

Approved Board Minutes - Presque Isle Community Library - Board of Trustees

Meeting Category:	Regular Meeting
Date :	Tuesday December 12, 2017
Time :	4:00 pm
Location :	Library

- 1) Call to Order: Bob Berdan – 4:02 pm
- 2) Roll Call of Members / Introduction of Visitors
 - a) Board members present: Bob Berdan (RJB), Pam Whipple (PW), Krista Slemmons (KS), Cathy Weber (CLW - left at 4:33 / return 4:55), Mike Czarny (MC), Christine Wallace (CW), Brenda Schuppe (BDS-phone). Also present - Library Director Shelly Knaack (SK).
 - b) Visitors: None
- 3) Agenda approval / modification: Approved with addition of 7c (personnel) - MC - motion / CLW - 2nd / Unanimous.
- 4) Approval of Minutes (November 14, 2017): Approved with minor correction to 9a - PW - Motion / CLW - 2nd / Unanimous.
- 5) Treasurer's report :
 - a) Action on bills to be paid – December: Cutoff for 2017 spending will be Dec 15. Bills to be paid in the amount of \$6741.28. MC - Motion / CLW - 2nd / Unanimous. **SK to verbally highlight any future "back changes" to expense budget > \$100.**
 - b) Review with Board - Annual Budget Adjustments by Town. BDS reviewed Town approved budget. Several line items still need adjustment - due to 3% vs 2% salary increase and subsequent decrease of other categories.
 - c) Final 2018 Budget – Review of final numbers will tabled to Jan 2018 (BDS).
- 6) Library Director's Report - ATTACHED
 - a) LD Office Hours:
 - b) Library Hours :
 - c) Library Certification Progress:
 - d) Vacation Schedule:
 - e) Cleaning & Maintenance: SK reviewed the new Building custodian Job Description responsibilities. Possible future discussion about library closure(s) for maintenance related issue(s) - painting, carpet cleaning, etc.
- 7) Committee Reports & FOL Update
 - a) FOL: Donated \$10,000 for 2018 collection development. Membership drive is ongoing.
 - b) Board Nomination Committee: Interviewed 3 candidates. 1st choice candidate will be forwarded to town for confirmation in Jan. PW - Motion / KS- 2nd / Unanimous
 - c) Personnel - Library Director review and contract renewal. Full review conducted in June and will continue annually in June. BDS conducted an 6 month follow-up review to close out 1st year. Hardcopy review will forward to RJB for final signature(s) and for filing with Town (MC). New annual contract renewal (with salary revision) signed and will be filed (MC)
- 8) OLD BUSINESS
 - a) Accept Board member Dec resignation (BDS). RJB adjust Board member appointment terms with Town. RJB will update Board term Table with new members.
 - b) Board Candidate Recommendation- see 7b.
- 9) NEW BUSINESS
 - a) Operations Policy- Approved changes as published - MC - Motion / PW- 2nd / Unanimous.
 - b) Space Usage Request(s) for Board Approval - PW Motion / KS- 2nd / Unanimous. (Lioness, Material Girls, FOL, & Yoga (Sara Johnson))
- 10) Public comment: None
- 11) Adjournment: 5:00pm. - MC - Motion / PW - 2nd / Unanimous.

Next regular meeting date January 9, 2018 at 4:00 pm. - Library

Library Director's Report – December 12, 2017

A. Shelly's Office Hours

Mondays: Usually remote, available by cell or house phone.

Tuesdays, Thursdays: 9-2 (often later), Saturdays 9-12

Wednesdays: 9-6, Fridays 9-3

B. Library Hours

Continued positive feedback, folks love the consistency of 9 AM opening and more positive feedback about the hours being the same throughout the year.

C. Library Certification Progress

I am currently taking the "Public and Community Services" course through UW Madison. I took "Basic Public Library Administration" last semester. I have two courses left before completion: "Advanced Public Library Administration" and "Organization and Management of Collections". Once completed, I will be a Grade 2 librarian. According to the Department of Public Instruction (DPI) I have 4 years from the date of hire to complete this certification.

D. Vacation Schedule

I get one week of vacation in 2018. I plan to take it the first week in April: the 2nd of April through the 7th. I will have either Sarah or a capable volunteer on the schedule for this week to take my place.

E. Cleaning and Maintenance

Cathy, as town board liaison and I have met with the town clerk and the Cleaning and Maintenance Staff to review and discuss the library needs. The meeting was very productive and all parties were satisfied with the discussion.

Since this meeting, I am working on assembling a priority list for cleaning and maintenance for the library. In addition, Lorine and I worked on a written job description which outlines cleaning areas, requirements, and frequency. This job description was approved by the town at the December town board meeting.

Copy of Original Agenda

Presque Isle Community Library - Board of Trustees	
Meeting Category:	Regular Meeting
Date :	December 12, 2017
Time :	4:00 pm
Location :	Library

- 1) Call to Order
- 2) Roll Call of Members / Introduction of Visitors
- 3) Agenda approval/modification
- 4) Approval of Minutes (November 14, 2017)
- 5) Treasurer's report
 - a) Action on Bills to be Paid - November
 - b) Review with Board - Annual Budget Adjustments by Town
 - c) Final 2018 Budget
- 6) Library Director's Report
 - a) LD Office Hours
 - b) Library Hours
 - c) Library Certification Progress
 - d) Vacation Schedule
 - e) Cleaning and Maintenance
- 7) Committee Reports and FOL Update
 - a) FOL
 - b) Board Nomination Committee
- 8) Old Business
 - a) Accept Board member resignation, adjust Board member appointment terms.
 - b) Board Candidate Recommendation
- 9) New Business
 - a) Operations Policy
 - b) Space Usage Request(s) for Board Approval
- 10) Public comment
- 11) Adjournment

Next regular meeting date: January 9, 4:00 PM Library