since she is here a lot and on the computer. The feedback I have is that even in the summer, computers are not used a whole lot and very rarely, if never full. This is consistent with other libraries as usage has decreased with more patrons having their own tablets or laptops.

I think we should take the 2 out that are out of warranty, have Benjamin strip them (whatever he needs to do to take all info off) and we can sell them. Ben evaluated and came up with a fair price for that age computer is \$100 each.

With the computer up for replacement next year, I would really like to make into a freestanding dedicated card catalog. I have observed many public libraries offering this to their patrons and I think it is a great customer friendly addition to our library.

The card catalog is not a chore to create and maintain, NWLS does it and Benjamin thought the computer we have ready to expire it's warranty next year would be a good one for this.

The three computers in question are all located in the center, if that was taken out, all the patron computers would then line the wall. I think that would be a nice look, opening up the space to see the conference room and creating a possible space for a display of new books, audio books and movies.

The dedicated card catalog computer would need a podium or table to be placed on. The most user friendly ones are stand up. If this were to happen, the carrels that are currently holding 3 computers in question, along with the tabletops will need to be disassembled.

This is an image of the original posted Agenda, for Archive Purposes

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- 10) Public comment
- 11) Adjournment

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